

Donor Specific Project Completion Check List

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

	No outstanding NEX advances – in either local currency or USD for donor <input checked="" type="checkbox"/>
	No outstanding PDRs for donor <input checked="" type="checkbox"/>
	No open POs for donor <input checked="" type="checkbox"/>
	No pending vouchers for donor <input checked="" type="checkbox"/>
	No pending GMS or ISS charges for donor <input checked="" type="checkbox"/> (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
	No pending GLJEs for donor <input checked="" type="checkbox"/>
	No unapplied deposits or other unrecorded income for donor <input checked="" type="checkbox"/>
	No deposits to be received from donors per signed agreements for donor <input checked="" type="checkbox"/>
	No AR direct journals in budget error or incomplete status for donor <input checked="" type="checkbox"/>
	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments for donor <input checked="" type="checkbox"/>
	All assets are transferred or otherwise disposed of for donor <input checked="" type="checkbox"/>
	All project petty cash is cleared for donor <input checked="" type="checkbox"/>
	No other pending liabilities for donor <input checked="" type="checkbox"/>
	The CDR for the previous quarter shows zero encumbrances for donor <input checked="" type="checkbox"/>
	All audit gaps are closed with supporting documentation for donor <input checked="" type="checkbox"/>
	The final CDR is signed by UNDP and the Implementing Partner for donor <input checked="" type="checkbox"/>
	If a cost sharing project, the unexpended balance has been agreed to the general ledger for donor <input checked="" type="checkbox"/>
	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place for donor <input checked="" type="checkbox"/>
	All refunds to donors have taken place and the project balance is zero for donor <input checked="" type="checkbox"/>

Name Lamin M. MANNETH

Title RRC CONGO BRAZZAVILLE

Signature [Handwritten Signature]

Date 19/04/11

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.