

### Project Completion Check List

Country Office: Mongolia Project/Output No. 00036215/  
00039250/

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

✓	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
✓	No open Purchase Orders <i>very old two POs shows but these are closed long ago</i>
✓	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 <i>The MEPT is working on finalization of transfer.</i>
✓	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
N/A	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.

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.
N/A	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero. ✓
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
N/A	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 Thomas Enkwa

Title DRR RR ar

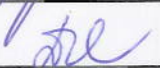
Signature 

Date 9 July 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.

Reviewed by: 

Bunchingiv.B, Environment Team Leader



Oyungerel.D, Finance manager



Buyandelger.U, Monitor&Evaluation Analyst

**Financial Closure Checklist**

YES No NOTES

TASK

		Atlas Transaction Check	
		Account	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)			
No outstanding NEX advances-in either local currency or USD (Account 16005)		<u>Outstanding Advances</u>	0.00 \$ 0.00
No outstanding Project Delivery Reports (PDRs);		<u>PDR: <a href="http://unex.undp.org">http://unex.undp.org</a></u>	
No open Purchase Orders (POs);		<u>Open Purchase Orders</u>	360,000.00 \$ 299.00
No Receipt Accruals;		<u>Receipt Accruals</u>	0.00 \$ 0.00
No Outstanding Commitments;		Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
No outstanding prepaid vouchers (Account 16065)		<u>Prepaid Vouchers</u>	0.00 \$ 0.00
No pending vouchers;		<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.		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);		<u>Charged GMS Rate %</u>	% 1.99 % 1.99
No pending GLJEs;		<u>GLJEs Not Posted</u>	0.00 \$ 0.00
No unapplied deposits or other unrecorded revenue;		<u>Unapplied Deposits by Office</u>	0.00 \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;		<u>Contract Pending Events</u>	0.00 \$ 0.00
No AR direct journals in budget error or incomplete status;		<u>No Pending AR direct journals</u> - Please run the query link to verify and check any pending AR direct journals	
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)		<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		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.		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.		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;		<u>Petty Cash &amp; Cash Advance</u>	0.00 \$ 0.00
Project Bank Account is fully reconciled and closed.		Project staff should coordinate with Implementing partner to close Project Bank account.	
All Staff Receivables (Acc. 14020, 14022, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;		<u>Staff Receivables</u>	0.00 \$ 0.00
All accrued employee benefits are fully accounted.		<u>Employee Benefits</u>	0.00 \$ 0.00
No other pending liabilities; (GL 2xxxx Accounts - Excluding 21005)		<u>Pending Liabilities</u>	0.00 \$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).		Copy of CDR should be uploaded to Atlas (Attachments Tab)	
Final LPAC / Steering committee minutes are available.		Minutes should be uploaded to Atlas (Attachments Tab)	
All audit observations are closed with supporting documentation.		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.		Supporting documents should be uploaded to Atlas (Attachments Tab)	
		<b>General Ledger Cash Balance</b>	
		Fund	Donor
		30000	01482
		30000	00182
		30000	10003
		30000	00012
		30000	00189
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)			\$ 0.00 \$ -0.00 \$ -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.		UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .if the donor any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer Donors in the POPP.	
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero.		Pending Refund to Donor	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.		Supporting documents if any should be uploaded to Atlas (Attachments Tab)	

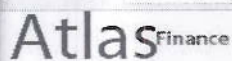
<p>Notified the GSSC to close any associated contract in the contracts module.</p>	<p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
<p>All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.</p>	<p>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</p>
<p>Ensure project accounts are closed.</p>	<p>Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed".  For more information on project closure procedures and policies, please refer to <u>Closing a Project and Financial Closure of Trust Funds</u> in the POPP.</p>

Project: 00000250

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

Line	Fund	Donor	Unit	PO No.	Amount
1	30000	00182	MNG10		0.000
2	30000	00182	MNG10	000001246	149.500
3	30000	00182	MNG10	000001245	149.500



Welcome Khurelbaatar GANBAT to Atlas Community!

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#)

Purchase Order Inquiry

Purchase Order

Unit: MNG10

PO ID: 000001246

PO Status: Compl

Budget Status: Valid

▼ Header

PO Date: 19/09/2005

Vendor: KHUVSGUL-001

Vendor ID: 000001665 [Vendor Details](#)

Buyer: dagmidmaa

PO Reference:

[Header Details](#) [All RTV](#) [Matching](#)

[Header Comments](#) [Document Status](#)

[Change Order](#)

Backorder Status: None

Receipt: Canceled

Hold From Further Processing

Amount Summary

Merchandise: 180,000.00

Freight/Tax/Misc.: 0.00

Total: 180,000.00 MNT

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		CF2005/27 FEE	696500	1.0000	EA	180,000.00	MNT Closed

[Return to Search](#) [Notify](#)

[Related Links](#)

Purchase Order Inquiry

Purchase Order

Unit: MNG10  
 PO ID: 0000001245

PO Status: Compl  
 Budget Status: Valid

▼ Header

PO Date: 19/09/2005  
 Vendor: UVS-001  
 Vendor ID: 0000001625 [Vendor Details](#)  
 Buyer: dagmidmaa  
 PO Reference:

Backorder Status: None  
 Receipt: Canceled  
 Hold From Further Processing

Amount Summary

Merchandise: 180,000.00  
 Freight/Tax/Misc.: 0.00  
 Total: 180,000.00 MNT

[Header Details](#)   [All RTV](#)   [Matching](#)  
[Header Comments](#)   [Document Status](#)  
[Change Order](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		CF/2005/29.FEE	696500	1.0000	EA	180,000.00 MNT	Closed

[Return to Search](#)   [Notify](#)

[Related Links](#)



**United Nations Development Programme  
Interim Donor Report (IPSAS)**

Country - Mongolia      Period - Jan - Dec 2014  
 Project - 00036215 Altai Sayan Eco-region Conserv      Donor - ALL  
 Output - ALL

	Opening Balance (1)	Contribution Revenue (2)	Other Revenue (3)	Expenses (4)	Closing Balance (1)+(2)+(3)-(4) (5)	Commitments (6)	Undepreciated Assets & Inventory (7)	Receivable (8)	Available Resources (5)-(6)-(7)-(8) (9)
Cost Sharing Cost sharing activities	\$0.41	(\$0.41)	\$0.00	\$0.00	(\$0.00)	\$0.00	\$0.00	\$0.00	(\$0.00)
UNDP Core Regular resources activities	N/A	N/A	N/A	\$245.46	N/A	\$0.00	\$0.00	\$0.00	N/A