




Description/Background of attached Document	Comments by Clearing Officer and/or by SM
<p>To: Mr. Lenni Montiel, Resident Representative</p> <p>From: Mr. Firuz Saidkhadzhaev, Project Manager / EDA</p> <p>Date: June 7, 2022</p> <p><u>Description/Background:</u></p> <p>Dear Lenni,</p> <p>The current Project Completion Checklist is developed for project closure of project ID 00121565- Support Civic Response to COVID- 19 in Tajikistan. The project funded by UNDP Tajikistan reprogrammed (11888).</p> <p>Annexes:</p> <ol style="list-style-type: none"> 1) CPFR; 2) Project closure check list; 3) Message for closure of completed projects 2022. <p><u>Actions requested from SM:</u> For Approval</p>	
Cleared by: Ms. Makhvash Khamraeva, Programme Finance Associate	 Date: June 07, 2022
Cleared by: Ms. Zebo Jalilova, Team Leader, UNDP SED Cluster	 Date: 07.06.22
Approved by: Mr. Lenni Montiel, Resident Representative	 Date: 7.6.22

United Nations Development Programme
Interim Financial Report to the UNITED NATIONS DEVELOPMENT PROGRAMME
As of 31 March 2022



*Empowered lives.
Resilient nations.*

Contributions reference no:

Country: UNDP Tajikistan
Project: 00127403 - Support to COVID-19 Rapid Response Initiatives in Tajiki
Output: 00121565 - COVID19: Civic Response
Output status: Operationally Closed
Fund: Prog Resources from 11888

(in United States dollars)

	Prior years (1)	2022 (2)	Cumulative to 2022 (3)
Income/Revenue			
Annual Contributions Revenue ^a	-	-	-
Other Revenue ^b	-	-	-
Transfer to/from other funds	347,760.00	-	347,760.00
Refunds to donors	-	-	-
Total - Income/Revenue	347,760.00	-	347,760.00
Expenses			
Staff and other personnel costs	3,506.12	-	3,506.12
Supplies, commodities, materials	2,694.26	-	2,694.26
Equipment, vehicle and furniture including depreciation	-	-	-
Contractual services	176,456.40	-	176,456.40
Travel	-	-	-
Transfers and grants to counterparts	(11,999.00)	-	(11,999.00)
General operating and other direct costs	65,265.75	(0.69)	65,265.06
Subtotal	235,923.53	(0.69)	235,922.84
Programme support costs ^c	18,876.19	-	18,876.19
Total Expenses	254,799.72	(0.69)	254,799.03
Balance^d	92,960.28	92,960.97	92,960.97
Future Expenses^e			
Balance of un-depreciated assets & inventory purchased	-	-	-
Commitments	-	-	-
Subtotal	-	-	-
Receivables Past due, less advance receipts^f			
Less: Contributions receivable from donors	-	-	-
Available Resources^f	92,960.28	92,960.97	92,960.97
Total Contributions Revenue^g	-	-	-
Total Contributions Revenue Received^h	-	-	-
Total Receivablesⁱ	-	-	-
Deferred Revenue and Advance Receipts^j	-	-	-

a. Contributions represent recognized revenue based on the payment schedule dates of signed agreements.

b. Other Revenue represents revenue resulting from miscellaneous activities.

c. Programme support (indirect) cost is calculated based on the expenses excluding amounts of foreign exchange gain/loss.

d. Balance in column (2) is inclusive of balance in column (1).

e. Amounts in column (2) are the balances outstanding as of the report date which are included in the available resources. Amounts in column (1) are shown for information purpose only.

f. Balance after future expenses, and contributions receivable from donors (i.e. amounts past due) have been accounted for.

g. Total value of donor contribution as per the signed date of the agreement.

h. Total cash received to-date.

i. Total outstanding amount due from donors, comprising both past due and future due receivables.

j. Contributions that have been received from donors but yet to be recognized as revenue in future years when payment schedules are realized.

This is to certify that the above statement of revenue, expenses and available resources is correct and that the expenses were incurred in connection with the approved projects for which funds have been received

Name: Mr. Leni Montiel
 Title: Resident Representative, UNDP Tajikistan



22.06.22
 (Date)

Project Completion Check List

Country Office: TJK10

Project/Output No. 00127403/
00121565

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 Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
✓	All pre-financing activities have been recovered and/or reimbursed
✓	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.)
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
✓	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
✓	All project petty cash is cleared
✓	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.
✓	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
✓	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.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	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.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name: Mr. Lenni Montiel

Title: Resident Representative, UNDP Tajikistan

Signature:  **Date** 07.06.22

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.