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

eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project financially all items in the 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).
This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore; it should be used as a guide for the closure but
manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

Financial Closure Checklist

TASK	YES	No	NOTES			
				Atlas Transaction Check		
					Atlas Balance	
			Account	Transaction Currency	Base Cu...	
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)	☑	☐	Outstanding Advances		0.00	
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	☑	☐	Outstanding Advances Other		0.00	
No outstanding Project Delivery Reports (PDRs);	☑	☐	PDR: http://unex.undp.org			
No open Purchase Orders (POs);	☑	☐	Open Purchase Orders		0.00	
No Receipt Accruals;	☑	☐	Receipt Accruals		0.00	
No Outstanding Commitments;	☑	☐	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supportin... should be uploaded to Atlas (Attachments Tab)			
No outstanding prepaid vouchers (Account 16065)	☑	☐	Prepaid Vouchers		0.00	
No pending vouchers;	☑	☐	No Pending Vouchers - Please run the query link to verify and check any pe...			
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);	☑	☐	Charged GMS Rate %		% 0.00	
No pending GLJEs;	☑	☐	GLJEs Not Posted		0.00	
No unapplied deposits or other unrecorded revenue;	☑	☐	Unapplied Deposits by Office		0.00	
No outstanding Accounts Receivable to be received from donors per signed agreements;	☑	☐	Contract Pending Events		0.00	
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	☑	☐	Contribution Amount Not Collected		0.00	
No AR direct journals in budget error or incomplete status;	☑	☐	No Pending AR direct journals - Please run the query link to verify and che... 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)	☑	☐	Assets		$ 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;	☑	☐	Petty Cash & Cash Advance		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 in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	☑	☐	Staff Receivables		0.00	
All accrued employee benefits are fully accounted.	☑	☐	Employee Benefits		0.00	
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	☑	☐	Pending Liabilities		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)			
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) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	☑	☐	General Ledger Cash Balance			
			Fund	Donor	Am...	
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 financiall... .If the donor requests a refund at any earlier point then you need to the approval of the Chi... Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.			
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	☑	☐	Pending Refund to Donor		$ 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)			
Notified the GSSC to close any associated contract in the contracts module.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)			
Ensure project accounts are closed.	☑	☐	Closure of any project-based financial accounts or funds. Once confirmed, project status in "Financially Closed". No further financial transactions can be made.			
			For more information on project closure procedures and policies, please refer to Closing a ... Closure of Development Projects and Trust Funds in the POPP.			

Management Comments (if any):

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