

Project Completion Check List

FIJI PACIFIC OFFICE

Project/Output No. 00089411

Award No. 00079427

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

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Pos
✓	No pending vouchers
✓	No pending GMS or ISS charges (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
N/A	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.
N/A	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.

Name Bakhodir Burkhanov

Title Country Director & Head of Programme and Policy

Signature 

Date 06/10/17

Project Closure Checklist Financial Closure Checklist Status History and Attachments

Output Details		Output Dates	Output Status
Business Unit	FJ110	Start Date	24/02/2014
Project Number	00079427	End Date	30/01/2015
Output Number	00089411	Output Manager	Effectively Date
Output Name	Palau CB2 Project Document		30/1/2015

Output Financials (Cash Funds)		Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 0.00	Approved Budget	\$ 30,000.00
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 27,846.00
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 2,154.00
Open Purchase Orders	\$ 0.00		
Fund Balance	\$ 0.00		

eChecklist Instructions: (This Is Pilot eChecklist)

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/POPSubjct.aspx?SBjid=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 checked="" type="checkbox"/>	A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned 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 checked="" 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"> • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities; • All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any; • Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets.
3	Commission project evaluation	<input type="checkbox"/>	<input checked="" 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: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
4	Initiate project Audit (if applicable)	<input type="checkbox"/>	<input checked="" 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 Office of Audit and Investigations website .
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input checked="" 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 checked="" 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 emma.mario **DateTime Stamp** 20/04/17 8:34PM + -

This is a project preparation grant (PPG) phase where the main output (the medium sized project document) was completed and submitted for GEF approval.

cleared: M. Aresair
 06/10/17 -

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
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Atlas Transaction Check
			Account Atlas Balance
			Transaction Currency Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances</u> 0.00 \$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Outstanding Advances Other</u> 0.00 \$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Open Purchase Orders</u> 0.00 \$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Receipt Accruals</u> 0.00 \$ 0.00
No Outstanding Commitments;	<input type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to (Attachments Tab)
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Prepaid Vouchers</u> 0.00 \$ 0.00
No pending vouchers;	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	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);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Charged GMS Rate %</u> % 0.00 % 0.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>GLJEs Not Posted</u> 0.00 \$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Unapplied Deposits by Office</u> 0.00 \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contract Pending Events</u> 0.00 \$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Contribution Amount Not Collected</u> 0.00 \$ 0.00
No AR direct journals in budget error or incomplete status;	<input type="checkbox"/>	<input type="checkbox"/>	<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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	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.	<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 (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Petty Cash & Cash Advance</u> 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 Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Staff Receivables</u> 0.00 \$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Employee Benefits</u> 0.00 \$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pending Liabilities</u> 0.00 \$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/>	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)
Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)
All audit observations are closed with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balance excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input type="checkbox"/>	<input type="checkbox"/>	General Ledger Cash Balance
			Fund Donor Amount USD
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor request refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer 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)	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pending Refund to Donor</u> \$ 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.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)

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.

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 Atlas will be set to "Financially Closed". No financial transactions can be made.

For more information on project closure procedures and policies, please refer to [Closing a Project](#) and [Financial Closure of Development Projects](#) and [Financial Closure of Trust Funds](#) in the POPP.

Management Comments (if any):

Find First 1 of 1 Last

Author emma.mario DateTime Stamp 20/04/2017 8:34PM

This is a project preparation grant (PPG) phase where the main output (the medium sized project document) was completed and submitted for GEF approval.

Save



**INITIATION PLAN
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

Project Title: *Mainstreaming global environmental priorities into national policies and programmes*

Country: *Palau*

Initiation Plan Start Date: *24th February, 2014*

Initiation Plan End Date: *30th December 2014*

Palau Results Matrix Outcome 1.1: National and local Authorities and partners sustainably manage and utilize Palau's natural resources, mitigate and adapt climate change and natural disasters

ATLAS Award ID: **00079427**

ATLAS Project ID: **00089411**

PIMS Project ID: **5049**

Management Arrangement: **DIM**

Total budget: **US\$30,000**

Allocated resources:

• **GEF** **US\$30,000**

AGREED BY UNDP RESIDENT REPRESENTATIVE

Resident Representative

Signature

Date: day/month/year

A handwritten signature in black ink, appearing to be 'A. J.' or similar.



12 | 3 | 14

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	DeptID	Project	Donor	Budget Period
UNDP1	ALT_DP		62000	B0423	00089411	10003	2014

[Display Chart](#) 

Ledger Amounts

Budget:	30,000.00 USD	 	Attributes	Max F
Expense:	27,846.00 USD	 	Parent / Children	
Encumbrance:	0.00 USD	 	Associated Budgets	
Pre-Encumbrance:	0.00 USD	 		
Associate Revenue:	0.00 USD			

Available Budget

Without Tolerance:	2,154.00 USD	Percent: (7.18%)
With Tolerance:	2,154.00 USD	Percent: (7.18%)

Budget Exceptions

Exception Errors: 0	Exception Warnings: 0	Budget Exceptions:
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Summary Note for Palau CB2 PPG Project (00089411)

- Project Preparation Grant (PPG) : \$30,000 USD
- Total expenses
 - 2014: \$14,154.00
 - 2015:\$13,692.00
 - Total expenses: \$27,846.00
-
- Balance of funds: \$2,154.00



Selection Criteria :

Business Unit : FJI10
 Period : Jan-Dec (2014)
 Selected Project Id : ALL
 Selected Fund Code : ALL
 Selected Dept. IDs : ALL
 Selected Outputs : 00089411

Project Id : 00079427 Palau CB2	Period : Jan-Dec (2014)				
Output # : 00089411 Palau CB2 Project Document	Impl. Partner : 99999 UNDP Location : Fiji				
	<table border="1"> <thead> <tr> <th>Govt Exp</th> <th>UNDP Exp</th> <th>UN Agencies Exp</th> <th>Total Exp</th> </tr> </thead> </table>	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp		

Dept: 42301 (Palau - Cty Pgmm)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	0.00	4,564.00	0.00	4,564.00
71305 - Local Consult.-Sht Term-Tech	0.00	9,590.00	0.00	9,590.00
Total for Fund 62000	0.00	14,154.00	0.00	14,154.00
Total for Dept : 42301	0.00	14,154.00	0.00	14,154.00
Total for Output : 00089411	0.00	14,154.00	0.00	14,154.00

Project Total :	0.00	14,154.00	0.00	14,154.00
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Signed By : _____ Date : _____

Signed By :  Date : 03/10/17



Selection Criteria :

Business Unit : FJI10
Period : Jan-Dec (2014)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00089411

Project Id : ALL Output # : ALL	Period : Jan-Dec (2014)			Total Exp
	Govt Exp	UNDP Exp	UN Agencies Exp	
42301 - Palau - Cty Pgmm	0.00	14,154.00	0.00	14,154.00

Combined Delivery Report By Project



UN Development Programme
Report ID: unglcdrp

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Run Time: 02-10-2017 07:10:32

Funds Utilization

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2014)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00089411

Project/Award: 00079427 Palau CB2

Period : As at Dec 31, 2014

Output #	00089411	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			415.90

Combined Delivery Report By Project



UN Development Programme

Report ID: unglcdrp

Page 1 of 3
Run Time: 02-10-2017 07:10:51

Selection Criteria :

Business Unit : FJI10
 Period : Jan-Dec (2015)
 Selected Project Id : ALL
 Selected Fund Code : ALL
 Selected Dept. IDs : ALL
 Selected Outputs : 00089411

Project Id : 00079427 Palau CB2	Period :	Jan-Dec (2015)
Output # : 00089411 Palau CB2 Project Document	Impl. Partner :	99999 UNDP
	Location :	Fiji
	Govt Exp	UNDP Exp
	UN Agencies Exp	Total Exp

Dept: 42301 (Palau - Cty Pgmm)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	0.00	13,692.00	0.00	13,692.00
Total for Fund 62000	0.00	13,692.00	0.00	13,692.00
Total for Dept : 42301	0.00	13,692.00	0.00	13,692.00
Total for Output : 00089411	0.00	13,692.00	0.00	13,692.00

Project Total :	0.00	13,692.00	0.00	13,692.00
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Signed By : _____ Date : _____

Signed By : *Rale Mario* Date : *03/10/14*



Combined Delivery Report By Project

UN Development Programme
Report ID: unglcdrp

Page 2 of 3
Run Time: 02-10-2017 07:10:53

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2015)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00089411

Project Id : ALL Output # : ALL	Period : Jan-Dec (2015)			Total Exp
	Govt Exp	UNDP Exp	UN Agencies Exp	
42301 - Palau - Cty Pgmm	0.00	13,692.00	0.00	13,692.00

Combined Delivery Report By Project



UN Development Programme
Report ID: unglcdrp

Page 3 of 3
Run Time: 02-10-2017 07:10:57

Funds Utilization

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2015)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00089411

Project/Award: 00079427 Palau CB2

Period : As at Dec 31, 2015

Output #	00089411	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00

