Project Completion Check List

Country Office: BENIN Project/Output N°: 00054112

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| --- | --- |
| Confirmed | No outstanding NEX advances – in either local or USD |
| Confirmed | No outstanding PDRs |
| Confirmed | No open Purchase Orders |
| Confirmed | No Receipt Accruals |
| Confirmed | No outstanding commitments |
| Confirmed | No pending prepayments and other non PO advances |
| Confirmed | All pre-financing activities have been recovered and/or reimbursed |
| Confirmed | 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.) |
| Confirmed | No pending GLJEs |
| Confirmed | No unapplied deposits or other unrecorded revenue |
| Confirmed | No outstanding Account Receivable to be received from donors per signed agreements |
| Confirmed | No AR direct journals in budget error or incomplete status |
| Confirmed | All assets are transferred or otherwise disposed of. Asset transfer letters / documents are in place |
| Confirmed | Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged |
| Confirmed | All items held as inventory should be distributed or transferred to recipient or returned to donor are specified in the donor agreement |
| Confirmed | All project petty cash is cleared |
| Confirmed | Project bank account is fully reconciled and closed |
| Confirmed | All accrued employee benefits are fully accounted |
| Confirmed | No other pending liabilities |
| Confirmed | The CDR for the previous quarter shows zero future expenses (commitments) |
| Confirmed | Final LPAC/steering committee minutes are available |
| Confirmed | All audit observations are closed with supporting documentation |
| Confirmed | The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties |
| Confirmed | If a cost sharing project, the unexpended balance has been agreed to the general ledger |
| Confirmed | Consultations with donors on the disposition of unexpended cost sharing balances where required by the contribution agreement, have been taken place and are documented in writing |
| Confirmed | All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero |
| Not Applicable | Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement |
| Not Applicable | Notified the GSSC to close any associated contract in the contracts module |
| Confirmed | All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative |

**Name:**

**Title:**

**Date Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.**