

Project Completion Check List

Country Office: TJK10

Project/Output No. 00098445

- Access to Justice/Ph2


I confirm that all of the following matters have been considered and resolved:

V	No outstanding NEX advances – in either local currency or USD
V	No outstanding PDRs
V	No open Purchase Orders
V	No Receipt Accruals
V	No outstanding commitments
V	No pending prepayments and other non PO advances
V	All pre-financing activities have been recovered and/or reimbursed
V	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.)
V	No pending GLJEs
V	No unapplied deposits or other unrecorded revenue
V	No outstanding Accounts Receivable to be received from donors per signed agreements
V	No AR direct journals in budget error or incomplete status
V	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
V	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
V	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
V	All project petty cash is cleared
V	Project bank account is fully reconciled and closed – Project bank account is being used for Access to Justice Project, phase 3.
V	All accrued employee benefits are fully accounted
V	No other pending liabilities
V	The CDR for the previous quarter shows zero future expenses (commitments).
V	Final LPAC/ steering committee minutes are available
V	All audit observations are closed with supporting documentation.
V	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
V	If a cost sharing project, the unexpended balance has been agreed to the general ledger.

V	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
V	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
V	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
V	Notified the GSSC to close any associated contract in the contracts module.
V	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Mr. Lenni Montiel

Resident Representative, UNDP Tajikistan

Signature  **Date** 25.07.22

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.

Verified by: