

## Project Completion Check List

(GEF funded projects and all other cost sharing funds under fund 62040)

**Country Office: Botswana PIMS ID: 00035137 Project Output No: 00037651 National Gender Programme**

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.) (For GEF funded projects, GMS (IA Fee) allocated by UNDP/GEF HQ to CO will be fully paid to CO's XB account after project is financially closed (except cancelled/dropped projects before completion).
✓	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 (i.e. programme/project manager) and the Implementing Partner. Final report submitted by responsible parties. (For GEF funded projects, final cumulative expenditure with Atlas yearly breakdowns have to be reconciled with UNDP GEF Trust Fund statement figures (provided by UNDP/GEF HQ) and confirmed by CO).
✓	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. (For GEF funded projects, after confirmation by UNDP/GEF HQ, CO may proceed with project financial closure in Atlas. However, refund to GEF is done via reporting on financially closed projects after CO financially closed the project in Atlas. UNDP/GEF HQ run Atlas reports including all financially closed projects and report to GEF Trustee).
✓	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.
✓	Set project output status to "F" in Atlas.
✓	Set project status to "F" in Atlas.

**\*Note:** Projects should be financially completed not more than 12 months after operational completion or date of cancellation.

Name Jacinta Barrins

Title RR UNDP

Signature Jacinta Barrins Date 25-May-2021

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.