

Project Completion Check List

Country Office: Timor-Leste Project/Output: 00014960/00079669


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

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Pos
✓	No Receipt Accruals
✓	No Outstanding Commitments
✓	No pending prepayments and other on PO advances
✓	All pre-financing Actives have been recovered and/or reimbursed
✓	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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done)
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding accounts receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/documents are in place
✓	Ensure all transaction for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.
✓	All item held as inventory should be distributed or transferred to recipient or return to donor as specified in the donor agreement.
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero future Expenses (Commitments).
✓	Final LPAC/Steering Committee minutes are available
✓	All audit observation are closed with supporting documentation.

	The final CDR is signed by UNDP and the Implementing Partner. Final Report submitted by responsible parties.	to be sign
✓	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	
✓	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	
✓	All refunds to donors have been transferred to Account 21030 (Pending refund to donors) and the project balance is zero	
✓	Notify Treasury Contribution Unit if the donor agreement requires interest to be refund to the donor if specified in the agreement	
✓	Notify GSSC to close any associated contract in the contracts module	
✓	All donor report as established in the cost sharing agreement were submitted and acknowledged receipt by the donor representative.	

Name Robert Juhkam

Title UNDP Resident Representative a.i

Signature 

Date 11/06/2019

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.