

Project Completion Check List

Project: National Capacity for Mediation and Dialogue - 00084398 (UGA10)

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
√	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.
√	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 **ALMAZ GEBRU**

Title: **COUNTRY DIRECTOR**

Signature



Date

30/09/2016

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.

