

## Project Completion Check List

Country Office: TCD

Project/Output No. 00089373 | 00095618

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

YES	No outstanding NEX advances – in either local currency or USD
YES	No outstanding PDRs
YES	No open Purchase Orders
YES	No Receipt Accruals
YES	No outstanding commitments
YES	No pending prepayments and other non PO advances
YES	All pre-financing activities have been recovered and/or reimbursed
YES	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 return of GMS based on the balance of unspent funds must be done.)
YES	No pending GLJEs
YES	No unapplied deposits or other unrecorded revenue
YES	No outstanding Accounts Receivable to be received from donors per signed agreements
YES	No AR direct journals in budget error or incomplete status
YES	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
N/A	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
N/A	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
N/A	All accrued employee benefits are fully accounted
YES	No other pending liabilities
YES	The CDR for the previous quarter shows zero future expenses (commitments).
N/A	Final LPAC/ steering committee minutes are available
N/A	All audit observations are closed with supporting documentation.
YES	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
YES	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 and are documented in writing.
YES	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
YES	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
YES	Notified the GSSC to close any associated contract in the contracts module.
YES	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Yelga RA

Title \_\_\_\_\_

Signature [Signature]

Date \_\_\_\_\_

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.

Combined Delivery Report By Project



UN Development Programme  
Report ID: unglcdrp

Selection Criteria :

Business Unit : TCD10  
Period : Jan-Dec (2019)  
Selected Project Id : 00089313  
Selected Fund Code : ALL  
Selected Dept. IDs : ALL  
Selected Outputs : 00095618

Project Id :	Period :	Jan-Dec (2019)			
Output # :	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

No Data found for the Selection Criteria

Combined Delivery Report By Project

Funds Utilization

Selection Criteria :

Business Unit : TCD10  
Period : Jan-Dec (2019)  
Selected Project Id : 00089313  
Selected Fund Code : ALL  
Selected Dept. IDs : ALL  
Selected Outputs : 00095618

Period : As at Dec 31, 2019

Project/Award: 00089313 Sécurité du Staff Humanitaire d

Output #	Impl. Partner :00540 UNDP (Direct Execution)	UNDP AMOUNT
		0.00
	Outstanding NEX advances	0.00
	Undepreciated Fixed Assets	0.00
	Unamortized Intangible Assets	0.00
	Inventory	0.00
	Prepayments	0.00
	Commitments	0.00

**eChecklist Instructions:**

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.

Item Description	Yes	No	Value	Value
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"/>	0.00	\$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
All pre-financing activities have been recovered and/or reimbursed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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"/>	% 7.00	% 7.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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"/>	0.00	\$ 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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"/>	\$ 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 checked="" type="checkbox"/>	<input type="checkbox"/>		
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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"/>	0.00	\$ 0.00
Project Bank Account is fully reconciled and closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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"/>	0.00	\$ 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	\$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Final LPAC / Steering committee minutes are available.	<input type="checkbox"/>	<input type="checkbox"/>		
All audit observations are closed with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>		
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30000	11362
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 checked="" type="checkbox"/>	<input type="checkbox"/>		\$ 0.00
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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 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"/>		
Notified the GSSC to close any associated contract in the contracts module.	<input type="checkbox"/>	<input type="checkbox"/>		
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor	<input type="checkbox"/>	<input type="checkbox"/>		