**Transfers where Unexpended Balances are not Refunded to Donors**

Structure Element - Description

1. This section addresses the transfer of unexpended cost-sharing or trust fund balances where those balances are not refunded to donors.Structure Element - Relevant Policies
2. 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](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=125&Menu=BusinessUnit) or [Financial Closure of Trust Funds](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=126&Menu=BusinessUnit).

Structure Element - Procedures

**Cost sharing**

1. In cases where the cost sharing agreement allows for UNDP to transfer the unspent balance to another project the CO will submit a case via UNALL Case Management System to the GSSC.
2. GSSC will process and transfer the unspent resource balance to the other project via journal entry after verifying all relevant supporting documents. The office is responsible to provide the transferring and receiving project’s full COA Distribution.
3. On the debit and credit side of the Journal

Agency=UNDP

Supplier=UNDP Project Adjustments

Fund = Cost sharing fund code
Donor code= Applicable donor code

Account = 51035 (transfers to/from funds)
Operating unit = (CO or HQ Unit)
Cost Center – (CO or HQ Unit)

 Project/Award ID Applicable Projects/Award ID

**Trust funds**

1. In cases where the trust fund agreement allows for UNDP to transfer the resource balance to another trust fund, project or to UNDP core resources, OFM/GSSC will process the transfer upon receipt of the completed trust fund completion check list and authorization from the trust fund manager. Where the contribution agreement permits UNDP to retain amounts below a set threshold, the amount should be credited to miscellaneous revenue.
2. Residual balances of less than or equal to $250 “per MPTF project” are not required to be refunded to MPTFO and hence should be transferred to another project or fund.