

Project Completion Check List

Country Office: Kyrgyzstan Project/Output No. 83936, DAO Disaster Risk Reduction 01/06/12 - 31/12/2013

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>Signature</i> Suldyz Chokoeva
Yes	No outstanding PDRs	POSU <i>Signature</i>
Yes	No open Purchase Orders	PMU procurement <i>Signature</i> Timur Talypov
Yes	No Receipt Accruals. Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_IPSAS_RECEIPTACCRUAL	SCO finance unit EILEN SOLTOEVA PROGRAMME FINANCE ASSOCIATE <i>Signature</i>
Yes	No outstanding commitments	POSU <i>Signature</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 report is blank)	POSU EILEN SOLTOEVA PROGRAMME FINANCE ASSOCIATE <i>Signature</i>
Yes	All pre-financing activities have been recovered and/or reimbursed	CO finance unit <i>Signature</i>
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 EILEN SOLTOEVA PROGRAMME FINANCE ASSOCIATE <i>Signature</i>
Yes	No pending GLIEs: Navigation of report in Atlas: Reporting Tools- Query-Query Viewer-UN_PENDING_GLIE	PMU finance <i>Signature</i> Timur Talypov AFA
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>Signature</i> Timur Talypov AFA
Yes	No outstanding Accounts Receivable to be received from donors per signed agreements	PMU finance <i>Signature</i> Timur Talypov AFA
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>Signature</i> Timur Talypov AFA
Yes	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place	PMU admin <i>Signature</i> Timur Talypov AFA
Yes	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	PMU admin <i>Signature</i> Timur Talypov AFA
Yes	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>Signature</i> Timur Talypov AFA
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) blank	PMU finance <i>Signature</i> Timur Talypov AFA

N/A	Project bank account is fully reconciled and closed	N/A
	All accrued employee benefits are fully accounted	CO HR unit
	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
	Final LPAC/ steering committee minutes are available	POSU
Yes	All audit observations are closed with supporting documentation.	POSU
	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	UNDP programme finance PMU Manager
	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	CO finance
Yes	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
	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	POSU

AIJAN IMANKULOVA
ASSOCIATE

ALEXANDER AVANESSOV
Name UN RESIDENT COORDINATOR
UNDP RESIDENT REPRESENTATIVE
Title IN THE KYRGYZ REPUBLIC

Signature [Signature] Date 04.12.2015

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.