

**Project Completion Checklist**

Award:	00059408	
Project ID:	00074282	
Project Title:	Support to Tourism Development	
	<b>Operational Closure: following documents have been submitted:</b>	
1 PO	Signed minutes of Project Review meeting;	Yes
2 PO	Other project reports and minutes of the important project meetings (e.g. evaluation reports, donor reports, annual project review meeting minutes, etc.);	Yes
3 PSU	Originals of all previous project budget revisions;	Yes
4 PSU	Copies of CDRs signed by Project Director;	Yes
5 Proc	Copy of the document on Transfer of all Assets procured within the project cycle.	Yes
	<b>Financial Closure: following documents have been submitted and checked:</b>	
6 Fin	No pending GLJEs	Yes
7 Fin	No unapplied deposits or other unrecorded income	Yes
8 Fin	No deposits to be received from donors per signed agreements	Yes
9 Fin	No AR direct journals in budget error or incomplete status	Yes
10 Fin	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll	Yes
11 Proc	All assets are transferred or otherwise disposed of	Yes
12 Proc	All project petty cash is cleared	Yes
13 Fin	No other pending liabilities	Yes
14 Fin	The CDR for the previous quarter shows zero encumbrances	Yes
15 PSU	All audit gaps are closed with supporting documentation.	N/A
16 PO, PSU	The final CDR is signed by UNDP and the Implementing Partner.	Yes
17 Fin	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	Yes
18 PO	Consultations with donors on the disposition of unexpended cost sharing balances	N/A
19 Fin, PO	All refunds to donors have taken place and the project balance is zero.	Yes
20 PO, PSU	Project closed within 12 months of operational completion	Yes
21 PO	Project Board Final Project Review	Yes
22 PSU	Follow up Actions/Conclusions	N/A

Prepared by Programme Officer/Associate	<i>F. P. P.</i>	Date	29/03/2013
Cleared by PSU	<i>[Signature]</i>	Date	29.03.2013
Cleared by Head of Finance	<i>[Signature]</i>	Date	29.03.2013
Cleared by Procurement Associate	<i>[Signature]</i>	Date	29/03/2013
Cleared by Head of Unit	<i>[Signature]</i>	Date	29/03/2013
Cleared by DRR	<i>N. B. B. B. B. B.</i>	Date	29.03.13