Project Closure Checklist   Financial Closure Checklist   Status History and Attachments

Output Details

		Output Dates		Output Status
Business Unit	CHN10	Start Date	13/05/2008	On Going
Project Number	00050109	End Date	31/12/2015	
Output Number	00061741	Output Manager		Effective Date
Output Name	Emergency Management Support	Yang,Fang		20/12/2016

Output Financials (Cash Funds)

		Output Financials (Allocation Funds)	
Total Contribution Recognized	$ 240,155.56	Approved Budget	$ 477,699.72
Transfers to/from - Funds/Donor	$ -7,693.89	Advances Balance	$ 0.00
Interest Earned	$ 0.00	Total Expense	$ 421,603.38
Advances Balance	$ 0.00	Undepreciated Assets	$ 0.00
Total Expense	$ 232,461.67	Open Purchase Orders	$ 0.00
Undepreciated Assets	$ 0.00	Balance	$ 56,096.34
Open Purchase Orders	$ 0.00		
Fund Balance	$ 0.00		

eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project operationally all items in the below 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)**. A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

Operational Completion:

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so,the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.
https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=248&Menu=BusinessUnit

Operational Closure Checklist

No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	✔	☐	A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned as per the following guidelines.
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.	✔	☐	Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities; • All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any; • Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets.
3	Commission project evaluation	✔	☐	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
4	Initiate project Audit (if applicable)	✔	☐	NEX projects have to the audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to Office of Audit and Investigations website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	✔	☐	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.	✔	☐	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

Management Comments (if any):

Find   First ◀ 1 of 1 ▶ Last

Author	xuan.wang	DateTime Stamp	14/12/16 12:59AM

All activities have been completed and this project is declared to be operationally closed.

Save

Approver	sujuan.zhang
Datetime	19/12/16 4:35:41AM

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Project Closure Checklist   Financial Closure Checklist   Status History and Attachments

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	
				Account	Atlas Balance Transaction Currency	Base Currency (USD)
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)						
No outstanding NEX advances-in either local currency or USD (Account 16005)	✔	☐	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)	✔	☐	Outstanding Advances Other	0.00	$ 0.00
No outstanding Project Delivery Reports (PDRs);	✔	☐	PDR: http://unex.undp.org		
No open Purchase Orders (POs);	✔	☐	Open Purchase Orders	0.00	$ 0.00
No Receipt Accruals;	✔	☐	Receipt Accruals	0.00	$ 0.00
No Outstanding Commitments;	✔	☐	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)	✔	☐	Prepaid Vouchers	0.00	$ 0.00
No pending vouchers;	✔	☐	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.	✔	☐	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);	✔	☐	Charged GMS Rate %	% 2.01	% 2.01
No pending GLJEs;	✔	☐	GLJEs Not Posted	0.00	$ 0.00
No unapplied deposits or other unrecorded revenue;	✔	☐	Unapplied Deposits by Office	0.00	$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	✔	☐	Contract Pending Events	0.00	$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	✔	☐	Contribution Amount Not Collected	0.00	$ 0.00
No AR direct journals in budget error or incomplete status;	✔	☐	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)	✔	☐	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	✔	☐	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.	✔	☐	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.	✔	☐	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;	✔	☐	Petty Cash & Cash Advance	0.00	$ 0.00
Project Bank Account is fully reconciled and closed.	✔	☐	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;	✔	☐	Staff Receivables	0.00	$ 0.00
All accrued employee benefits are fully accounted.	✔	☐	Employee Benefits	0.00	$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	✔	☐	Pending Liabilities	0.00	$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	✔	☐	Copy of CDR should be uploaded to Atlas (Attachments Tab)		
Final LPAC / Steering committee minutes are available.	✔	☐	Minutes should be uploaded to Atlas (Attachments Tab)		
All audit observations are closed with supporting documentation.	✔	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	✔	☐	Supporting documents should be uploaded to Atlas (Attachments Tab)		

				General Ledger Cash Balance		
				Fund	Donor	Amount USD
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.	✔	☐		30071	00089	$ 0.00
				30000	01622	$ 0.00
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	✔	☐	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.		
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	✔	☐	Pending Refund to Donor	$ 0.00	$ 0.00
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	✔	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Notified the GSSC to close any associated contract in the contracts module.	✔	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	✔	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Ensure project accounts are closed.	✔	☐	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.

Management Comments (if any):

First 1 of 1 Last

Author	xuan.wang	**DateTime Stamp**	14/12/2016 1:03AM

All items reconciled.

[Save]

Approver	sujuan.zhang
Datetime	19/12/16 4:41:20AM

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