


NOTE TO THE FILE

Date: 11 January 2019

To: Diana Lina Bernardo, Operations
Manager, UNDP Timor-Leste

From: Maja Stojanovska, Programme
Analyst, Head of Democratic
Governance Unit a.i., UNDP
Timor-Leste

Signature: 

RE: **Transfer of unspent balance to IDSP**

According to POPP if the unspent balance is less than US\$ 5,000 (or US dollar equivalent), the office should refer to the contribution agreement with the donor to determine whether the donor permits UNDP to retain unspent balance¹.

According to clause 4, Article VIII of the Cost-Sharing Agreement between the **Government of Timor-Leste and UNDP of March 2014 under LGSP** (Project № 00053898), in cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) **that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP.**

According to clause 4, Article VIII of the Cost-Sharing Agreement between the **Government of Timor-Leste and UNDP of April 2015 under SNGDP** (Project № 00090965), in cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) **that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP.**

According to clause 4, Article VIII of the **Cost-Sharing Agreements between the Government of Timor-Leste and UNDP of February 2016 and February 2017 under SNGDP** (Project № 00090965) in cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) **that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP.** Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Government.

¹ Where funds can be retained, the unspent balance should be transferred to fund 11888 (refer to POPP on Country Co-Financing Cost Sharing (Fund 11888) and Non-Earmarked Programme Cost Sharing (Fund 30083).

Regarding the unspent balance from previous years during implementation of LGSP before 2014², according to the Project Steering Committee Meeting on Local Governance Support Programme (LGSP) II 2012-2013 (extended to 30 June 2014) on July 2014, the final report for the project for the period between 2007-2014 was submitted and approved. With the approval the budget balance and assets were decided to be transferred from LGSP to SNGDP as a new programme of cooperation between GOTL, UNDP and UNCDF. Following the decision of the Project Steering Committee (PSC) of June 2014, the unspent balance from previous years was cleared, justified and transferred from LGSP to SNGDP in September 2016 (Note to the File on LGPS transfer to SNGDP is attached).

The Project Board Committee Meeting of the Infrastructure Development Support Project on November 2018 decided to approve the Final Project Review Report for the Sub-National Governance Development Programme (SNGDP) due to completion of the Programme on 31 of July 2018 in accordance with the Project Document. It was decided to transfer the unspent balance allocated by the Government of Timor-Leste based on conditions of completion and in accordance with the Cost-Sharing Agreements and MOU between the Government and UNDP, from the Sub-National Governance Development Programme (SNGDP) to the Infrastructure Development Support Project (IDSP) as a successor of SNGDP.

Therethrough, this is to justify the transfer of the unspent balance of USD \$587.46 due to completion of the Sub-National Governance Development Programme in 2018 from SNGDP (Project № 00090965) and LGSP (Project № 00053898) from the Government of Timor-Leste (Donor 11139), the Government of Ireland (Donor 00134), the Multi-Partner Trust Fund (MPTF Donor 10714), the Government of Norway (Donor 00187) as follows:

- SNGDP:

Irish Aid (Donor)	24.58
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- LGSP:

MPTF	349.04
Government of Timor-Leste	6.23
	124.05
Government of Norway	83.56

The transferred amount will be used for implementation of activities under the Infrastructure Development Support Project (IDSP, № 00110402) for 2019 as IDSP is the successor of SNGDP/LGSP to continue cooperation between the Government of Timor-Leste and UNDP based on the Memorandum of understanding (MoU) signed in January 2018.

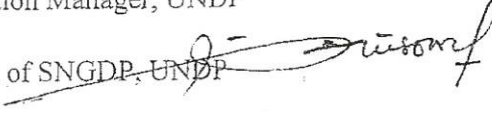
² According to the Article VII "Completion of the Agreement" of the **Cost-Sharing Agreement between the Irish Aid (Donor) and UNDP of December 2006 under LGSP** (Project № 00053898), any payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Donor.

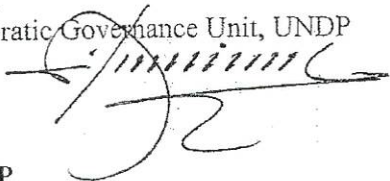
According to the clause 4, Section VIII of the Standard administrative Agreement for Joint Programme LGSP in Timor-Leste and Administrative Agreement between **Norwegian Ministry of Foreign Affairs and UNDP of September 2012 under LGSP II** (Project № 00053898), any balance remaining in the Joint Programme Account or in the individual Participating UN Organizations' separate ledger accounts upon completion of the Joint Programme will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Joint Programme as decided upon by donor(s) and the Steering Committee.

Note to File

Date : 6 September 2016

To : Diana Lina Bernardo, Operation Manager, UNDP

From : Domingos Soares, OIC CTA of SNGDP, UNDP 

Through : Mariano D. Q. Carmo, Head of Democratic Governance Unit, UNDP 

RE : Transfer of LGSP Balance to SNGDP

This is to justify that in the Local Governance Support Programme's (LGSP) Project Steering Committee (PSC) Meeting held in June 2014, it was decided that the LGSP budget balance should be transferred to its successor program of the Sub-National Governance and Development Programme (SNGDP).

In this line, the SNGDP requests Finance Unit to transfer the amount specified in the attached GLJE request from LGSP - 00053898 to SNGDP - 00090965. The amount will be used for implementing SNGDP activities planned for 2016.

Thank you for your attention and collaboration.



Empowered lives.
Resilient nations.

Interoffice Memorandum

To: Diana Lina Bernardo, Operations Manager

Attn: Finance Unit

Clearance by FIN:

From: Ines Da Costa Pereira,
Admin/Finance Associate,
Governance Unit

Signature: 

Approved by: Maja Stojanovska,
Programme Analyst,
Head of Democratic
Governance Unit, a.i.

Signature: 

Request date:

Subject: Request for GLJE Issuance and/or Approval
We hereby request to issue/approve the following GLJE:

Purpose of GLJE:	To transfer a total amount of USD \$587.46 to IDSP (00110402): USD \$24.58 under the Irish Aid (Donor 000134) from SNGDP (00090965), USD \$349.04 under MPTF (Donor 10714) from LGSP (Project 00053898), USD \$6.23 under the Government of Timor-Leste (Donor 11139) from LGSP (Project 00053898), USD \$124.05 under the Government of Timor-Leste (Donor 11139) from LGSP (Project 00053898), USD \$83.56 under the Government of Norway (Donor 00187) from LGSP (Project 00053898).
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COA Distribution:

Action	Amount	Account	Name	Project	Activity	Operations Unit	Dept. ID	Fund	Donor	Implem. Agency
Credit:	24.58	51035	Transfers to/from - Funds/Donor	00110402	Output 1	TLS 10	40204	30071	11139	001981
Debit:	24.58	51035	Transfers to/from - Funds/Donor	00090965	Output 1	TLS 10	40204	30000	00134	001981
Credit:	349.04	51035	Transfers to/from - Funds/Donor	00110402	Output 1	TLS 10	40204	30071	11139	001981
Debit:	349.04	51035	Transfers to/from - Funds/Donor	00053898	Output 1	TLS 10	40204	30000	10714	001981

Action	Amount	Account	Name	Project	Activity	Operations Unit	Dept. ID	Fund	Donor	Implem. Agency
Credit:	6.23	51035	Transfers to/from - Funds/ Donor	00110402	Output 1	TLS 10	40204	30071	11139	001981
Debit:	6.23	51035	Transfers to/from - Funds/ Donor	00053898	Output 1	TLS 10	40204	30071	11139	001981
Credit:	124.05	51035	Transfers to/from - Funds/ Donor	00110402	Output 1	TLS 10	40204	30071	11139	001981
Debit:	124.05	51035	Transfers to/from - Funds/ Donor	00053898	Output 1	TLS 10	40204	30071	11139	001981
Credit:	83.56	51035	Transfers to/from - Funds/ Donor	00110402	Output 1	TLS 10	40204	30071	11139	001981
Debit:	83.56	51035	Transfers to/from - Funds/ Donor	00053898	Output 1	TLS 10	40204	30000	00187	001981
Total debit:	587.46									
Total Credit:	587.46									



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[Project Closure Checklist](#) [Financial Closure Checklist](#) [Status History and Attachments](#)

eChecklist Instructions:

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

Financial Closure Checklist					
TASK	YES	No	NOTES		
Atlas Transaction Check					
			Atlas Balance		
			Transaction Currency	Base Currency (USD)	
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Account		
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances	0.00	\$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances Other	0.00	\$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org		
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open Purchase Orders	0.00	\$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Accruals	0.00	\$ 0.00
No Outstanding Commitments;	<input type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be u (Attachments Tab)		
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepaid Vouchers	0.00	\$ 0.00
No pending vouchers;	<input type="checkbox"/>	<input type="checkbox"/>	No Pending Vouchers - Please run the query link to verify and check any pending vouchers.		
All pre-financing activities have been recovered and/or reimbursed.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
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);	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charged GMS Rate %	% 3.12	% 3.12
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLJEs Not Posted	0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unapplied Deposits by Office	0.00	\$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract Pending Events	0.00	\$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contribution Amount Not Collected	0.00	\$ 0.00
No AR direct journals in budget error or incomplete status;	<input type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link to verify and check any pending AR direct j		
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assets	\$ 0.00	\$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Petty Cash & Cash Advance	0.00	\$ 0.00
Project Bank Account is fully reconciled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with Implementing partner to close Project Bank account.		
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Receivables	0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee Benefits	0.00	\$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Liabilities	0.00	\$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/>	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)		
Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)		
All audit observations are closed with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)		
General Ledger Cash Balance					
			Fund	Donor	Amount USD
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input type="checkbox"/>	<input type="checkbox"/>	30071	11139	\$ 0.00
			30000	00134	\$ 24.58
			30000	10714	\$ 35,417.90
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the don refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. P Refunds to Donors in the POPP.		
All refunds to donors have been transferred to Account 21030	<input type="checkbox"/>	<input type="checkbox"/>			



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TASK	YES	No	NOTES																								
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Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Account</td> <td style="text-align: center;">Transaction Currency</td> <td style="text-align: center;">Atlas Balance</td> <td style="text-align: center;">Base Currency (USD)</td> </tr> </table>	Account	Transaction Currency	Atlas Balance	Base Currency (USD)																				
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No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Outstanding Advances</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$ 0.00</td> <td></td> </tr> </table>	Outstanding Advances	0.00	\$ 0.00																					
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All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Employee Benefits</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$ 0.00</td> <td></td> </tr> </table>	Employee Benefits	0.00	\$ 0.00																					
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If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input type="checkbox"/>	<input type="checkbox"/>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">30000</td> <td style="text-align: center;">10714</td> <td style="text-align: center;">\$ 349.04</td> <td></td> </tr> <tr> <td style="text-align: center;">30071</td> <td style="text-align: center;">11139</td> <td style="text-align: center;">\$ 6.23</td> <td></td> </tr> <tr> <td style="text-align: center;">30000</td> <td style="text-align: center;">00134</td> <td style="text-align: center;">\$ -0.01</td> <td></td> </tr> <tr> <td style="text-align: center;">30000</td> <td style="text-align: center;">11139</td> <td style="text-align: center;">\$ 124.05</td> <td></td> </tr> <tr> <td style="text-align: center;">85022</td> <td style="text-align: center;">00134</td> <td style="text-align: center;">\$ 1,705,096.78</td> <td></td> </tr> <tr> <td style="text-align: center;">30000</td> <td style="text-align: center;">00187</td> <td style="text-align: center;">\$ 83.56</td> <td></td> </tr> </table>	30000	10714	\$ 349.04		30071	11139	\$ 6.23		30000	00134	\$ -0.01		30000	11139	\$ 124.05		85022	00134	\$ 1,705,096.78		30000	00187	\$ 83.56	
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