

Project Completion Checklist

Unit: **RBLAC/H03**

Award ID: 00057072

Project ID/ Output No: 00072457


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

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
✓	All pre-financing activities have been recovered and/or reimbursed
✓	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).
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	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
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	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
✓	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: Wilmer Castañeda

Title: Project Manager.

Signature  _____ Date 09/11/16

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