

18/4/2018



UN Development Programme Kyrgyzstan - Bishkek

Project: 00109172
Project Title: Capacity building in Environment, CC & DRM
Start Year: 2018
End Year: 2018

Implementing Partner: UNDP

Responsible Parties: UNDP

Revision Type: Project Approval

Budget (US\$) as of Last Revision on 18-April-2018		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	270,000.00
SIWI	30000 Programme Cost Sharing	2,078.38
KYR	30071 Programme cost sharing - GOV1	33,329.79
Total Budget (2018 and Beyond)		305,408.17
Total Utilization (2017 and Prior)		0.00
Project Total		0.00
Unprogrammed/Unfunded		-305,408.17

Project Description:

The purpose of revision is to budget leftover funds from GOAL WASH project as per NTF and approval of donor.

Agreed by: *[Signature]*
 Agreed by: UNDP Operations Manager *[Signature]* TRAC = \$200K
 Agreed by: UNDP ARR *[Signature]*
 Agreed by: UNDP DRR *[Signature]*

[Signature]

EILEN SOLTUEVA
 PROGRAMME FINANCE
 ASSOCIATE
[Signature]
 28/04/18



Annual Work Plan

Kyrgyzstan - Bishkek

Project: 00109172

Project Title: Capacity building in Environment, CC & DRM

Report Date: 24/4/2018

Year: 2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00108562 Capacity building in Environm.	CC Adaptation	1/1/2018	31/12/2018	UNDP	04000	UNDP	71300	Local Consultants	20,000.00
					30000	SIWI	74200	Audio Visual&Print Prod Costs	1,924.43
					30071	KYR	71300	Local Consultants	32,202.70
					30000	SIWI	75100	Facilities & Administration	153.95
					04000	UNDP	72100	Contractual Services-Companies	100,000.00
					30071	KYR	75100	Facilities & Administration	1,127.09
					04000	UNDP	61100	Salary Costs - NP Staff	40,000.00
					04000	UNDP	61100	Salary Costs - NP Staff	80,000.00
					04000	UNDP	71200	International Consultants	30,000.00
					TOTAL				
GRAND TOTAL									
305,408.17									
305,408.17									

United Nations Development Programme

Country: Kyrgyzstan

Project title: Capacity building towards securing the resilience of communities and institutions to climate and disaster risks and sustainable and inclusive natural resource management.
2018 Annual Work Plan



Empowered lives.
Resilient nations.

UNDAF Outcome: Pillar 3: Environment, Climate Change, Disaster Risk Management

Outcome 3: By 2022, communities are more resilient to climate and disaster risks and are engaged in sustainable and inclusive natural resource management and risk-informed development

CPD Outcome:

Outcome 3. Communities and institutions resilient to climate and disaster risks, engaged in sustainable and inclusive natural resource management

Output 3.1: Policy, legal and institutional systems strengthened for innovative climate change mitigation and adaptation practice;

Output 3.2: National and sub-national governments have improved capacities to adopt and implement gender-responsive disaster risk reduction strategies;

Expected CPD

Outputs:

Output 3.3: Innovative and smart solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste for better livelihoods and employment with the focus on women and youth;

Output 3.4: Improved adaptive capacity and on-farm water efficiency, and integrated resilience to climate change in vulnerable farming communities, focused on women and women-led households.

Implementing

agency:

United Nations Development Programme

Implementing

partners:

Government of the Kyrgyz Republic, the State Agency of Environment Protection and Forestry under the Government of the Kyrgyz Republic, the Ministry of Emergencies of the Kyrgyz Republic

Brief Description:

Budget Revision #1

The purpose of the budget revision is to allocate the leftover of USD 2078.38 from SIWI for translation and printing of the final report "Lessons Learnt" - Action 1.4.1.

Programme Period:	2018-2022
Key Result Area:	Environment, Climate Change, Disaster Risk Management
Atlas Award ID:	00109172
Atlas Project ID:	00108562
Start Date:	01.январь.18
End Date:	31.декабрь.22
LPAC Date:	n/a
Management arrangements	CO supported NIM

Total 2017 AWP Budget	405 408,17
Total resources required:	
Regular - TRAC	270 000,00
Goal WASH	2 078,38
Government Cost-Sharing Agreement	33 329,79
IRH RTF	100 000,00
Parallel funding:	

Approved by UNDP:

Ms. Aliona Niculita,
Deputy Resident Representative

ALIONA NICULITA
DEPUTY RESIDENT REPRESENTATIVE

UNDP
Signature:

02.05.2018
Date:

Annual Work Plan

United Nations Development Programme

Year - period: 01 January – 31 December 2018

Project ID: 00108562

Project title: Capacity building towards securing the resilience of communities and institutions to climate and disaster risks and sustainable and inclusive natural resource management

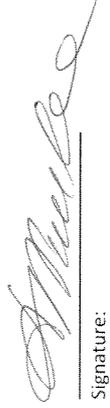
EXPECTED OUTPUTS Baseline, associated indicators and annual targets	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET			
		Q1	Q2	Q3	Q4			Budget Description	Amount (USD)	Other	
Output 1: Policy, legal and institutional systems strengthened for innovative climate change mitigation and adaptation practice Indicator 3.1.1: Number of policies and regulatory documents developed and approved to promote climate resilience and low carbon - green economy development (IRRF 5.2.2). Baseline: 0 Target: 2 gender sensitive National Adaptation and Low-Carbon Development strategic documents are in place. Indicator 3.1.2: Number of climate change adaptation practices designed and applied in specific sectors. Baseline: 0 Target: 3	Activity Result 1.1: Project proposals on Climate Change Adaptation is developed, presented to wide public and approved by a donor Action 1.1.1: Render technical support to the Government of KR in development of the CCA funding proposals to the Green Climate Fund, including the development of a National	X	X	X		Government, SAEPP, MAWR, LSGs	UNDP TRAC IRH RTF	International experts, Local Experts, Contractual	100,000	100,000	
	Activity Result 1.2: Project proposal on waste management (mitigation) is developed, presented to a wide public and approved by a donor Action 1.2.1: Render technical support to the Government of KR in development of funding proposals on e-waste, plastic waste management and a regional platform under the chemical cooperation	X	X	X	X	UNDP, national partners, international organizations, NGOs	UNDP TRAC	Contractual services, Local Experts		19,000	
	Activity Result 1.3: Support to implementation of the UNDP - Government cost sharing agreements with the Kyzyl Oktyabr LSG Action 1.3.1: Construction of an energy efficient Kindergarten in Jelyark village in accordance with the CSA and Project Concept.	X				Government, LSG Kyzyl Oktyabr	Government	Contractual services, Local Experts GMS from KR			32,202.70
	Action 1.3.2: Aulhour's supervision and acceptance of the construction of an energy efficient Kindergarten in Jelyark village.	X	X	X	X	UNDP, Government, LSG Kyzyl Oktyabr	TRAC	Local expert, Contractual services, travels			1,127.09
Activity Result 1.4: GoAL WaSH lessons in Kyrgyzstan capitalized Action 1.4.1: Translation and printing of the final "Lessons learnt report"					EPSP, Drinking Water Department, NSC		Contractual services, Local Experts GMS from SIWI funds (8%)			1,924.43	
										153.95	
TOTAL Output 1:									120,000	135,408	
Output 3: Innovative and smart solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste for better livelihoods and employment with the focus on women and youth.											
Indicator 3.3.1: # Tons of Identified POPs decreased in an											
Activity Result 3.1: Project proposal on sustainable management of natural resources /conservation of snow leopard habitats for better livelihoods and											

environmentally sound manner.
 Baseline: 30t of identified PCBs.
 Target: 50t of POPs utilized;
 Indicator 3.3.2: Number of jobs and livelihoods created through management of natural resources, ecosystem services, chemicals and waste, disaggregated by sex, and rural and urban (IRRF 1.3.2).
 Baseline: 5060; including 750 women; 1750 youth, 1750 rural; 750 urban
 Target: additional 2500, including 500 women; 750 youth; 750 rural; 500 urban,
 Indicator 3.3.3: Number of hectares of protected areas

Action 3.1.1: Render technical support to the Government of the KR in development of the multi-country snow leopard conservation project to GEF-7	X	X	X	UNDP, national partners, international organizations, NGOs	UNDP TRAC	International experts, Local Experts, Contractual services, Travels, Translation	30,000	
								0
GRAND TOTAL:								
Development Effectiveness							120,000.00	
Total TRAC:							270,000.00	135,408.17
Government of the KR							33,329.79	
Total GoAL WASH - SIWI							2,078.38	
IRH RTF							100,000.00	

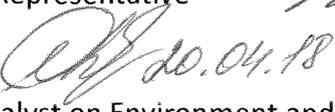
Approved by UNDP:

Ms. Aliona Niculita,
 Deputy Resident Representative

 Date: 02.05.2018

Note-to-the-file

To: Aliona Niculita, Deputy Resident Representative 

CC: Eilen Soltoeva, Finance Associate  20.04.18
Danar Ibragimov, Programme Analyst on Environment and DRM

From: Kumar Kylychev, SD Dimension Chief 

CC: Jyldyz Moldokulova, PMU Manager 

Subject: Transfer of SIWI funds

Date: April 18, 2018

As the project ID 00079587 is being closed due to the start of the new CPD phase for the years of 2018-2022, herewith we are kindly requesting for your positive consideration for transferring the leftover from the SIWI funds in the amount of USD 2,078.38 to the new project ID 00108562. As agreed upon and authorized by the SIWI donor, the leftover funds will be utilized for translation and printing of the final report "Lessons learnt of the drinking water supply project implemented in 2015-2016".

Cost distribution

Action	Project ID	Activity	GL.BU	Dept.	Donor	Fund	Imp. Agency	Budget Account	Curr/ Amount
Debit:	00079587	ACTIVITY1	UNDP1	55601	10792	30000	001981	51035	USD2,078.38
Credit:	00108562	ACTIVITY1	UNDP1	55601	10792	30000	001981	51035	- USD2,078.38

Thank you!



Subject: RE: Lessons from the field report
Date: Wednesday, April 18, 2018 at 14:50:00 Kyrgystan Time
From: Lotten Hubendick
To: Kumar Kylychev, Vladimir Grebnev
CC: Alejandro Jiménez
Attachments: image001.png

Dear Kumar and Vladimir,

Sorry for taking time to get back to you on this. It is fine to use the remaining funds to translate and print the report. From our end we want to finalize the two-pager, summarizing the achievements of the GoAL WaSH project (this will be done for all GoAL WaSH projects). Will get back to you on this.

Please let us know if you will submit a proposal for this year. As we are already in the month of April we need to know in order to plan the allocation of funds for this year.

Best regards,
Lotten

From: Kumar Kylychev <kumar.kylychev@undp.org>
Sent: den 29 mars 2018 17:11
To: Lotten Hubendick <Lotten.Hubendick@siwi.org>
Cc: Vladimir Grebnev <vladimir.grebnev@undp.org>; Alejandro Jiménez <Alejandro.Jimenez@siwi.org>
Subject: Re: Lessons from the field report

Dear Lotten,

Thanks for getting back! As many as the leftover allows. Yes, to the pilot villages and our decision makers.

Very best regards,
Kumar

Sent from my handheld device.

----- Original message -----

From: Lotten Hubendick <Lotten.Hubendick@siwi.org>
Date: 3/29/18 21:09 (GMT+06:00)
To: Kumar Kylychev <kumar.kylychev@undp.org>
Cc: Vladimir Grebnev <vladimir.grebnev@undp.org>, Alejandro Jiménez <Alejandro.Jimenez@siwi.org>
Subject: RE: Lessons from the field report

Dear Kumar,

Thanks for your email. Let us get back to you next week on this question when Alejandro is back from holidays.

How many copies were you thinking about printing? Would they be distributed to a particular target group?

Best regards,
Lotten

79587

New

Project Closure Checklist Financial Closure Checklist Status History and Attachments

eChecklist Instructions: (This is Pilot eChecklist)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

TASK	YES	NO	NOTES																																																																																																																																																																																																																											
Atlas Transaction Check																																																																																																																																																																																																																														
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			<table border="1"> <thead> <tr> <th>Account</th> <th>Atlas Balance Transaction Currency</th> <th>Atlas Balance Base Currency (USD)</th> </tr> </thead> <tbody> <tr> <td>No outstanding NEX advances-in either local currency or USD (Account 16005)</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Outstanding Advances</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17006, 17009)</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Outstanding Advances Other</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No outstanding Project Delivery Reports (PDRs);</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>PDR: http://unex.undp.org</u></td> <td></td> <td></td> </tr> <tr> <td>No open Purchase Orders (POs);</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/> <u>Open Purchase Orders</u></td> <td>32,340.00</td> <td>\$ 32,340.00</td> </tr> <tr> <td>No Receipt Accruals;</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Receipt Accruals</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No Outstanding Commitments;</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>No outstanding prepaid vouchers (Account 16065)</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Prepaid Vouchers</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No pending vouchers;</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>No Pending Vouchers - Please run the query link to verify and check any pending vouchers.</u></td> <td></td> <td></td> </tr> <tr> <td>All pre-financing activities have been recovered and/or reimbursed;</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/> <u>Charged GMS Rate %</u></td> <td>% 7.54</td> <td>% 7.54</td> </tr> <tr> <td>No pending GLJEs;</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/> <u>GLJEs Not Posted</u></td> <td>33,329.92</td> <td>\$ 33,329.92</td> </tr> <tr> <td>No unapplied deposits or other unrecorded revenue;</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Unapplied Deposits by Office</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No outstanding Accounts Receivable to be received from donors per signed agreements;</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Contract Pending Events</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Contribution Amount Not Collected</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No AR direct journals in budget error or incomplete status;</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.</u></td> <td></td> <td></td> </tr> <tr> <td>All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/> <u>Assets</u></td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>All un-used inventory items held at the end of the project has been disposed off or transferred to other projects</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Petty Cash & Cash Advance</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>Project Bank Account is fully reconciled and closed.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Project staff should coordinate with implementing partner to close Project Bank account.</u></td> <td></td> <td></td> </tr> <tr> <td>All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Staff Receivables</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>All accrued employee benefits are fully accounted.</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Employee Benefits</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>No other pending liabilities in USD Only. (GL 2xxxx Accounts - Excluding 21005)</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/> <u>Pending Liabilities</u></td> <td>0.00</td> <td>\$ 0.00</td> </tr> <tr> <td>The CDR for the previous quarter shows Zero future expenses (commitments).</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Copy of CDR should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>Final LPAC / Steering committee minutes are available.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Minutes should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>All audit observations are closed with supporting documentation.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td>The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">General Ledger Cash Balance</td> </tr> <tr> <td></td> <td></td> <td>Fund</td> <td>Donor</td> <td>Amount USD</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>00003</td> <td>\$ 1.60</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>00006</td> <td>\$ 7,857.00</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>00035</td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>10792</td> <td>\$ 2,078.38</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>11456</td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td></td> <td>30079</td> <td>00280</td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>00244</td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>00555</td> <td>\$ 56.76</td> </tr> <tr> <td></td> <td></td> <td>30000</td> <td>10714</td> <td>\$ -0.00</td> </tr> <tr> <td></td> <td></td> <td>30071</td> <td>00146</td> <td>\$ 33,329.92</td> </tr> <tr> <td></td> <td></td> <td>30071</td> <td>00206</td> <td>\$ 11,082.91</td> </tr> <tr> <td></td> <td></td> <td>30084</td> <td>00012</td> <td>\$ 0.00</td> </tr> <tr> <td>Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>UNDP issue refunds to donor as the very last step before designating a project as financially complete in ATLAS. If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Pending Refund to Donor</u></td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Notified the GSSC to close any associated contract in the contracts module.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ensure project accounts are closed.</td> <td><input type="checkbox"/> <input type="checkbox"/> <u>Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="3">For more information on project closure procedures and policies, please refer to Closing a Project and Financial Closure of Development Projects, and Financial Closure of Trust Funds in the POPP.</td> </tr> </tbody> </table>	Account	Atlas Balance Transaction Currency	Atlas Balance Base Currency (USD)	No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Outstanding Advances</u>	0.00	\$ 0.00	No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17006, 17009)	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Outstanding Advances Other</u>	0.00	\$ 0.00	No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/> <input type="checkbox"/> <u>PDR: http://unex.undp.org</u>			No open Purchase Orders (POs);	<input type="checkbox"/> <input checked="" type="checkbox"/> <u>Open Purchase Orders</u>	32,340.00	\$ 32,340.00	No Receipt Accruals;	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Receipt Accruals</u>	0.00	\$ 0.00	No Outstanding Commitments;	<input type="checkbox"/> <input type="checkbox"/> <u>Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Prepaid Vouchers</u>	0.00	\$ 0.00	No pending vouchers;	<input type="checkbox"/> <input type="checkbox"/> <u>No Pending Vouchers - Please run the query link to verify and check any pending vouchers.</u>			All pre-financing activities have been recovered and/or reimbursed;	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			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 expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	<input type="checkbox"/> <input checked="" type="checkbox"/> <u>Charged GMS Rate %</u>	% 7.54	% 7.54	No pending GLJEs;	<input type="checkbox"/> <input checked="" type="checkbox"/> <u>GLJEs Not Posted</u>	33,329.92	\$ 33,329.92	No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Unapplied Deposits by Office</u>	0.00	\$ 0.00	No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Contract Pending Events</u>	0.00	\$ 0.00	No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Contribution Amount Not Collected</u>	0.00	\$ 0.00	No AR direct journals in budget error or incomplete status;	<input type="checkbox"/> <input type="checkbox"/> <u>No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.</u>			All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input type="checkbox"/> <input checked="" type="checkbox"/> <u>Assets</u>	\$ 0.00	\$ 0.00	All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Petty Cash & Cash Advance</u>	0.00	\$ 0.00	Project Bank Account is fully reconciled and closed.	<input type="checkbox"/> <input type="checkbox"/> <u>Project staff should coordinate with implementing partner to close Project Bank account.</u>			All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Staff Receivables</u>	0.00	\$ 0.00	All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Employee Benefits</u>	0.00	\$ 0.00	No other pending liabilities in USD Only. (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Pending Liabilities</u>	0.00	\$ 0.00	The CDR for the previous quarter shows Zero future expenses (commitments).	<input type="checkbox"/> <input type="checkbox"/> <u>Copy of CDR should be uploaded to Atlas (Attachments Tab)</u>			Final LPAC / Steering committee minutes are available.	<input type="checkbox"/> <input type="checkbox"/> <u>Minutes should be uploaded to Atlas (Attachments Tab)</u>			All audit observations are closed with supporting documentation.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>			The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents should be uploaded to Atlas (Attachments Tab)</u>			General Ledger Cash Balance						Fund	Donor	Amount USD			30000	00003	\$ 1.60			30000	00006	\$ 7,857.00			30000	00035	\$ 0.00			30000	10792	\$ 2,078.38			30000	11456	\$ 0.00			30079	00280	\$ 0.00			30000	00244	\$ 0.00			30000	00555	\$ 56.76			30000	10714	\$ -0.00			30071	00146	\$ 33,329.92			30071	00206	\$ 11,082.91			30084	00012	\$ 0.00	Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input type="checkbox"/> <input type="checkbox"/> <u>UNDP issue refunds to donor as the very last step before designating a project as financially complete in ATLAS. If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.</u>				All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	<input type="checkbox"/> <input type="checkbox"/> <u>Pending Refund to Donor</u>	\$ 0.00	\$ 0.00		Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>				Notified the GSSC to close any associated contract in the contracts module.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>				All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	<input type="checkbox"/> <input type="checkbox"/> <u>Supporting documents if any should be uploaded to Atlas (Attachments Tab)</u>				Ensure project accounts are closed.	<input type="checkbox"/> <input type="checkbox"/> <u>Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.</u>						For more information on project closure procedures and policies, please refer to Closing a Project and Financial Closure of Development Projects , and Financial Closure of Trust Funds in the POPP.		
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Management Comments (if any):

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