

Project Completion Check List

Country Office: Cameroon

Project No. 00032138 « CCA/UNDAF »

I confirm that all of the following matters have been considered and resolved:

| | |
|----|---|
| NA | No outstanding NEX advances – in either local currency or USD |
| NA | No outstanding PDRs |
| OK | No open Purchase Orders |
| OK | No Receipt Accruals |
| OK | No outstanding commitments |
| OK | No pending prepayments and other non PO advances |
| OK | All pre-financing activities have been recovered and/or reimbursed |
| NA | No pending GMS or Direct Project Charging (formely 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 of nspent fund must be done) |
| OK | No pending GLJEs |
| OK | No unapplied deposits or other unrecorded revenue |
| OK | No outstanding Account Receivable to be received from donors per signed agreements |
| OK | No AR direct journals in budget error or incomplete status |
| NA | All assets are transferred or otherwise disposed of Asset transfer letters/documents are in place |
| NA | Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged |
| NA | All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement |
| NA | All Project petty cash is cleared |
| NA | Project bank account is fully reconciled and closed |
| OK | No other pending liabilities |
| OK | All accrue employee benefits are fully accounted |
| OK | No other pending liabilities |
| NA | The CDR for the previous quarter shows zero future expenses |
| NA | Final LPAC/Steering committee minutes are available |
| OK | All audit observations are closed with supporting documentation |
| NA | The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsables parties |
| NA | If a cost sharing project, the unexpended balance has been agreed to the general ledger |
| NA | 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 |
| NA | All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero |
| NA | Notified Treasury Contributions Unit if the donor agreement required interest to be refunded to the donor if specified in the agreement |
| NA | Notified the GSSC to close any associated contrat in the contracts module |
| NA | All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative |

Name : **John RANAIVOSON**

Title : **Operations Manager**

Signature

Date : **09 July 2015**

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.