

# Project Completion Check List

## Country Office: Haiti

Project ID	Project No.
00070262	Appui à la mise en œuvre de la SNCRP

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

		Comments
1	No outstanding NEX advances – in either local currency or USD	All advances have been cleared
2	No outstanding PDRs	N/A
3	No open Purchase Orders	All POs have been fully paid or cancelled
4	No Receipt Accruals	N/A
5	No outstanding commitments	All of the contracts, agreements and invoices have been honored
6	No pending prepayments and other non PO advances	No advances of prepayments were carried out
7	All pre-financing activities have been recovered and/or reimbursed	All advances have been cleared
8	No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)	All corresponding GMS has been charged
9	No pending GLJEs	No pending GLJEs
10	No unapplied deposits or other unrecorded revenue	No unapplied deposits or unrecorded revenue in DMS
11	No outstanding Accounts Receivable to be received from donors per signed agreements	All donors funded have been received
12	No AR direct journals in budget error or incomplete status	All AR direct journals have been completed
13	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	Assets were perished in the earthquake.
14	All transactions for sale/transfer/donation/disposal etc. of assets should have been processed and GMS charged	Disposals were carried out
15	All items held as inventory should be distributed or transferred to recipient; or returned to donor if specified in the donor agreement	Disposals were carried out
16	All project petty cash is cleared	N/A
17	Project bank account is fully reconciled and closed	N/A
18	All accrued employee benefits are fully accounted	All employee benefits have been paid
19	No other pending liabilities	No other pending liabilities
20	The CDR for the previous quarter shows zero future expenses (commitments).	Awaiting the end of the second quarter
21	Final LPAC/ steering committee minutes are available	Minutes are in Atlas
22	All audit gaps are closed with supporting documentation.	All audit recommendations have been followed
23	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	Final CDR will signed following the posting of recent changes
24	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	No unexpected balance.
24	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.	Donor has been consulted and the balance has been

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		transferred
25	All refunds to donors have taken place and the project balance is zero.	Project balance is now 0.
26	All relevant documents (see our list) are uploaded in ATLAS and in the Shared Drive	All relevant documents are in Atlas
27	Documentation supporting or establishing contribution final balance and the arrangements for each donor with agreements/amendments attached	Project balance is now 0

Name **Marc Andre Franche**

Title **Deputy Country Director (Programme)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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.