1. **EXECUTIVE SUMMARY**

**A. Key Close-Out Actions:**

| **Sl** | **Task** | **Details** | **Completion date** |
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**B. Potential Expected Complications:**

**C. Warehouse Closing Schedule:**

| **SL** | **Name of warehouse** | **Date of handover** | **Remarks** |
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**D. Personnel:**

| **Sl** | **Position** | **# of existing staff** | **# of staff remaining through** insert date | **# of staff remaining through** insert date | **# of staff remaining through** insert date | **Remarks** |
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1. **Summary of Food Resources**

|  | **Food commodities for direct distribution (MT)** | | | | **Food commodities for monetization (MT)** | | | | **ITSH funds** | **Other funds** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY 1** |  |  |  |  |  |  |  |  |  |  |
| **FY 2** |  |  |  |  |  |  |  |  |  |  |
| **FY 3** |  |  |  |  |  |  |  |  |  |  |
| **FY 4** |  |  |  |  |  |  |  |  |  |  |
| **FY 5** |  |  |  |  |  |  |  |  |  |  |
| **Balance** |  |  |  |  |  |  |  |  |  |  |
| **Proposed use of balance** |  |  |  |  |  |  |  |  |  |  |

1. **Equipment inventory**

(Include a copy of most recent physical inventory of equipment)

1. **Property disposition plan**

**Equipment:** (Equipment should be included if it has a current fair market value per unit of US$5,000 or more, and a useful life estimated to exceed one year.)

| **SI** | **Asset** | **Purchase date** | **Current fair market value** | **Proposed disposition** |
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**Supplies:** (Supplies should be included if they have a current aggregate value of US$5,000 or more, and a useful life estimated to exceed one year.

| **SI** | **Aggregate supplies** | **Proposed disposition** | **If sold, how proceeds will be managed** |
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1. **Outstanding claims, financial obligations, and invoices**

**Claims:**

| **SI** | **Type** | **Status** | **Legal action pursued?** | **Waiver requested from FFP?** |
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|  | **Internal Loss** |  |  |  |
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|  | **Sub-Awardee** |  |  |  |
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|  | **Other** |  |  |  |
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**Financial Obligations and Invoices:**

| **SI** | **Vendor** | **Status** | **Amount** | **Proposed resolution** |
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|  | **Internal Loss** |  |  |  |
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|  | **Sub-Awardee** |  |  |  |
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1. **Key audit information**

| **SI** | **Most recent audit findings** | **Status** | **Expected date for resolution** |
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1. **Close-out Budget For Commodity Management**

| **ITEM** | **Type of unit** | **Cost per unit** | **TOTAL COST** | **Is cost covered in approved budget?** | **Narrative notes** |
| --- | --- | --- | --- | --- | --- |
| **Disposition of commodities:** |  |  |  |  |  |
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| **Disposition of equipment/supplies:** |  |  |  |  |  |
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| **Personnel:** (e.g., staff severance, reassignment, and pay for leave not taken prior to the expiration of program) |  |  |  |  |  |
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| **Completion of audits:** |  |  |  |  |  |
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| **Legal resolution of claims:** |  |  |  |  |  |
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| **Payment of financial obligations:** |  |  |  |  |  |
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| **Other:** |  |  |  |  |  |
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