



PROJECT CLOSURE

0005488 - Sixth National Communication t

ANNEX 1 -ANNOTATED Project Completion Check List (POPP)

Compared with project closure checklist and operational guidelines on project closing

Country Office: Mexico Project 85488/Output No. 72348

I confirm that all of the following matters have been considered and resolved:

	POPP		Comentarios
Yes	1	No outstanding NEX advances – in either local currency or USD	OK
Yes	None	No other outstanding advances	OK
Yes	2	No outstanding PDRs	OK
Yes	3	No open Purchase Orders	OK
Yes	4	No Receipt Accruals	OK
Yes	5	No outstanding commitments	OK
Yes	6	No pending prepayments and other non-PO advances ( OPERATIONAL GUIDELINES = No outstanding pre-paid vouchers – account 16065)	OK
Yes	None	No pending vouchers	OK
Yes	7	All pre-financing activities have been recovered and/or reimbursed	OK
Yes	8	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 returns of GMS based on the balance of unspent funds must be done.)	OK
Yes	9	No pending GLJEs	OK
Yes	10	No unapplied deposits or other unrecorded revenue	OK
Yes	11	No outstanding Accounts Receivable to be received from donors per signed agreements	OK
Yes	None	No outstanding Accounts Receivable to be collected from donor (GL account 14015 including FX revaluation).	OK
Yes	12	No AR direct journals in budget error or incomplete status	OK
Yes	13	All assets are transferred or otherwise disposed of. DMS for disposal and transfers have been submitted to GSSU. Asset transfer letters/ documents are in place. Workbench and OPERATIONAL GUIDELINES states (GL accounts 18xxx) (Click for ISR Report).	OK
Yes	None	All unused inventory items held at the end of the project have been disposed of or transferred to other projects.	OK
Yes	14	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	OK
Yes	15	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement	OK
Yes	16	All project petty cash is cleared. Workbench and OPERATIONAL GUIDELINES states Project Cash Advance Accounts	OK
Yes	17	Project bank account is fully reconciled and closed	OK
Yes	None	All Staff receivables in USD only.	OK
Yes	18	All accrued employee benefits are fully accounted	OK
Yes	19	No other pending liabilities	OK
Yes	20	The CDR for the previous quarter shows zero future expenses (commitments).	OK
Yes	21	Final LPAC/ steering committee minutes are available	OK
Yes	22	All audit observations are closed with supporting documentation.	OK
Yes	23	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	OK
Yes	24	If a cost sharing project, the unexpended balance has been agreed to the general ledger.	OK
Yes	25	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.	OK
Yes	26	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.	OK
Yes	27	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	OK
Yes	28	Notified the GSSU to close any associated contract in the contracts module.	OK
Yes	29	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	OK
Yes	None	Ensure project accounts are closed. Project status = "F".	OK

Name

Gerardo Alvarez

Title

Programme Officer.

Signature

Gerardo Alvarez

Date

18 / marzo / 2020

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.