

## Project Completion Check List

Country Office: MNE

Project/Output No. 00075 943

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

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

✓	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.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	Notified the GSSC to close any associated contract in the contracts module.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Miodrag Dragić

Title ASSISTANT RESIDENT REPRESENTATIVE

Signature  Date 09.01.2017

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.



## NOTE VERBALE

The United Nations in Montenegro presents its compliments to the Ministry of Foreign Affairs and has the honour to inform you that Ms. Fiona McCluney, UN Resident Coordinator and UNDP Resident Representative will be out of country from 22<sup>nd</sup> December, 2016 – 10<sup>th</sup> January, 2017.

During her absence, Mr. Benjamin Perks (UNICEF Representative) will act as UN Resident Coordinator a.i. and UN Designated Official. He can be reached at +382 20 44 74 00 or via email: [bperks@unicef.org](mailto:bperks@unicef.org).

Mr. Miodrag Dragišić (Assistant to Resident Representative) will act as the UNDP Resident Representative a.i. He can be reached at +382 20 44 74 00 or via email: [miodrag.dragisic@undp.org](mailto:miodrag.dragisic@undp.org).

The United Nations in Montenegro avails itself of the opportunity to renew to the Ministry of Foreign Affairs and European Integration the assurances of its highest consideration.

Podgorica, 22<sup>nd</sup> December 2016

Ministry of Foreign Affairs and European Integration of Montenegro

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