

Project Completion Check List

Country Office: UNDP, RCO, CO. Project/Output No. 80853


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

Yes/NO	Closure activities	Responsible
yes	No outstanding NEX advances – in either local currency or USD. Navigation of report in Atlas: UN Reports-Financial Management Reports-Expenditure Management Reports-NEX Advances Aging Reports	POSU <i>M. Kanaev</i>
yes	No outstanding PDRs	POSU <i>M. Kanaev</i>
yes	No open Purchase Orders	PMU procurement <i>M. Kanaev</i>
	No Receipt Accruals. Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_IPSAS_RECEIPTACCRUAL	CO finance unit <i>M. Kanaev</i>
yes	No outstanding commitments	POSU <i>M. Kanaev</i>
Yes	No pending prepayments and other non PO advances. Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16065	POSU <i>EILEN SOLTOEVA</i> PROGRAMME FINANCE ASSOCIATE
Yes	All pre-financing activities have been recovered and/or reimbursed	CO finance unit <i>EILEN SOLTOEVA</i> PROGRAMME FINANCE ASSOCIATE
Yes	No pending GMS or Direct Project 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.)	CO programme finance <i>M. Kanaev</i>
yes	No pending GLJEs: Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_PENDING_GLJE	PMU finance <i>MEERIM OMURBEKOVA</i> UN COORDINATION ASSOCIATE
yes	No unapplied deposits or other unrecorded revenue Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_AR_UNAPPLIED_DEPOSITS	PMU finance <i>MEERIM OMURBEKOVA</i> UN COORDINATION ASSOCIATE <i>M. Kanaev</i>
yes	No outstanding Accounts Receivable to be received from donors per signed agreements	PMU finance <i>M. Kanaev</i>
yes	No AR direct journals in budget error or incomplete status: Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_ARDJ_ERROR_OR_INCOMPLETE	PMU finance <i>EILEN SOLTOEVA</i> PROGRAMME FINANCE ASSOCIATE
n/a	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PMU admin <i>M. Kanaev</i>
n/a	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PMU admin <i>MEERIM OMURBEKOVA</i> UN COORDINATION ASSOCIATE
n/a	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement	PMU admin <i>MEERIM OMURBEKOVA</i> UN COORDINATION ASSOCIATE
Yes	All project cash advance is cleared Navigation of report in Atlas: UN Reports-Financial Management Reports-Accounts Management Reports – Account Activity Analysis (select account 16108 for Project Cash Advance)	PMU finance <i>EILEN SOLTOEVA</i> PROGRAMME FINANCE ASSOCIATE

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AIJAN IMANKULOV

N/A	Project bank account is fully reconciled and closed	N/A
Yes	All accrued employee benefits are fully accounted	CO HR unit
yes	No other pending liabilities	POSU
Yes	The CDR for the previous quarter shows zero future expenses (commitments). Navigation of report in Atlas: UN Reports - IPSAS Reports -IPSAS CDR by Project	POSU
no	Final LPAC/ steering committee minutes are available	POSU
N/A	All audit observations are closed with supporting documentation.	POSU
Yes	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	UNDP programme finance PMU Manager
Yes	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	CO finance
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.	POSU
N/A	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	CO finance
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	CO finance
N/A	Notified the GSSC to close any associated contract in the contracts module.	CO procurement
n/a	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	POSU

Name 

Title DEPUTY RESIDENT REPRESENTATIVE UNDP

30.12.2015

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.

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eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

Financial Closure Checklist				
TASK	YES	No	NOTES	
Atlas Transaction Check				
Atlas Balance				
				Transaction Currency Base Currency (USD)
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the implementing Partner)			Account	
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances</u>	0.00 \$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances Other</u>	0.00 \$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org	
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Open Purchase Orders</u>	0.00 \$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Receipt Accruals</u>	0.00 \$ 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any show (Attachments Tab)	
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Prepaid Vouchers</u>	0.00 \$ 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending Vouchers</u> - Please run the query link to verify and check any pending vouchers.	
All pre-financing activities have been recovered and/or reimbursed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
No pending GMS or Direct Project Charging (Formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Charged GMS Rate %</u>	% 4.55 % 4.55
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>GLJEs Not Posted</u>	0.00 \$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Unapplied Deposits by Office</u>	0.00 \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contract Pending Events</u>	0.00 \$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contribution Amount Not Collected</u>	0.00 \$ 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Pending AR direct journals</u> - Please run the query link to verify and check any pending AR di	
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Assets</u>	\$ 0.00 \$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Petty Cash & Cash Advance</u>	0.00 \$ 0.00
Project Bank Account is fully reconciled and closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with implementing partner to close Project Bank account.	
All Staff Receivables (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Staff Receivables</u>	0.00 \$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Employee Benefits</u>	0.00 \$ 0.00
No other pending liabilities; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Liabilities</u>	0.00 \$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)	
Final LPAC / Steering committee minutes are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)	
All audit observations are closed with supporting documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
The final CDR is signed by UNDP and the implementing Partner. Final report submitted by responsible parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)	
General Ledger Cash Balance				
			Fund Donor	Amount USD
			30000 00004	\$ 0.00
			30000 00005	\$ 0.00
			30000 00035	\$ 0.00
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30000 00040	\$ 0.00
			30000 00559	\$ 0.00
			30000 11363	\$ 0.00
			30000 00013	\$ 0.00
			30000 00031	\$ 0.00
			30000 00032	\$ 0.00
			30000 00037	\$ 0.00
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If t refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the re <u>Refunds to Donors</u> in the POPP.	
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Refund to Donor</u>	0.00 \$ 0.00

Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Notified the GSSC to close any associated contract in the contracts module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Ensure project accounts are closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Final" and financial transactions can be made.

For more information on project closure procedures and policies, please refer to [Closing a Project](#) and [Financial Closure Procedures and Trust Funds](#) in the POPP.

Management Comments (if any) First 1 of 1 Last

Author	DateTime Stamp

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[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)