

Project Completion Check List

Country Office: _____

Project/Output No. _____

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 _____

Title _____

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.