

Unit: UNDP1

Journal ID: 0008386986

Date: 05/02/2020

Long Description:

TRANSFER OF UNSPENT FUNDS TO 11888 FUND-UNREDD PROJECT

\*Ledger Group:

ACTUALS

Auto Generate Lines

Ledger:

Adjusting Entry:

Non-Adjusting Entry

\*Source:

ONL

Fiscal Year:

2020

Reference Number:

Period:

2

SJE Type:

ADB Date:

05/02/2020

Journal Class:

Save Journal Incomplete Status

Transaction Code:

GENERAL

Unit: UNDP1

Journal ID: 0008386986

Date: 05/02/2020

Approval Status					
Find First 1 of 1 Last					
Unit:	UNDP1				
Approval Check Active:	Y				
Approval Status:	None				
Approval Action:	Approve				
Comments for Denial Email:	<input type="text"/>				
Approval History					
Step	Path	Status	Date/Time Stamp		User ID
0	A	Initiated	05/02/2020 3:34:47AM		oyungerel
01	A	Approved	05/02/2020 3:49:26AM		soyongua.ganchimeg

GLOBAL LEDGER JOURNAL ENTRY

TRANSFER OF UNSPENT FUNDS TO 11888 FUND-UNREDD PROJECT

DEBIT

FROM

\$202.80 51035-MNG-30000-41805-MNG10-00093549-ACT13-001981-10714

Total debit: \$ 202.80


CREDIT

TO

\$ (202.80) 51035-MNG-11888-41810

Total credit: \$ (202.80)

GLJE#000 8386986 (as of 5 Feb 2020)  
(all supporting documents are enclosed)

Created by:  D.Oyungerel, FA

5/02/2020

Cleared by:    
Kh. Khishigjargal, Programme Officer

Approved by:  G.Soyongua, ARR (O)  
05 Feb 2020

Project Closure Checklist | Financial Closure Checklist | Status History and Attachments

Output Details	
Business Unit	MNG10
Project Number	00086253
Output Number	00098549
Output Name	UN-REDD National Programme Mon

Output Dates		Output Status
Start Date	01/09/2015	On Going
End Date	31/12/2019	
Output Manager		Effective Date
		1/9/2015

Output Financials (Cash Funds)	
Total Contribution Recognized	\$ 2,496,049.00
Transfers to/from - Funds/Donor	\$ 0.00
Interest Earned	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 2,495,846.20
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Fund Balance	\$ 202.80

Output Financials (Allocation Funds)	
Approved Budget	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 0.00
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Balance	\$ 0.00

**eChecklist Instructions:**

In order to be able to close the project operationally all items in the below 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). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

**Operational Completion:**

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.  
<https://popp.undp.org/SitePages/POPPSubject.aspx?BUID=248&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links: <a href="#">Final Project Review Report (POPP)</a> and <a href="#">lessons learned</a> as per the following guidelines.
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions	<input type="checkbox"/>	<input type="checkbox"/>	Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none"> <li>• Achievements of last year targets;</li> <li>• Overall project performance and sustainability of results;</li> <li>• Achievement on capacity development</li> <li>• Outstanding activities;</li> <li>• All Open POs have been fully received;</li> <li>• Lessons learned;</li> <li>• Use of remaining budget, if any;</li> <li>• Effective date of project closure;</li> <li>• Transitioning of responsibilities to national counterparts;</li> <li>• Hand-over of assets.</li> </ul>
3	Commission project evaluation	<input type="checkbox"/>	<input type="checkbox"/>	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: <a href="#">Evaluation Resource Centre</a> , <a href="#">TOR for Evaluation</a> , <a href="#">Evaluation Report Format</a>
4	Initiate project Audit (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.) For more information on project audit, please refer to <a href="#">Office of Audit and Investigations</a> website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input type="checkbox"/>	<input type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.	<input type="checkbox"/>	<input type="checkbox"/>	Based on the Project Board decision to close the project, project status in Atlas will be set to 'Operationally Closed'. No further financial commitment can be made.

Management Comments (if any):

Author: \_\_\_\_\_ Date/Time Stamp: \_\_\_\_\_

**United Nations Development Programme**  
**Interim Financial Report to the Multi Partner Trust Funds**  
**As of 5 February 2020**



*Empowered lives.  
Resilient nations.*

**Contributions reference no.** 00092166  
**Country:** Mongolia  
**Project description:** UN-REDD National Programme Mongolia  
**Project:** 00086253  
**Output description:** UN-REDD National Programme Mon  
**Output:** 00093549  
**Output status:** On Going  
**Fund:** Programme Cost Sharing

(in United States dollars)

	Prior years (1)	2020 (2)	Cumulative to 2020 (3)
<b>Income/Revenue</b>			
Contributions <sup>a</sup>	2,396,800.00	-	2,396,800.00
Other Revenue <sup>b</sup>	-	-	-
Transfer to/from other funds	-	-	-
Refunds to donors	-	-	-
<b>Total - Income/Revenue</b>	2,396,800.00	-	2,396,800.00
<b>Expenses</b>			
Staff and other personnel costs	668,452.24	-	668,452.24
Supplies, commodities, materials	10,500.21	-	10,500.21
Equipment, vehicle and furniture including depreciation	20,793.15	-	20,793.15
Contractual services	1,092,114.52	-	1,092,114.52
Travel	174,089.15	-	174,089.15
Transfers and grants to counterparts	-	-	-
General operating and other direct costs	273,876.72	(0.39)	273,876.33
Subtotal	2,239,825.99	(0.39)	2,239,825.60
Programme support costs <sup>c</sup>	156,771.60	-	156,771.60
<b>Total Expenses</b>	2,396,597.59	(0.39)	2,396,597.20
<b>Balance<sup>d</sup></b>	202.41	202.80	202.80
<b>Future Expenses<sup>e</sup></b>			
Balance of un-depreciated assets & inventory purchased	-	-	-
Commitments	-	-	-
Subtotal	-	-	-
<b>Receivable<sup>e</sup></b>			
Less: Contributions receivable from donors	-	-	-
<b>Available Resources<sup>f</sup></b>	202.41	202.80	202.80

- a. Contributions represent recognized revenue from donors based on the payment schedule in signed agreements.  
b. Other Revenue represents revenue resulting from miscellaneous activities.  
c. Programme support (indirect) cost is calculated based on the expenses excluding amounts of foreign exchange gain/loss.  
d. Balance in column (2) is inclusive of balance in column (1).  
e. Future expenses and Receivable - amounts in column (2) are the balances outstanding as of the report date which are included in the available resources. Amounts in column (1) are shown for information purpose only.  
f. Available resources - balance after future expenses, and contributions receivable from donors (i.e. amounts past due) have been accounted for.

This is to certify that the above statement of revenue, expenses and available resources is correct and that the expenses were incurred in connection with the approved projects for which funds have been received.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

(Date) \_\_\_\_\_

**eChecklist Instructions:**

It is critical to be clear about the project's priority, all items in the checklist are critical to the successful completion of the project. However, some items are applicable for the project phase it can be checked as 'YES'. The list of priorities which is based on standard queries based on the status of the project will reflect across the checklist. Therefore, it should be used as a guide for the closure but manual verification as per the SOP's issued by the UNDP is required at the discretion of the decision maker and confirmed and finalized.

Project	Y/N	NA	Notes	Atlas Transaction Check			
Ensure that all financial transactions are in Atlas General Ledger (Review on final report from the Implementing Partner)				<table border="1"> <thead> <tr> <th>Account</th> <th>Atlas Balance Transaction Currency</th> <th>Base Currency (USD)</th> </tr> </thead> </table>	Account	Atlas Balance Transaction Currency	Base Currency (USD)
Account	Atlas Balance Transaction Currency	Base Currency (USD)					
No outstanding N/A advances either local currency or USD (Amount: 10000)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Outstanding Advances</a>	0.00 \$ 0.00			
No other outstanding advances either local currency or USD (Amount: 14001, 14005, 14007, 14001, 14005, 14010, 14015, 17005, 17009)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Outstanding Advances Other</a>	0.00 \$ 0.00			
No outstanding Project Delivery Reports (PDFs)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">PDR: <a href="http://unes.unep.org">http://unes.unep.org</a></a>				
No open Purchase Orders (POs)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open Purchase Orders</a>	0.00 \$ 0.00			
No Project Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Receipt Accounts</a>	0.00 \$ 0.00			
No Outstanding Commitments	<input type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are positive (Non-PO Commitments). Supporting documents if any should be uploaded to Atlas (Attachments Tab)				
No outstanding prepaid vouchers (Amount: 10000)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prepaid Vouchers</a>	0.00 \$ 0.00			
No pending vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending Vouchers</a> Please run the query link to verify and check any pending vouchers.				
All pre-financing activities have been recovered and/or reimbursed	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)				
No pending GMS or direct Project Charging (Termly 10%). If 10% charging GMS was done, 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 used.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Charged GMS Rate %</a>	10.00 % 7.04			
No pending GL-GRs	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">GLs Not Posted</a>	0.00 \$ 0.00			
No unapplied deposits or other unrecorded revenues	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Unapplied Deposits by Office</a>	0.00 \$ 0.00			
No outstanding Accounts Receivable to be received from donors per signed agreements	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Contract Pending Events</a>	0.00 \$ 0.00			
No outstanding Contributions Receivable to be collected from donor (GL Account: 14010) (donor including FA Reimburse)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Contribution Amount Not Collected</a>	0.00 \$ 0.00			
No AR direct journals in budget error or incomplete status	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending AR direct journals</a> Please run the query link to verify and check any pending AR direct journals.				
All assets are transferred or otherwise disposed of. Asset transfer supporting documents are in place. (GL: 1600 Accounts) (Click link for ESN Report)	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Assets</a>	0.00 \$ 0.00			
All unspent inventory items left at the end of the period have been disposed of or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)				
Closure of transactions for warehouse/inventory disposal etc. of assets have been processed and GMS charged.	<input 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 type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)				
All Project Petty Cash (11010 200, 14700000) and Project Cash Advance Accounts (Acc: 14100, 14102, 14108 and 14200) are closed.	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Petty Cash &amp; Cash Advance</a>	0.00 \$ 0.00			
Project Bank Account is fully reconciled and closed.	<input type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with implementing partner to close Project Bank account.				
All Staff Reimbursable in USD Only (Acc: 14000, 14001, 14002, 14003, 14004, 14005, 14006, 14007, 14008, 14009, 14010, 14011, 14012, 14013, 14014, 14015, 14016, 14017, 14018, 14019, 14020, 14021, 14022, 14023, 14024, 14025, 14026, 14027, 14028, 14029, 14030, 14031, 14032, 14033, 14034, 14035, 14036, 14037, 14038, 14039, 14040, 14041, 14042, 14043, 14044, 14045, 14046, 14047, 14048, 14049, 14050, 14051, 14052, 14053, 14054, 14055, 14056, 14057, 14058, 14059, 14060, 14061, 14062, 14063, 14064, 14065, 14066, 14067, 14068, 14069, 14070, 14071, 14072, 14073, 14074, 14075, 14076, 14077, 14078, 14079, 14080, 14081, 14082, 14083, 14084, 14085, 14086, 14087, 14088, 14089, 14090, 14091, 14092, 14093, 14094, 14095, 14096, 14097, 14098, 14099, 14100, 14101, 14102, 14103, 14104, 14105, 14106, 14107, 14108, 14109, 14110, 14111, 14112, 14113, 14114, 14115, 14116, 14117, 14118, 14119, 14120, 14121, 14122, 14123, 14124, 14125, 14126, 14127, 14128, 14129, 14130, 14131, 14132, 14133, 14134, 14135, 14136, 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Output Details	
Business Unit	MNG10
Project Number	00086253
Output Number	00093549
Output Name	UN-REDD National Programme Mon

Output Dates		Output Status
Start Date	01/09/2015	On Going
End Date	31/12/2019	
Output Manager		Effective Date
		1/9/2015

Output Financials (Cash Funds)	
Total Contribution Recognized	\$ 2,496,049.00
Transfers to/from - Funds/Donor	\$ -202.80
Interest Earned	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 2,495,846.20
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
<b>Fund Balance</b>	<b>\$ 0.00</b>

Output Financials (Allocation Funds)	
Approved Budget	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 0.00
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Balance	\$ 0.00

**eChecklist Instructions:**

In order to be able to close the project operationally all items in the below 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) if project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

**Operational Completion:**

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.  
<http://popp.undp.org/SitePages/POPPSubject.aspx?SID=242&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links: <a href="#">Final Project Review Report (FOPR)</a> and <a href="#">Lessons Learned Report</a> as per the following guidelines:
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions	<input type="checkbox"/>	<input type="checkbox"/>	Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none"> <li>• Achievements of last year targets;</li> <li>• Overall project performance and sustainability of results;</li> <li>• Achievement on capacity development;</li> <li>• Outstanding activities;</li> <li>• All Open POs have been fully received;</li> <li>• Lessons learned;</li> <li>• Use of remaining budget, if any;</li> <li>• Effective date of project closure;</li> <li>• Transitioning of responsibilities to national counterparts;</li> <li>• Hand-over of assets.</li> </ul>
3	Commission project evaluation	<input type="checkbox"/>	<input type="checkbox"/>	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: <a href="#">Evaluation Resource Centre TOR for Evaluation</a> <a href="#">Evaluation Report Format</a>
4	Initiate project Audit (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	NEX projects have to be audited at least once in the life of the project and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to <a href="#">Office of Audit and Investigations</a> website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input type="checkbox"/>	<input type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should n
6	Operationally close the Output	<input type="checkbox"/>	<input type="checkbox"/>	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

Management Comments (if any):

Find    First    1 of 1    Last

Author	Date/Time Stamp

**eChecklist Instructions:**

In order to be able to close the project, please verify all items in this 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**. The list provides details on required questions found on the actual list and might not reflect some of the exceptions. Therefore it should be used as a guide for the closure but should not be taken as the only one required by the CO to ensure all the necessary items are completed and resolved.

Financial Closure Checklist		Y/N	IN	NOTE																																																																																																																																																																																																											
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