

## Project Completion Checklist

**Unit: UNDP1 - Regional Bureau of Latin America and Caribbean**

**Project ID/ Output No: 60401/76035- Office of the Special Envoy for**

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

<b>V</b>	No outstanding NEX advances – in either local currency or USD
<b>V</b>	No outstanding PDRs
<b>V</b>	No open Purchase Orders
<b>V</b>	No Receipt Accruals
<b>V</b>	No outstanding commitments
<b>V</b>	No pending prepayments and other non PO advances
<b>V</b>	All pre-financing activities have been recovered and/or reimbursed
<b>V</b>	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).
<b>V</b>	No pending GLJEs
<b>V</b>	No unapplied deposits or other unrecorded revenue
<b>V</b>	No outstanding Accounts Receivable to be received from donors per signed agreements
<b>V</b>	No AR direct journals in budget error or incomplete status
<b>V</b>	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
<b>V</b>	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
<b>N/A</b>	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
<b>V</b>	All project petty cash is cleared
<b>N/A</b>	Project bank account is fully reconciled and closed
<b>V</b>	All accrued employee benefits are fully accounted
<b>V</b>	No other pending liabilities
<b>V</b>	The CDR for the previous quarter shows zero future expenses (commitments)
<b>N/A</b>	Final LPAC/ steering committee minutes are available
<b>N/A</b>	All audit observations are closed with supporting documentation
<b>V</b>	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties.
<b>N/A</b>	If a cost sharing project, the unexpended balance has been agreed to the general ledger
<b>N/A</b>	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.
<b>N/A</b>	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.

<b>N/A</b>	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement
<b>N/A</b>	Notified the GSSC to close any associated contract in the contracts module.
<b>N/A</b>	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.**

