

## Project Completion Checklist

**Unit: Sustainable Human Development & Inclusive Governance**

**Award ID: 00025349 (Capacity Building for Social Data Collection)**

**Project ID/ Output No: 00025349 (Capacity Building for Social Data Collection)**

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

<b>Yes</b>	No outstanding NEX advances – in either local currency or USD
<b>Yes</b>	No outstanding PDRs
<b>Yes</b>	No open Purchase Orders
<b>Yes</b>	No Receipt Accruals
<b>Yes</b>	No outstanding commitments
<b>Yes</b>	No pending prepayments and other non PO advances
<b>Yes</b>	All pre-financing activities have been recovered and/or reimbursed
<b>Yes</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>Yes</b>	No pending GLJEs
<b>Yes</b>	No unapplied deposits or other unrecorded revenue
<b>Yes</b>	No outstanding Accounts Receivable to be received from donors per signed agreements
<b>Yes</b>	No AR direct journals in budget error or incomplete status
<b>N/A</b>	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
<b>Yes</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>Yes</b>	All project petty cash is cleared
<b>Yes</b>	Project bank account is fully reconciled and closed
<b>Yes</b>	All accrued employee benefits are fully accounted
<b>Yes</b>	No other pending liabilities
<b>Yes</b>	The CDR for the previous quarter shows zero future expenses (commitments)
	Final LPAC/ steering committee minutes are available
<b>N/A</b>	All audit observations are closed with supporting documentation
<b>Yes</b>	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties.
<b>Yes</b>	If a cost sharing project, the unexpended balance has been agreed to the general ledger
<b>Yes</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>Yes</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>Yes</b>	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative

**Name:** Stephen O'Malley

**Title:** Resident Representative

**Signature** \_\_\_\_\_



**Date** \_\_\_\_\_

**1 September, 2015** \_\_\_\_\_

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

Combined Delivery Report By Project

Selection Criteria :

Business Unit : BRB10  
 Period : Jan-Dec (2004)  
 Selected Award Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Projects : 00025349

<b>Award Id : 00025349 Capacity Building for Social D</b>	<b>Period :</b>	<b>Jan-Dec (2004)</b>
<b>Project # : 00025349 Capacity Building for Social D</b>	<b>Impl. Partner :</b>	<b>00199 National Execution</b>
	<b>Location :</b>	<b>Barbados</b>

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
<b>Dept: 48201 (Barbados - Central)</b>					
<b>Fund : 25300 (TTF PRSD Pro Poor Plcy Reforms)</b>					
74525 - Sundry	0.00	-3,507.08	0.00	0.00	-3,507.08
<b>Total for Fund 25300</b>	<b>0.00</b>	<b>-3,507.08</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,507.08</b>
<b>Total for Dept : 48201</b>	<b>0.00</b>	<b>-3,507.08</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,507.08</b>
<b>Dept: 48208 (Barbados - Poverty Reduction)</b>					
<b>Fund : 25300 (TTF PRSD Pro Poor Plcy Reforms)</b>					
72145 - Svc Co-Training and Educ Serv	17,231.57	0.00	0.00	0.00	17,231.57
74525 - Sundry	0.00	32.19	0.00	0.00	32.19
<b>Total for Fund 25300</b>	<b>17,231.57</b>	<b>32.19</b>	<b>0.00</b>	<b>0.00</b>	<b>17,263.76</b>
<b>Total for Dept : 48208</b>	<b>17,231.57</b>	<b>32.19</b>	<b>0.00</b>	<b>0.00</b>	<b>17,263.76</b>
<b>Total for Project : 00025349</b>	<b>17,231.57</b>	<b>-3,474.89</b>	<b>0.00</b>	<b>0.00</b>	<b>13,756.68</b>
<b>Award Total :</b>	<b>17,231.57</b>	<b>-3,474.89</b>	<b>0.00</b>	<b>0.00</b>	<b>13,756.68</b>

Signed By :  Date : \_\_\_\_\_

Combined Delivery Report By Project

UN Development Programme  
Report ID: ungl143p

Selection Criteria :

Business Unit : BRB10  
 Period : Jan-Dec (2004)  
 Selected Award Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Projects : 00025349

Award Id : 00025349	Capacity Building for Social D	Period :	Jan-Dec (2004)			
Project # :	Capacity Building for Social D	Impl. Partner :	None			
		Location :	Barbados			
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
48201 - Barbados - Central		0.00	-3,507.08	0.00	0.00	-3,507.08
48208 - Barbados - Poverty Reduction		17,231.57	32.19	0.00	0.00	17,263.76