

## Trust Fund Completion Check List

Country Office: \_\_\_\_\_

Trust Fund No. \_\_\_\_\_

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

	All projects funded by the trust fund are financially closed (refer to project closure instructions).
	There are no pending GLJEs to the trust fund.
	There are no unapplied deposits or other unrecorded revenue.
	There are no outstanding Accounts Receivable to be received from donors per signed agreements.
	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.)
	Any donor reports submitted by the trust fund manager agree to the general ledger expenses.
	There are no assets or liabilities remaining in the trust fund. All balance sheet accounts, except resource balances and inter-fund accounts (15xxx) are eliminated.
	All transactions for sale/transfer/donation/disposal etc. of assets should have been processed and GMS charged
	All items held as inventory should be distributed or transferred to recipient; or returned to donor if specified in the donor agreement
	The unexpended trust fund balance is correct.
	Consultations with donors on the disposition of the unexpended trust fund balance, where required by the Terms of Reference of the trust fund or the contribution agreement, have taken place and the disposition of balances is documented in writing.
	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.

### **Trust Fund Manager**

Name \_\_\_\_\_

Title \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_