

## Project Completion Check List

Country Office: Cameroon

Project No. 00049366 "Droits Humains"

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

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

**Name : Zéphirin Emini**

**Title : ARR/Gouvernance**

**Signature** \_\_\_\_\_

**Date : 07 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.