

Project Completion Check List

Country Office: Malawi

Project/Output No: 00069207/00083913

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

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

Name : Shigeki Komatsubara

Title : Resident Representative

Signature  Date 30/06/2024

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.

Handwritten notes in blue ink:
 a.m
 M. CHIVMBA
 @MMS
 30/6/2024