

Project Completion Check List

Award 87881, OUTPUT 94777 -PAJUST II - Articulación y alianzas entre Estado y sociedad
civil para el impulso de la justicia de transición.



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

| CHECK | DESCRIPTION | RESPONSIBLE |
|-------------------------------------|---|--------------------|
| <input checked="" type="checkbox"/> | No outstanding NEX advances – in either local currency or USD | FPA: SA |
| <input type="checkbox"/> | No outstanding PDRs | FPA: SA |
| <input checked="" type="checkbox"/> | No open Purchase Orders | FIN: <i>Miguel</i> |
| <input checked="" type="checkbox"/> | No Receipt Accruals | PO: C5 |
| <input checked="" type="checkbox"/> | No outstanding commitments | PO: C5 |
| <input checked="" type="checkbox"/> | No pending prepayments and other non PO advances | PO: C5 |
| <input checked="" type="checkbox"/> | All pre-financing activities have been recovered and/or reimbursed | FIN: <i>Miguel</i> |
| <input checked="" type="checkbox"/> | No pending GMS or Direct Projects 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). | FPA: SA |
| <input checked="" type="checkbox"/> | No pending GLJEs | FIN: <i>Miguel</i> |
| <input checked="" type="checkbox"/> | No unapplied deposits or other unrecorded revenue | PO: C5 |
| <input checked="" type="checkbox"/> | No outstanding Accounts Receivable to be received from donors per signed agreements | PO: C5 |
| <input checked="" type="checkbox"/> | No deposits to be received from donors per signed agreements | PO: C5 |
| <input checked="" type="checkbox"/> | No AR direct journals in budget error or incomplete status | FIN: <i>Miguel</i> |
| <input checked="" type="checkbox"/> | No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments | PA: LES |
| <input checked="" type="checkbox"/> | All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place | PA: LES |
| <input checked="" type="checkbox"/> | Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged | PO: C5 |
| <input checked="" type="checkbox"/> | All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement | PO: C5 |
| <input checked="" type="checkbox"/> | All project petty cash is cleared | PA: LES |
| <input checked="" type="checkbox"/> | Project bank account is fully reconciled and closed | PO: C5 |
| <input checked="" type="checkbox"/> | No other pending liabilities | PA: LES |
| <input checked="" type="checkbox"/> | The CDR for the previous quarter shows zero future expenses (commitments) | PA: LES |
| <input checked="" type="checkbox"/> | Final LPAC/ steering committee minutes are available | PO: C5 |
| <input checked="" type="checkbox"/> | All audit gaps are closed with supporting documentation. | FPA: SA |
| <input checked="" type="checkbox"/> | The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties. | PA: LES |
| <input checked="" type="checkbox"/> | If a cost sharing project, the unexpended balance has been agreed to the general ledger | FPA: SA |
| <input checked="" type="checkbox"/> | No balance sheets pending | FPA: SA |
| <input checked="" type="checkbox"/> | 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. | PO: C5 |
| <input checked="" type="checkbox"/> | All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero. | FPA: SA |
| <input checked="" type="checkbox"/> | Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement | PO: C5 |
| <input checked="" type="checkbox"/> | Notified the GSSC to close any associated contract in the contracts module. | FPA: SA |
| <input checked="" type="checkbox"/> | All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative | PO: C5 |

Name Ana Maria Diaz
Title Representante Residente

Signature Ana Maria Diaz

Date 19-NOV-2020

The check list must be signed by the Resident Representative/Head of Office. See POPP Financial Closure of Development Projects 4.0 Procedures.