

Project Completion Check List

Country Office: Malawi

Project No. 00086291

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

STATUS	TASK	ACTION	RESPONSIBLE PERSON
	No outstanding NEX advances – in either local currency or USD	✓	
	No outstanding PDRs	✓	
	No open Pos	✓	
	No pending vouchers	✓	
	No pending GMS (if Off-the-top GMS was used, 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 income	✓	
	No deposits to be received from donors per signed agreements	✓	
	No AR direct journals in budget error or incomplete status	✓	
	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments	✓	
	All assets are transferred or otherwise disposed of	✓	
	All project petty cash is cleared	✓	
	No other pending liabilities	✓	
	The CDR for the previous quarter shows zero encumbrances	✓	
	All audit gaps are closed with supporting documentation.	✓	
	The final CDR is signed by UNDP and the Implementing Partner.	✓	
	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.	✓	

All refunds to donors have taken place and the project balance is zero.	✓	
---	---	--

Prepared by: Etta M'mangisa *em'ly* 19th June 2019

Certified by:

Name *Justin V. DRR/O*
Title Resident Representative, UNDP Malawi

Signature *[Signature]* Date 19/06/2019

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.