

## **Transfers where unexpended balances are not refunded to donors**

1. Unexpended balances are transferred where allowed by the contribution agreement with the donor and in the Terms of Reference for trust funds. In most cases, approval by the donor is required. Transfers can only be made where specified in Financial Closure of Development Projects or Financial Closure of Trust Funds.

### **Cost sharing:**

2. In cases where the cost sharing agreement allows for UNDP to transfer the unspent balance to another project, the CO prepares a GLJE to transfer the balance.
3. On the debit and credit side of the GLJE:

Fund = Cost sharing fund code (or other applicable fund code)

Donor code Account = 51035 (transfers to/from funds)

Operating unit – Project Manager (CO or HQ Unit)

Department – Project Manager (CO or HQ Unit)

Analysis Type = GLR

Project BU, Project and Activity

### **Trust funds:**

4. In cases where the trust fund agreement allows for UNDP to transfer the resource balance to another trust fund or project, OFRM/FPMR will process the transfer upon receipt of the completed trust fund completion check list and authorization from the trust fund manager.
5. Where the contribution agreement permits UNDP to retain trust fund unspent balances below a set threshold, the amount should be credited by OFRM/FPMR to fund 11888 in accordance with the POPP guidance on fund 11888.
6. Responsibilities for the transfer of unexpended balances are specified in Financial Closure of Development Projects or Financial Closure of Trust Funds.