Project Completion Checklist

Unit: RBLAC/H03

Award ID: 00050458 PROMOTING CLIMATE CHANGE ADAPTATION

Project ID/ Output No: 00062377 CARBON FINANCE

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

V	No outstanding NEX advances – in either local currency or USD				
√	No outstanding PDRs				
√	No open Purchase Orders				
N/A	No Receipt Accruals				
1	No outstanding commitments				
√ V	No pending prepayments and other non PO advances				
√	All pre-financing activities have been recovered and/or reimbursed				
√	No pending GMS or Direct Projects Charging (formerly ISS). (If Off-the-top GMS was				
	used, 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 done).				
√	No pending GLIEs				
√	No unapplied deposits or other unrecorded revenue				
V	No outstanding Accounts Receivable to be received from donors per signed				
	agreements				
√	No AR direct journals in budget error or incomplete status				
$\sqrt{}$	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents				
	are in place				
$\sqrt{}$	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been				
	processed and GMS charged				
$\sqrt{}$	All items held as inventory should be distributed or transferred to recipient or				
,	returned to donor as specified in the donor agreement				
N/A	All project petty cash is cleared				
N/A	Project bank account is fully reconciled and closed				
√	All accrued employee benefits are fully accounted				
√	No other pending liabilities				
√	The CDR for the previous quarter shows zero future expenses (commitments)				
√	Final LPAC/ steering committee minutes are available				
√	All audit observations are closed with supporting documentation				
$\sqrt{}$	The final CDR is signed by UNDP and the implementing partner. Final report				
	submitted by responsible parties.				
$\sqrt{}$	If a cost sharing project, the unexpended balance has been agreed to the general				
	ledger				
\checkmark	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.				

N/A	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
	Notified the GSSC to close any associated contract in the contracts module.
V	All donor reports, as established in the Cost Sharing agreement, were submitted and
	acknowledged receipt by the donor representative

Name: Richard Barathe

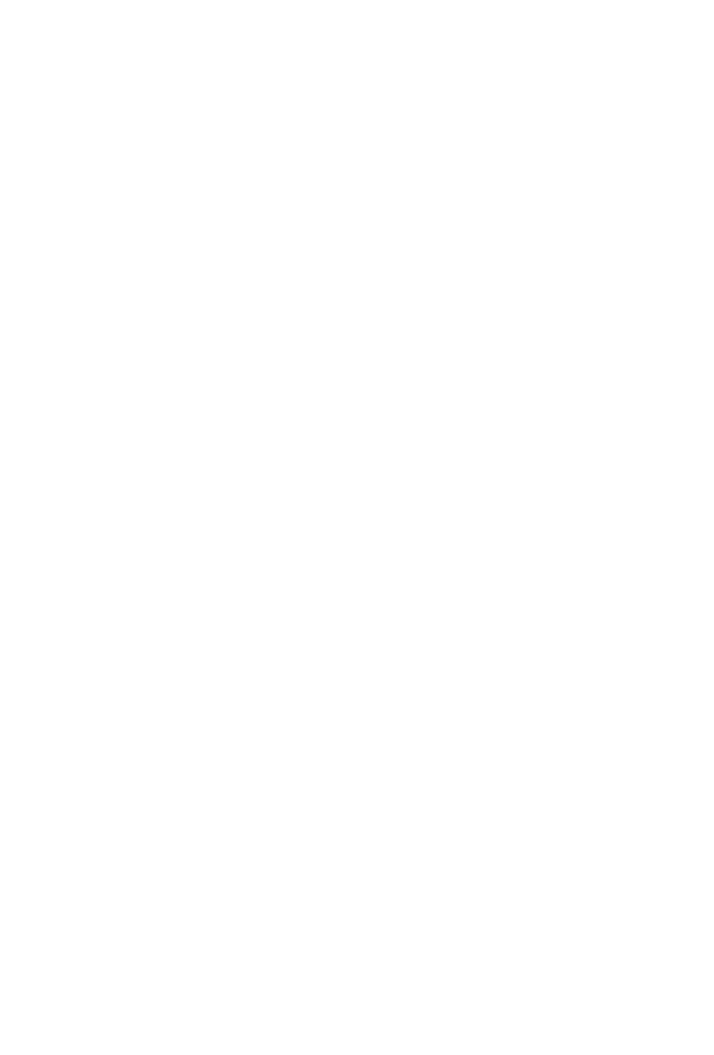
Title: Director – Regional Hub

Regional Bureau for Latin America and the Caribbean

United Nations Development Programme

Signature _____ Date

This checklist must be signed by the Resident Representative / Head of office or officer designated by the Resident Representative / Head of office.



AtlaSFinance

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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 many all writing the provided by the CO to approve it the overall set of the project than it can be checked as (YES).

Financial Closure Checklist TASK	YES	No	NOTES	gargermasglurnament masglussamtus titus 6,44 km, 24 24,646,625,625,625,725,725,725	
Engues that all figuresial transpositions are in Atlan Congred Ladge				Atlas Transaction Check	
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)		Account Atlas Balanc			e Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)			Outstanding Advances	Transaction Currency 6.00	\$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015,			Outstanding Advances Other	0.00	\$ 0.00
17008, 17009) No outstanding Project Delivery Reports (PDRs);			PDR: http://unex.undp.org		
No open Purchase Orders (POs);	52		Open Purchase Orders	0.00	\$ 0.00
No Receipt Accruals;	\mathbf{Z}		Receipt Accruals	0.00	\$ 0.00
No Outstanding Commitments;			Please ensure commitments outside Atle (Attachments Tab)	as are resolved (Non-PO Commitments) - 8	Supporting documents if any should be
No outstanding prepaid vouchers (Account 16065)			Prepaid Vouchers	0.00	\$ 0.00
No pending vouchers;	Σ		No Pending Vouchers - Please ru	n the query link to verify and check	cany pending vouchers.
All pre-financing activities have been recovered and/or eimbursed.	\square		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 reconcilied to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	S 3		Charged GMS Rate %	% 13.93	% 13.93
No pending GLJEs;	2		GUEs Not Posted	0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue;	Ø		Unapplied Deposits by Office	0.00	\$ 0.00
No outstanding Accounts Receivable to be received from donors er signed agreements;	, A		Contract Pending Events	0.00	\$ 0.00
to outstanding Contribution Receivable to be collected from lonor (GL Account 14015 Balance including FX Revaluation)	521		Contribution Amount Not Collected	0.00	\$ 0.00
o AR direct journals in budget error or incomplete status;			No Pending AR direct journals - Please run the query link to verify and check any pending AR dir		
Il assets are transferred or otherwise disposed of; Asset ransfer letters/documents are in place. (GL 18xxx Accounts) Dick Link for ISR Report)	SZI		Assets	\$ 0.00	\$ 0.00
Il un-used inventory items held at the end of the project has een disposed off or transferred to other projects	Ø		Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
nsure all transactions for sale/transfer/donation/disposal etc. of ssets have been processed and GMS charged.	₽		Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Il items held as inventory should be distributed or transferred to ecipient or returned to donor as specified in the donor greement.	Ø		Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
II Project Petty Cash (11015 (old), 16105(new)) and Project (ash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) re cleared;	80		Petty Cash & Cash Advance	0.00	\$ 0.00
roject Bank Account is fully reconciled and closed.	5 7		Project staff should coordinate with Impl	ementing partner to close Project Bank acc	count.
II Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 4023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 4050, 14055, 14085) are cleared;	Ø		Staff Receivables	0.00	\$ 0.00
il accrued employee benefits are fully accounted.	52		Employee Benefits	0.00	\$ 0.00
o other pending liabilities in USD Only; (GL 2xxxx Accounts - xcluding 21005)	Ø		Pending Liabilities	0.00	\$ 0.00
the CDR for the previous quarter shows Zero future expenses commitments).	\mathbf{Z}		Copy of CDR should be uploaded to Atla	as (Attachments Tab)	
nal LPAC / Steering committee minutes are available.	$\overline{\mathbf{v}}$		Minutes should be uploaded to Atlas (At	tachments Tab)	
I audit observations are closed with supporting documentation.	\mathbf{Z}				
he final CDR is signed by UNDP and the Implementing artner. Final report submitted by responsible parties.	V		Supporting documents should be upload	led to Atlas (Attachments Tab)	
• • •			•	General Ledger Cash Balance	
cost sharing project, the unexpended balance has been greed to the general ledger. (The Balances excludes Open			Fund	Donor	Amount USD
urchase Orders reflected in the Output Financials) AND Excludes Outstanding Contribution Receivable to be collected	Ø		23400	00220	\$ 0.00
om donor) if any.			30000 30084	10870 00012	\$ 0.00 \$ 0.00
onsultations with Donors on the disposition of unexpended ost-sharing balances, where required by contribution preement, have taken place and are documented in writing.	Ø	D	UNDP Issue refunds to donor as the ver	y last step before designating a project as to the approval of the Chief, Account Divi	financially complete in ATLAS . f the do
I refunds to donors have been transferred to Account 21030 lending Refund to Donors) and the project Balance is Zero. Inly in Base Currency)	Ø		Pending Refund to Donor	\$ 0.00	\$ 0.00
otified Treasury Contributions Unit if the donor agreement quires interest to be refunded to the donor if specified in the	Ø		Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
greement. lotified the GSSC to close any associated contract in the ontracts module.			Supporting documents if any should be	uploaded to Atlas (Attachments Tab)	
Il donor reports, as established in the Cost Sharing agreement, ere submitted and acknowledged receipt by the donor			Supporting documents if any should be	uploaded to Atlas (Attachments Tab)	
presentative.	☑	ئسه		counts or funds. Once confirmed, project	status in Atlas will be set to "Financially
			many project bases maniple a		

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