

Project Completion Check List

Country Office: Bangladesh

Project No. 00060069

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

Not applicable	No outstanding NEX advances – in either local currency or USD
Not applicable	No outstanding PDRs
√	No open POs
√	No pending vouchers
√	No pending GMS or ISS charges (if Off-the-top GMS was used, 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 income
√	No deposits to be received from donors per signed agreements
√	No AR direct journals in budget error or incomplete status
√	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
√	All assets are transferred or otherwise disposed of (Assets transferred to ERF Project)
√	All project petty cash is cleared
√	No other pending liabilities
√	The CDR for the previous quarter shows zero encumbrances
Not available	All audit gaps are closed with supporting documentation.
√	The final CDR is signed by UNDP and the Implementing Partner.
√	If a cost sharing project, the unexpended balance has been agreed to the general ledger (Major portion Transferred to ERF and RRMC will transferred rest balance to ERF).
√	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
√	All refunds to donors have taken place and the project balance is zero.

For the cluster:

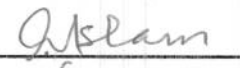
Name: Md. Rezaul Haque
Title: Programme Associate

Signature:  Date: 1 April 2012

Name: Mohammad Sifayet Ullah
Title: Portfolio Manager

Signature:  Date: 8 April 2012

Name: M Aminul Islam
Title: Assistant Country Director/Cluster Leader

Signature:  Date: 9 April 2012

For RRMC:

Name: Sharika Mumin Hossain
Title: Programme Finance Associate

Signature:  Date: 04.07.2012

Name: Jessica Murray
Title: Assistant Country Director

Signature:  Date: 5/7/2012

For Senior Management:

Name: _____
Title: Country Director

Signature:  Date: 08/07/2012

EARLY RECOVERY FACILITY PROJECT REQUEST FOR ASSET TRANSFER (RAD FORM) [INTER PROJECT]



Bangladesh

CO-RAD No: 04/2011

To be Completed by Submitting Office	
Submitting Country Office: BANGLADESH	Date of Request: 22/08/2011
Signature of Asset Focal Point: Name: Ehsanul K Chowdhury	Signature of Project/ Programme Focal Point: Name: Mohammd Sifayet Ullah

1. Description <small>(Item name/ model/manufacturer)</small>	Serial Number	Atlas Asset ID	Atlas Tag ID	Location <small>(Current location in ATLAS)</small>	Year of Purchase	Atlas Purchase Value	Disposal Method
Multi Media Projector CPX615	1.G9D003733	00000000854	00000000854	Disaster Response Facility (DRF)	2010	2,176.14	Transfer to Early Recovery Facility (ERF)
NISSAN PATROL STATION WAGON	AJ-17-132	00000000857	00000000857	-ditto-	2010	30,305.00	-ditto-
HP Compaq 8510P Notebook	CNU7521KT1	00000000858	00000000858	-ditto-	2010	1,954.78	-ditto-
Tablet PC TC4400	CND7451K6Z	00000000859	00000000859	-ditto-	2010	2,269.40	-ditto-
PRINTER HP 4350 dtn	CNHxD45458	00000000860	00000000860	-ditto-	2010	2,395.30	-ditto-
Laptop DELL Vostro 1320	68C75K1	00000000861	00000000861	-ditto-	2010	1,109.49	-ditto-
Laptop Dell Vostro 1320	72C75K1	00000000862	00000000862	-ditto-	2010	1,109.98	-ditto-
Digital Camera Canon 500D SLA	C-1130507032	00000000863	00000000863	-ditto-	2010	1,443.15	-ditto-
Laptop DELL Vostro 1320	H8375K1	00000000864	00000000864	-ditto-	2010	1,109.49	-ditto-
Motor Cycle - Honda SHINE	D M H 33-6788	00000000865	00000000865	-ditto-	2010	1,752.59	-ditto-
Motor Cycle - Honda SHINE	D M H 33-6787	00000000866	00000000866	-ditto-	2010	1,752.59	-ditto-
MotorCycle-CG125 Honda	D M H 35-0063	00000000867	00000000867	-ditto-	2010	1,632.65	-ditto-
MotorCycle-CG125 Honda	D M H 35-0061	00000000868	00000000868	-ditto-	2010	1,632.65	-ditto-
MotorCycle-CG125 Honda	D M H 35-0062	00000000869	00000000869	-ditto-	2010	1,632.65	-ditto-
Printer HP 4250n	CNCXG14846	00000000913	00000000913	-ditto-	2010	2,362.00	-ditto-
Photocopier Sharp AR-M450	45019503	00000000914	00000000914	-ditto-	2010	4,700.00	-ditto-
Digital Sender 9200c	CN11001208	00000000915	00000000915	-ditto-	2010	3,499.00	-ditto-
Laptop Compaq nc6000	CNU503F48Q	00000000916	00000000916	-ditto-	2010	2,310.00	-ditto-
Printer HP 4650dn	JPJHD32845	00000000917	00000000917	-ditto-	2010	3,448.00	-ditto-
Total Value of Assets Disposed (enter \$ in value column)						68,594.86	

2. Nature of Survey Case: <input type="checkbox"/> Wear/Tear <input type="checkbox"/> Exceed Lifespan/Minimum Standards <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Inventory Discrepancy <input checked="" type="checkbox"/> Other (Transfer request from DRF to ERF Dim Project)	3. Recommended Disposal Method a. <input type="checkbox"/> Donation b. <input type="checkbox"/> Discard/Recycle c. <input type="checkbox"/> Re-Use of Parts d. <input type="checkbox"/> Trade-In (Estimated Value) USD _____ e. <input type="checkbox"/> Competitive Sale Value USD _____ f. <input checked="" type="checkbox"/> Other (Specify) <u>Inter DIM Project Transfer from DRF Project (Closed) to ERF Project</u>	4. Recommended Financial Responsibility <input checked="" type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input type="checkbox"/> Other (Specify) _____
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5. Summary of Case: Disaster Response Facility is a DIM modality project, which has been functionally closed. UNDP Bangladesh proposed replacement of the existing Disaster Response Facility with the Early Recovery Facility (ERF) as per signed pro-doc. The ERF will serve as a dedicated long-standing entity for supporting early recovery after a disaster, and facilitating its transition to long-term recovery. It will function as an autonomous unit so that it can respond rapidly and flexibly; however, it will work under the broad strategic direction of the UNDP Bangladesh Country Office. It is evident that DRF all the Non-expendable fixed assets are to be transferred to the ERF supported by Chapter-I, Section 1.4 of the Pro-doc.

The list above is the assets above 1,000 US\$ recorded in ATLAS for DRF. The list also includes items above 2,500 US\$. UNDP User guide [POPP] on Transfer of Project Assets describes in the Paragraph 7 that, 'there is no need for the CAP/ACP review/ approval in the cases of equipment transfer to another UNDP project'

UNDP hereby authorizes the Transfer of all DRF assets to ERF project to implement the UNDAF Outcome 4: "Human security is strengthened and vulnerability to social, economic and natural risks is reduced"

6. Authorized by CD [O-I-C]
 Date: 22/08/2011
 Signature and Title: _____
 Name: Stefan Priesner

7. Asset has been disposed as per approved disposed method.

Donated (Acknowledge letter is attached.)

Discard/Recycled (Certification letter is attached from Vendor) Date: _____

Other (Specify) Transferred of all non-expandable fixed assets of recently closed DRF project to ERF project to continue national capacity of the disaster management system strengthened to reduce unacceptable risks and improve response and recovery activities by adopting a comprehensive risk management culture.

Competitive Sale Value USD _____ 4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to Treasury Section.

Signature: _____ Date: _____

Selection Criteria :

Business Unit : BGD10
Period : Jan-Dec (2011)
Selected Award Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Projects : 00060069

Award Id : 00011500 CDMP Operationalized	Period : Jan-Dec (2011)
Project # : 00060069 Disaster Response Facility-DRF	Impl. Partner : 00262 UNDP (Direct Execution)
	Location : Bangladesh

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Dept: 39201 (Bangladesh - Central)					
Fund : 04000 (TRAC (Lines 1.1.1 and 1.1.2))					
71205 - Intl Consultants-Sht Term-Tech	0.00	0.00	26,686.87	0.00	26,686.87
74525 - Sundry	0.00	0.00	-2,247.00	0.00	-2,247.00
Total for Fund 04000	0.00	0.00	24,439.87	0.00	24,439.87
Total for Dept : 39201	0.00	0.00	24,439.87	0.00	24,439.87
Dept: 39203 (Bangladesh -Crisis Prev &Rcvry)					
Fund : 04000 (TRAC (Lines 1.1.1 and 1.1.2))					
71305 - Local Consult.-Sht Term-Tech	0.00	10,402.39	0.00	-19,326.15	-8,923.76
72105 - Svc Co-Construction & Engineer	0.00	27,470.63	0.00	-32,576.04	-5,105.41
72110 - Svc Co-Agricultural Management	0.00	5,535.84	0.00	-5,697.73	-161.89
72145 - Svc Co-Training and Educ Serv	0.00	66,297.57	0.00	-68,330.96	-2,033.39
72170 - Svc Co-Humanitarian Aid & Relf	0.00	67,688.55	0.00	-77,348.56	-9,660.01
72205 - Office Machinery	0.00	761.27	0.00	-818.82	-57.55
72505 - Stationery & other Office Supp	0.00	0.00	0.00	-619.12	-619.12
72605 - Grants to Instit & other Benef	0.00	14,337.10	0.00	-14,932.38	-595.28
76125 - Realized Loss	0.00	28.76	0.00	0.00	28.76
76135 - Realized Gain	0.00	-1,615.19	0.00	0.00	-1,615.19
Total for Fund 04000	0.00	190,906.92	0.00	-219,649.76	-28,742.84
Fund : 11888 (Country Co-Financing CS)					
72105 - Svc Co-Construction & Engineer	0.00	0.00	0.00	-2,825.87	-2,825.87
72170 - Svc Co-Humanitarian Aid & Relf	0.00	0.00	0.00	-39,392.21	-39,392.21
75115 - Facilities & Admin - OH & Ind	0.00	137,354.17	0.00	0.00	137,354.17
Total for Fund 11888	0.00	137,354.17	0.00	-42,218.08	95,136.09
Fund : 30000 (Programme Cost Sharing)					
72105 - Svc Co-Construction & Engineer	0.00	0.00	0.00	0.00	0.00
72135 - Svc Co-Communications Service	0.00	2,361.08	0.00	-35,242.50	-32,881.42
72140 - Svc Co-Information Technology	0.00	10,214.83	0.00	-10,513.55	-298.72
72170 - Svc Co-Humanitarian Aid & Relf	0.00	396,881.88	0.00	-350,336.66	46,545.22
72205 - Office Machinery	0.00	10,586.13	0.00	-12,643.20	-2,057.07
73125 - Common Services-Premises	0.00	14.33	0.00	0.00	14.33
75105 - Facilities & Admin - Implement	0.00	3,208.17	0.00	0.00	3,208.17
75115 - Facilities & Admin - OH & Ind	0.00	-84,097.15	0.00	0.00	-84,097.15
76125 - Realized Loss	0.00	0.01	0.00	0.00	0.01
76135 - Realized Gain	0.00	-2,170.02	0.00	0.00	-2,170.02
Total for Fund 30000	0.00	336,999.26	0.00	-408,735.91	-71,736.65
Fund : 54050 (SIDA TF UNDP Sepsific Actv)					
72170 - Svc Co-Humanitarian Aid & Relf	0.00	-22,668.93	0.00	0.00	-22,668.93
75105 - Facilities & Admin - Implement	0.00	-1,586.83	0.00	0.00	-1,586.83

Combined Delivery Report By Project

Award Id : 00011500 CDMP Operationalized	Period :		Jan-Dec (2011)		
Project # : 00060069 Disaster Response Facility-DRF	Impl. Partner :		00262 UNDP (Direct Execution)		
	Location :		Bangladesh		
	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
75115 - Facilities & Admin - OH & Ind	0.00	22,668.93	0.00	0.00	22,668.93
Total for Fund 54050	0.00	- 1,586.83	0.00	0.00	- 1,586.83
Total for Dept : 39203	0.00	663,673.52	0.00	- 670,603.75	- 6,930.23
Total for Project : 00060069	0.00	663,673.52	24,439.87	0.00	17,509.64
Award Total :	0.00	663,673.52	24,439.87	0.00	17,509.64

Signed By : 

Date : 28 March 2012

OK
Ashraf 05.08.2012

Signature
31.07.2012
Nurain Hossain
CSK

Journal ID: 000465883 Date: 01/07/2012 *Process: Edit Journal Process
Search Criteria: Change Values Errors Only Line: 10

Line	BU Affili	Oper Unit Affil	Fund	Account	Oper Unit	PC BU Unit	Project	Activity	In Type	Source Type	Category	Subcategory	Impl Agent	Donor	BU Affili	Oper Unit Affil	Fund Affil	Currency	Amount	Rate
UNDP1	USD	USD	30000	51035	BGD	BGD10	00060089	ACTIVITY2	GLR				001981	00232				USD	512.43	UNC
UNDP1	USD	BGD	30000	51035	BGD	BGD10	00060089	ACTIVITY2	GLR				002100	00551				USD	2,170.02	UNC
UNDP1	USD	BGD	30000	51035	BGD	BGD10	00060089	ACTIVITY1	GLR				002100	00187				USD	648.22	UNC
UNDP1	USD	BGD	11888	51035	BGD													USD	-3,330.67	UNC
JNDP1	USD	BGD	30000	15100	BGD										UNDP1	BGD	11888	USD	-3,330.67	UNO
JNDP1	USD	BGD	11888	15100	BGD										UNDP1	BGD	30000	USD	3,330.67	UNO

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Lines	Total Debits	Total Credits	Journal Status	Budget Status
	6,661.34	6,661.34	Y	Y

Donor	BU Affili	Oper Unit Affil	Fund Affil	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount	*Calculate	Stat Amt	UOM	Budget Date	Open Item Key	Reference	Journal Line Description
00232				USD	512.43	UNORE	1.00000000	USD	512.43	System Rule			01/07/2012			Transfers to from- Funds/
00551				USD	2,170.02	UNORE	1.00000000	USD	2,170.02	System Rule			01/07/2012			Transfers to from- Funds/
00187				USD	648.22	UNORE	1.00000000	USD	648.22	System Rule			01/07/2012			Transfers to from- Funds/
				USD	-3,330.67	UNORE	1.00000000	USD	-3,330.67	System Rule			01/07/2012			Transfers to from- Funds/
	UNDP1	BGD	11888	USD	-3,330.67	UNORE	1.00000000	USD	-3,330.67				01/07/2012			Intra-Fund/OU Due To/From
	UNDP1	BGD	30000	USD	3,330.67	UNORE	1.00000000	USD	3,330.67				01/07/2012			Intra-Fund/OU Due To/From

COST SHARING APPORTIONMENT
PROJECT CO FINANCING

Report ID: UNRECCSA
Page 1 of 1
Run Time: 05-08-2012 08:08:56

Fiscal Year : 2012
Selected Business Unit : BGD10
Selected Project ID : 00060069

PROJECT FUND DONOR	OPENING BALANCE	INCOME	TRANSFERS	AVAILABLE CASH	PC BUDGET	EXPENSE	AVAILABLE BALANCE	ADVANCE BALANCE	BAL LESS ADVANCES
00060069 30000 00187 GOVERNMENT OF NORWAY	648.22	0.00	- 648.22	0.00	0.00	0.00	0.00	0.00	0.00
00060069 30000 00232 GOVERNMENT OF SWITZERLAND	512.43	0.00	- 512.43	0.00	0.00	0.00	0.00	0.00	0.00
00060069 30000 00551 DEPARTMENT FOR INT'L DEVELO	638,099.65	- 635,929.63	- 2,170.02	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT FUND (TOTAL)									
00060069 30000 Programme Cost Sharing	639,260.30	- 635,929.63	- 3,330.67	0.00	0.00	0.00	0.00	0.00	0.00
PROJECT :									
00060069	639,260.30	- 635,929.63	- 3,330.67	0.00	0.00	0.00	0.00	0.00	0.00

End of Report

COST SHARING APPORTIONMENT
PROJECT CO FINANCING

Report ID: UNRECCSA
Page 1 of 1
Run Time: 30-07-2012 11:07:33

Fiscal Year : 2012
Selected Business Unit : BGD10
Selected Project ID : 00060069

PROJECT FUND DONOR	OPENING BALANCE	INCOME	TRANSFERS	AVAILABLE CASH	PC BUDGET	EXPENSE	AVAILABLE BALANCE	ADVANCE BALANCE	BAL LESS ADVANCES
00060069 30000 00187 GOVERNMENT OF NORWAY	648.22	0.00	0.00	648.22	0.00	0.00	648.22	0.00	648.22
00060069 30000 00232 GOVERNMENT OF SWITZERLAND	512.43	0.00	0.00	512.43	0.00	0.00	512.43	0.00	512.43
00060069 30000 00551 DEPARTMENT FOR INT'L DEVELO	638,099.65	- 635,929.63	0.00	2,170.02	0.00	0.00	2,170.02	0.00	2,170.02
PROJECT FUND (TOTAL)									
00060069 30000 Programme Cost Sharing	639,260.30	- 635,929.63	0.00	3,330.67	0.00	0.00	3,330.67	0.00	3,330.67
PROJECT :									
00060069	639,260.30	- 635,929.63	0.00	3,330.67	0.00	0.00	3,330.67	0.00	3,330.67

End of Report