

eChecklist Instructions: (This Is Pilot eChecklist)

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					
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Account	Atlas Balance	
				Transaction Currency	Base Currency (USD)
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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Charged GMS Rate %	% 0.00	% 0.00
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 checked="" type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.		
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 checked="" 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 checked="" 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 checked="" 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 checked="" 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

UNDP Project Closure Workbench

<p>The CDR for the previous quarter shows Zero future expenses (commitments). <input checked="" type="checkbox"/></p> <p>Final LPAC / Steering committee minutes are available. <input checked="" type="checkbox"/></p> <p>All audit observations are closed with supporting documentation. <input checked="" type="checkbox"/></p> <p>The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties. <input checked="" type="checkbox"/></p> <p>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 checked="" type="checkbox"/></p> <p>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 checked="" type="checkbox"/></p> <p>All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency) <input checked="" type="checkbox"/></p> <p>Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement. <input checked="" type="checkbox"/></p> <p>Notified the GSSC to close any associated contract in the contracts module. <input checked="" type="checkbox"/></p> <p>All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative. <input checked="" type="checkbox"/></p> <p>Ensure project accounts are closed. <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Copy of CDR should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Minutes should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Supporting documents should be uploaded to Atlas (Attachments Tab)</p>
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	General Ledger Cash Balance	
Fund	Donor	Amount USD
<p>UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.</p>		
Pending Refund to Donor	\$ 0.00	\$ 0.00

<p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p>Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.</p>	<p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p> <p><input type="checkbox"/> Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
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For more information on project closure procedures and policies, please refer to [Closing a Project](#) and [Financial Closure of Development Projects and Trust Funds](#) in the POPP.

Management Comments (if any):

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Author	DateTime Stamp

Approver chisa.mikami
Datetime 27/09/16 9:06:23AM

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