ANNEX III

UNIFORM FORMAT FOR ANNUAL FINANCIAL REPORTS FROM IMPLEMENTING AGENCIES

IMPLEMENTING AGENCY
Financial Report as at 31.12.1993

Country/Region Project/Activity	Type of Project	Date Approved	Funds Allocated (By ExCom)	Expenditure as at 31.12.1993	Planned Commitment	Savings or (Deficit)	Expected Date of Completion	Remarks
1	2	3	4	5	6	7	8	9
I. COMPLETED PROJECTS:								
II. ON-GOING PROJECTS:								
SUB-TOTAL								
INTEREST EARNED								
ADMINISTRATIVE SUPPORT COSTS								
GRAND TOTAL								

DEFINITIONS OF TERMS USED IN THE UNIFORM FORMAT FOR ANNUAL FINANCIAL REPORTS FROM THE IMPLEMENTING AGENCIES

1.	"Country/Region" "Project/Activity"	qualifying region of project/activity;
2.	"Type of Project/ Activity"	identification of type of project/activity with respect to terms of reference for each agency;
3.	"Date Approved"	date the Executive Committee approved the project/activity;
4.	"Funds Allocated"	funds allocated to the project/activity by the Executive Committee and subsequently transferred to the agency by the Treasurer;
5.	"Expenditure"	actual direct expenditure as disbursed by the agency;
6.	"Planned Commitment"	money set aside for continuation of project/activity;
7.	"Savings or (Deficits)"	net result of measuring total expenditure computed against original allocation (with deficits being shown in brackets) - this is applicable only for completed project/activity;
8.	"Expected Date of Completion"	expected date of completion of the approved project/activity;
9.	"Remarks"	any remarks the agency sees fit to make in respect of this project/activity;
10.	"Administrative Support Costs"	administrative costs incurred by the agency in delivering a programme or activity approved; and,
11.	"Interest Earned"	interest on surplus cash held by the agency prior to disbursement for programme or activity approved, to be reported under column 4.