

Project Completion Checklist

Unit: UNDP1 - Regional Bureau of Latin America and Caribbean

Project ID/ Output No: 42368/48683-Programme Effectiveness- Knowledge

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

V	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
V	No open Purchase Orders
V	No Receipt Accruals
N/A	No outstanding commitments
V	No pending prepayments and other non PO advances
N/A	All pre-financing activities have been recovered and/or reimbursed
V	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).
V	No pending GLJEs
V	No unapplied deposits or other unrecorded revenue
V	No outstanding Accounts Receivable to be received from donors per signed agreements
N/A	No AR direct journals in budget error or incomplete status
V	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
V	All project petty cash is cleared
N/A	Project bank account is fully reconciled and closed
V	All accrued employee benefits are fully accounted
V	No other pending liabilities
N/A	The CDR for the previous quarter shows zero future expenses (commitments)
N/A	Final LPAC/ steering committee minutes are available
N/A	All audit observations are closed with supporting documentation
N/A	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.
N/A	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative

Name: Luis Felipe Lopez-Calva

Title: RBLAC Director

Signature Luis Felipe López-Calva **Date** 15-Mar-2021

This checklist must be signed by the Resident Representative / Head of office or officer designated by the Resident Representative / Head of office.

