

## Project Completion Check List

Country Office: GABON

Project/Output No. 000 51146.

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

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

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

Name Francis James

Title \_\_\_\_\_

Signature Francis James

Date 13-Aug-2021

**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.**

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**Checklist Instructions:**

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		YES	NO	NOTES	Atlas Transaction Check
TASK					Transaction Currency Atlas Balance 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Outstanding Advances</a>		0.00 \$ 0.00
No other outstanding advances in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Outstanding Advances Other</a>		0.00 \$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/>	<input type="checkbox"/>	PDR: <a href="http://unex.undp.org">http://unex.undp.org</a>		
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open Purchase Orders</a>		0.00 \$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Receipt Accruals</a>		0.00 \$ 0.00
No Outstanding Commitments;	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prepaid Vouchers</a>		0.00 \$ 0.00
No pending vouchers;	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending Vouchers</a> - Please run the query link to verify and check any pending vouchers.		
All pre-financing activities have been recovered and/or reimbursed.	<input type="checkbox"/>	<input type="checkbox"/>	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);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Charged GMS Rate %</a>		% 0.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">GLJEs Not Posted</a>		0.00 \$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Unapplied Deposits by Office</a>		0.00 \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Contract Pending Events</a>		0.00 \$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Contribution Amount Not Collected</a>		0.00 \$ 0.00
No AR direct journals in budget error or incomplete status;	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending AR direct journals</a> - 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Assets</a>		\$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Petty Cash &amp; Cash Advance</a>		0.00 \$ 0.00
Project Bank Account is fully reconciled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with implementing partner to close Project Bank account.		

<p>All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14046, 14050, 14055, 14085) are cleared;</p>	<input checked="" type="checkbox"/>	<a href="#">Staff Receivables</a>	0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<a href="#">Employee Benefits</a>	0.00	\$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<a href="#">Pending Liabilities</a>	0.00	\$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)		
Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)		
All audit observations are closed with supporting documentation.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)		
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.	<input type="checkbox"/>	General Ledger: Cash Balance		
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/>	Donor		Amount USD
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	<input type="checkbox"/>	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 <a href="#">Refunds to Donors</a> in the POPP.	\$ 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.	<input type="checkbox"/>	Pending Refund to Donor		
Notified the GSSC to close any associated contract in the contracts module.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Ensure project accounts are closed.	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
	<input type="checkbox"/>	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.		
	<input type="checkbox"/>	For more information on project closure procedures and policies, please refer to <a href="#">Closing a Project</a> and <a href="#">Financial Closure of Development Projects</a> and <a href="#">Financial Closure of Trust Funds</a> in the POPP.		

Management Comments (if any):

Author: \_\_\_\_\_ Date/Time Stamp: \_\_\_\_\_

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