**Project Completion Check List**

**Country Office : MALI Project No. 00089935/Output No. 00095959**

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

|  |  |
| --- | --- |
| **Ok** | No outstanding NEX advances – in either local currency or USD |
| **Ok** | No outstanding PDRs |
| **Ok** | No open Purchase Orders |
| **Ok** | No Receipt Accruals |
| **Ok** | No outstanding commitments |
| **Ok** | No pending prepayments and other non PO advances |
| **Ok** | All pre-financing activities have been recovered and/or reimbursed |
| **Ok** | 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.) |
| **Ok** | No pending GLJEs |
| **Ok** | No unapplied deposits or other unrecorded revenue |
| **Ok** | No outstanding Accounts Receivable to be received from donors per signed agreements |
| **Ok** | No AR direct journals in budget error or incomplete status |
| **Ok** | All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place |
| **Ok** | Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged |
| **Ok** | All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement |
| **Ok** | All project petty cash is cleared |
| **Ok** | Project bank account is fully reconciled and closed |
| **Ok** | All accrued employee benefits are fully accounted |
| **Ok** | No other pending liabilities |
| **Ok** | The CDR for the previous quarter shows zero future expenses (commitments). |
| **Ok** | Final LPAC/ steering committee minutes are available |
| **Ok** | All audit observations are closed with supporting documentation. |
| **Ok** | The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties. |
| **Ok** | If a cost sharing project, the unexpended balance has been agreed to the general ledger. |
| **Ok** | 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. |
| **Ok** | All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero. |
| **Ok** | Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement. |
| **Ok** | Notified the GSSC to close any associated contract in the contracts module. |
| **Ok** | All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative. |

**Name: Claudette HAKIZIMANA**

**Title: Représentant Résident Adjoint/Operations**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 03/10/2019**

**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.**