

Project Completion Check List

Country Office: CAF

Project/Output No. 00070768

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 M. Gouba

Title Directeur PAUC

Signature 

Date 8/3/2018

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.




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AFW-00070768

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.

Table with columns: TASK, YES, No, NOTES, Account, Transaction Currency, Atlas Balance, Base Currency (USD). Rows include tasks like 'Ensure that all financial transactions are in Atlas General Ledger', 'No outstanding NEX advances', 'No open Purchase Orders (POs)', 'No Receipt Accruals', 'No Outstanding Commitments', 'No outstanding prepaid vouchers', 'No pending vouchers', 'All pre-financing activities have been recovered', 'No pending GMS or Direct Project Charging', 'No pending GLJEs', 'No unapplied deposits or other unrecorded revenue', 'No outstanding Accounts Receivable', 'No outstanding Contribution Receivable', 'No AR direct journals in budget error or incomplete status', 'All assets are transferred or otherwise disposed of', 'All un-used inventory items held at the end of the project', '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 other projects'.

Handwritten red notes: 'ba closure' and a circled value '\$ 915.51'.

UNDP Project Closure Workbench

donor as specified in the donor agreement.

All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;

Project Bank Account is fully reconciled and closed.

All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;

All accrued employee benefits are fully accounted.

No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)

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 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.

Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.

All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)

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.

Ensure project accounts are closed.

Management Comments (if any):

Fund	Donor	Amount USD
26960	00055	\$ 0.00
26960	00155	\$ 0.11
30000	11363	\$ 0.00
30000	10714	\$ 0.00

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.

Pending Refund to Donor \$ 0.00

Supporting documents if any should be uploaded to Atlas (Attachments Tab)

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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.

For more information on project closure procedures and policies, please refer to [Closing a Project and Financial Closure of Development Projects](#) and [Financial Closure of Trust Funds](#) in the POPP.

Author: [Text Box]

Date Time Stamp: [Text Box]

Save