# Project Completion Check List

**Country Office:** _BAHRAIN_          **Project/Output No.** _00059750_ / _00074889_ / _00075437_ / _00075438_

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 Purchase Orders |
| ✓ | No Receipt Accruals |
| ✓ | No outstanding commitments |
| ✓ | No pending prepayments and other non PO advances |
| ✓ | All pre-financing activities 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 expenses/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 transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged |
| ✓ | All items held as inventory should be distributed or transferred to recipient or returned 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 observations are closed with supporting documentation. |
| ✓ | The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties. |
| ✓ | 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 Refunds to Donors) and the project balance is zero. |
| ✓ | Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement. |
| ✓ | Notified the GSSC to close any associated contract in the contracts module. |
| ✓ | All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative. |

Name _STEFANO PETTINATO_

Title _RESIDENT REPRESENTATIVE a.i_

Signature _[signature]_     Date _19 - FEB - 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.**

SABEEKA ALSHAMLAN
PROGRAMME ANALYST
_[signature]_

| | |
|---|---|
| **From:** | Shalet Pais |
| **Sent:** | Tuesday, February 19, 2019 3:02 PM |
| **To:** | Olivia Murzello |
| **Subject:** | Project Id: 00059750 - GEEG |
| **Attachments:** | unprores_60241704.PDF |

Dear Olivia,

Please find attached a copy of the Project Resources Overview report for the above-mentioned project. There is a small discrepancy in the amount which is $3/-.

Kindly create a GLJE to correct the discrepancy so that we can operationally and financially close the project.

Thanks
Shalet

| From: | Shalet Pais |
|---|---|
| Sent: | Thursday, February 14, 2019 3:03 PM |
| To: | Olivia Murzello |
| Subject: | FW: Inquiries on the status of Awards (projects) in Atlas |
| Attachments: | Output from UNPRORES (#60191723); Output from UNPRORES (#60191256) |

| Follow Up Flag: | Follow up |
|---|---|
| Due By: | Sunday, February 17, 2019 11:30 AM |
| Flag Status: | Flagged |

Dear Olivia,

As per below e-mail request, kindly transfer the remaining resources of $156/- as per the attached project Resources Overview Report for project ID: Award ID: 00044337 – UNICEF Funds for Moving  as we need to close the project in ATLAS.

We also need to close Award ID: 00063956 – Development Effectiveness in ATLAS.

Thanks
Shalet


**From:** Olinda CAYCHO
**Sent:** Wednesday, February 13, 2019 9:35 AM
**To:** Shalet Pais <shalet.pais@undp.org>
**Cc:** Stefano PETTINATO <stefano.pettinato@undp.org>
**Subject:** Re: Inquiries on the status of Awards (projects) in Atlas

Dear Shalet,

Thank you for your responses. Please, see my comments below in **purple.**

Best regards,

Olinda

**From:** Shalet Pais <shalet.pais@undp.org>
**Date:** Tuesday, February 12, 2019 at 3:09 PM
**To:** Olinda CAYCHO <olinda.caycho@undp.org>
**Cc:** Stefano PETTINATO <stefano.pettinato@undp.org>
**Subject:** FW: Inquiries on the status of Awards (projects) in Atlas

Dear Olinda,

I have incorporated responses to your queries in green.  Please see below.

Thanks

Shalet

**From:** Olinda CAYCHO
**Sent:** Tuesday, February 12, 2019 11:36 AM
**To:** Shalet Pais <shalet.pais@undp.org>
**Subject:** FW: Inquiries on the status of Awards (projects) in Atlas

Dear Shalet, sending the right query, apologies.

**From:** Olinda CAYCHO <olinda.caycho@undp.org>
**Date:** Monday, February 11, 2019 at 10:27 PM
**To:** Shalet Pais <shalet.pais@undp.org>
**Subject:** Inquiries on the status of Awards (projects) in Atlas

Dear Shalet,

Not sure if you are the right person to ask, please let me know if I need to redirect the below questions to someone else.
Thank you!

I'd appreciate to provide clarifications on the below situations:

- 2 Projects (outputs) #s 10012 and 112162, highlighted in blue in the attachment, do not have award (project) number in Atlas – Output # 10012 – it is a cost recovery project and used only for agency payments. The Award (project) and output number is the same. Output # 112162 – the Award id is 00113963.

    **Thank you. This is noted.**

- 2 awards (projects) operationally closed, highlighted in orange in the attachment, that are still open. One of them was closed for more than 12 months. –

    Award ID: 00044252 – UNICEF Funds for Mirving – there is small balance amount of $256.00, we will transfer this and close the project.
    Award ID: 00003356 – Development Effectiveness – project will be closed shortly.

    **Noted. Please, update when transfer of the balance is done.**

- Award (project) 59750, including 3 outputs, with end date in December 2017 is still with 'active' status in Atlas. – This project is completed and will be operationally and financially closed in ATLAS.

    **Noted. Please, update when projects are closed.**

- Award (project) 60062 with end date 30 June 2018, did not have activities since 2017 and still with "active" status in Atlas. What is the current status of the project? – This project was kept open because there was an ongoing discussion with the IP on extending the project to a new phase. The remaining fund was planned to be utilized to discuss and draft a new project document. As this did not materialize, UNDP sent a letter to the IP informing them of the exact remaining resources and asking them to provide their proposed way of utilizing the remaining resources.

    **Can you please share the letter to the IP?**

2

- Award (project) 80256 with end **date 31 Dec 2019,** however it didn't have any activity in 2018. What is the current status of the project? — ~~Progress Report attached.~~

  **Noted. Can you please, share the project AWP for 2019?**

- Award (project) 66219 with end date in June 2019 but with no activites since 2017. Update on its status. ~~The intention is to finalize some pending activities related to gender empowerment and then close the project in 2019. At the same time, the agreement is a key building block between UNDP and UCB to express the mutual intentions to pave the way for a new project that is currently being designed with the University team, and hopefully signed in the next month and a half or so. It will be on SDGs and innovation, and how UNDP will support the University in that.~~

  **Can you please share the detail of the remaining balance of this project?**

- Award (project) 79015 'UNCT Workplan 2014&2015'. What will be the decision on this project after the delinking? ~~All requirements have been completed as per HQ guidance with the exception of Assets. We consulted Asset Management Section in Kuala Lumpur on the transfer of Assets. They are waiting for further guidance from HQ on this. Once the assets are transferred, the project will be closed in ATLAS.~~

  **Noted with thanks.**

Best regards,

Olinda

Create/Update Journal Entries

Atlas Finance

**Unit:** UNDP1  **Journal ID:** 0007887904  **Date:** 19/02/2019  **\*Process:** Edit Journal  ▼  Process

Template List  Search Criteria

Errors Only  Line: 10

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | UNDP1 | USD | 51035 | BHR | 30071 | 44410 | BHR10 | 00074889 | ACTIVITY1 | GLR | NIMCO | 001981 | 11608 |
| 2 | UNDP1 | USD | 51035 | BHR | 30071 | 44410 | BHR10 | 00074889 | ACTIVITY1 | GLR | NIMCO | 001981 | 00058 |
| 3 | UNDP1 | USD | 51035 | BHR | 11888 | 44410 | | | | | | | |
| 4 | UNDP1 | USD | 15100 | BHR | 30071 | | | | | | | UNDP1 | |
| 5 | UNDP1 | USD | 15100 | BHR | 11888 | | | | | | | UNDP1 | |

View All  First  Last

8.00  8.00

UNDP1  5

Save  Return to Search  Notify  Refresh

Header | Lines | Totals | Errors | Approval

Atlas Finance

Favorites   Main Menu   General Ledger   Journals   Journal Entry   Create/Update Journal Entries

**Unit:** UNDP1   **Journal ID:** 0007887904   Change Values   **Date:** 19/02/2019   **\*Process:** Edit Journal ▾ | Process

Search Criteria

Inter/IntraUnit   **Errors Only** 🔳 🔳 **Line:** 10 ▫ ▫ ▫

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | UNDP1 | USD | 51035 | BHR | 30071 | 44410 | BHR10 | 00074889 | ACTIVITY1 | GLR | NIMCO | 001981 | 11603 | | | | | |
| 2 | UNDP1 | USD | 51035 | BHR | 30071 | 44410 | BHR10 | 00074889 | ACTIVITY1 | GLR | NIMCO | 001981 | 00058 | | | | | |
| 3 | UNDP1 | USD | 51035 | BHR | 11888 | 44410 | | | | | | | | | | | | |
| 4 | UNDP1 | USD | 15100 | BHR | 30071 | | | | | | | | | UNDP1 | BHR | 11888 | |
| 5 | UNDP1 | USD | 15100 | BHR | 11888 | | | | | | | | | UNDP1 | BHR | 30071 | |

View All | First 🔳 Last

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**Lines to add:** 1 🔳 🔳 🔳

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Totals | Errors | Approval

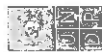| | |
|---|---|
| **From:** | Shalet Pais |
| **Sent:** | Tuesday, February 19, 2019 3:02 PM |
| **To:** | Olivia Murzello |
| **Subject:** | Project Id: 00059750 - GEEG |
| **Attachments:** | unprores_60241704.PDF |

Dear Olivia,

Please find attached a copy of the Project Resources Overview report for the above-mentioned project.  There is a small discrepancy in the amount which is $3/-.

Kindly create a GLJE to correct the discrepancy so that we can operationally and financially close the project.

Thanks
Shalet

**Project Resource Overview**

UN Development Programme
Report ID: UNPRORES

| Project | Output | Fund | Donor | ASL | Opening Cash Balance | Revenue Collected | Total | Current Year | Future Years | Total | Commitments | Expenses + full asset cost | Outstanding NEX Advances | Project Advances | Budget Balance | Resource Balance | Past Due | Future Due |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | a | b | c | d=a+b+c | e | f | g=e+f | h | i | j | k | l=e-h-i | m=d-h-i-j-k | | |
| 00059750 | 00074889 | 30071 | 1160.. | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| | | 30071 | 00058 | 0 | 54 | -59 | -5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -5 | 0 | 0 |
| Sub Total Output 00074889 | | | | 0 | 56 | -59 | -3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -3 | 0 | 0 |
| | 00075437 | 30071 | 1160B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 30071 | 00058 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub Total Output 00075437 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0007543. | 30071 | 1160J | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 30071 | 00058 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub Total Output 00075438 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total for Project 00059750 | | | | 0 | 56 | -59 | -3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -3 | 0 | 0 |
| TOTAL | | | | 0 | 56 | -59 | -3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -3 | 0 | 0 |

UN Development Programme
Report ID: UNPRORES

| Year | = | 2018 | |
|---|---|---|---|
| **Business Unit** | — | BHR10 - | Bahrain |
| **Project/s** | — | '00059750' | |
| **Budget Department** | = | | |

## Project Resource Overview Report - data definitions

| Data Element | Definition |
|---|---|
| **Report Title** | Project Resources Overview |
| Run Date | Report run date and time |
| **Summary** | |
| Year | Year selected by user |
| Budget Dept | Atlas budget department code (e.g. B0xxx) selected by user |
| Project | ALWAYS shows ALL as this will list all projects having the selected fund code |
| **Report Proper** | |
| Project | This is equivalent to the Award ID in Atlas. |
| Output | All outputs under the Project with the selected fund code |
| Donor | Entity (providing the resources for an output) ID per Atlas donor reference table+short description |
| ASL | Authorized spending limit through established allocation, i.e. for UNDP, thru the ALT_DP budget ledger. |
| Opening cash balance | Total cash resources as at 1 January of the selected year, i.e. for UNDP, thru the AX1_DP budget ledger |
| Revenue collected | Donor contributions paid/received |
| Available resources for spending | Total resources available to spend.  Calculated field:  for ASL-controlled funds this would be equal to the ASL for cash-controlled funds, this is the opening cash balance + revenue collected. |
| Approved Budgets | Total finalized budget in Atlas (total budget sent to Atlas Commitment Control/KK) for current, next and future years |
| Commitments | Open or outstanding commitments, i.e. the total $ value of unreceipted PO lines |
| Expenses + full asset cost | Expenses, i.e. all 60000 and 70000 series expense accounts but excluding depreciation and amortization expenses + full cost of receipted assets acquired in that year.Note:  depreciation and amortization expenses are non-cash expenses and as such will not reduce available resources for spending.From the budget perspective, |
| Outstanding NEX Advances | Unexpensed portion of NEX advances in the current year, i.e. the sum of account 16005 for periods 1 to 998. |
| Project Advances | Unexpensed portion of Project advances in the current year, i.e. the sum of accounts 16105, 16106 and 16107 for periods 1 to 998. |
| Budget Balance | Calculated field: Approved Budget minus commitments minus (expenses+full asset cost) minus current year outstanding NEX advances |
| Resource Balance | Calculated field: ASL + opening cash balance + revenue collected minus commitments minus (expenses+full asset cost) minus current year outstanding NEX advances minus Project Advances. |
| Outstanding Contributions Past Due | Contributions receivable balance (i.e. 14015 account per GL) All pending (unpaid not past due) donor contributions; which consists of: |
| Outstanding Contributions Future Due | a.  Third Party and Other- These are future amounts expected from donors based on signed agreements (Atlas Contracts Module). b.  Govt. Cost Sharing Agreements - Negotiated amount in master contract MINUS all contracts created for Government Cost Sharing under the master contract which is based on cash received from the government. (Atlas Contracts Module). |

End of Report

| | |
|---|---|
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| **Sent:** | Thursday, February 14, 2019 3:03 PM |
| **To:** | Olivia Murzello |
| **Subject:** | FW: Inquiries on the status of Awards (projects) in Atlas |
| **Attachments:** | Output from UNPRORES (#60191723); Output from UNPRORES (#60191256) |

| | |
|---|---|
| **Follow Up Flag:** | Follow up |
| **Due By:** | Sunday, February 17, 2019 11:30 AM |
| **Flag Status:** | Flagged |

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  Noted. Please, update when transfer of the balance is done.

- Award (project) 59750, including 3 outputs, with end date in December 2017 is still with 'active' status in Atlas. — ████████████████████████████████████████████████████████

  Noted. Please, update when projects are closed.

- Award (project) 60062 with end date 30 June 2018, did not have activities since 2017 and still with "active" status in Atlas. What is the current status of the project? — ██████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████████

  Can you please share the letter to the IP?

2

- Award (project) 80256 with end date 31 Dec 2019, however it didn't have any activity in 2018. What is the current status of the project? – <span style="background:gray">progress Report attached</span>

  Noted. Can you please, share the project AWP for 2019?

- Award (project) 66219 with end date in June 2019 but with no activites since 2017. Update on its status. <span style="background:gray">The intention is to finalize some pending activities related to gender empowerment and then close the project in 2019. At the same time, the agreement is a key building block between UNDP and UDB to express the mutual intentions to pave the way for a new project that is currently being designed with the University team, and hopefully signed in the next month and a half or so. It will be on SDGs and innovation, and how UNDP will support the University in that.</span>

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Olinda