

Project Completion Check List

Country Office: **Guyana**

Project Description: **The Institutional Strengthening in Inter-Governmental Affairs for the Guyana's Ministry of Foreign Affairs within the Framework of the Presidency of the G77+ China**

Project Award ID: **00125781**

Project Start Date: **1 January 2020**

Project/Output No.: **00120043 & 00120044**

Project End Date: **31 December 2020**

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

Not Applicable	No outstanding NEX advances – in either local currency or USD
Yes	No outstanding Project Delivery Reports (PDRs)
Yes	No open Purchase Orders
Yes	No Receipt Accruals
Yes	No outstanding commitments
Yes	No pending prepayments and other non PO advances
Yes	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
No Assets	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
No Assets	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.
Not Applicable	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
Not Applicable	All project petty cash is cleared
Not Applicable	Project bank account is fully reconciled and closed
Not Applicable	All accrued employee benefits are fully accounted
Yes	No other pending liabilities
Yes	The CDR for the previous quarter shows zero future expenses (commitments).
Not Applicable	Final LPAC/ steering committee minutes are available
Not Applicable	All audit observations are closed with supporting documentation.

Yes	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
Not Applicable	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
Not Applicable	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.
Not Applicable	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
Not Applicable	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
Not Applicable	Notified the GSSC to close any associated contract in the contracts module.
Not Applicable	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.
Yes	Set project output status to "Financially Closed (F)" in Atlas
Yes	Set project status to "Financially Closed (F)" in Atlas

***Note:** Projects should be financially completed not more than 12 months after operational completion or date of cancellation.

Name: Jairo Valverde

Title: Resident Representative

Signature: DocuSigned by:
Jairo Valverde
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Date: 07-Jan-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.