

## Project Completion Check List

**Country Office: CUBA    Project/Output No. 00093545 / 00103321**


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

N/A	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
X	No open Purchase Orders
X	No Receipt Accruals
X	No outstanding commitments
N/A	No pending prepayments and other non-PO advances
N/A	All pre-financing activities have been recovered and/or reimbursed
X	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.)
X	No pending GLJEs
X	No unapplied deposits or other unrecorded revenue
X	No outstanding Accounts Receivable to be received from donors per signed agreements
X	No AR direct journals in budget error or incomplete status
N/A	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
N/A	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
N/A	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
N/A	All project petty cash is cleared
N/A	Project bank account is fully reconciled and closed
N/A	All accrued employee benefits are fully accounted
X	No other pending liabilities
X	The CDR for the previous quarter shows zero future expenses (commitments).
X	Final LPAC/ steering committee minutes are available
N/A	All audit observations are closed with supporting documentation.
X	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
N/A	If a cost sharing project, the unexpended balance has been agreed to the general ledger.

N/A	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.
N/A	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
N/A	Notified the GSSC to close any associated contract in the contracts module.
X	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Ivan Zverzhanovski

Title Representante Residente Adjunto

Signature   
52007F7A8820418...

Date 13/04/2022

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.