

Annex H to Implementation Agreement

Final Expenditure Report Format

Title of Implementation Agreement:			
Name of the Implementing Agent:			
Agreement Currency and Amount in figures and words:			
Implementation Agreement Duration	From (day-month-year):		To (day-month-year):
Period Covered by this Report	From (day-month-year):		To (day-month-year):

Signature

 Name and position of the responsible official of the Implementing Agent

 Date

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To be completed by the ILO Office:	In Agreement Currency	In USD
1. Total amount of the Implementation Agreement	-	-
2. Total amounts paid since the starting of the Implementation Agreement: column (a) in Agreement Currency and total column (d) in USD	-	\$0,00
3. Balance in favour of the Implementing Agent = (1 - 2)	-	-
4. Total APPROVED expenditure since the starting of the Implementation Agreement in Agreement Currency: total column (b)	-	
5. Balance due to/from the Implementing Agent as per approved final expenditure (4 - 2)	-	
6. Un Rate of Exchange at the time of making the final payment		
7. Amount due as final payment to the implementing agent *	#DIV/0!	#DIV/0!

Name & Signature of responsible ILO official

Date

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**** Note on how to determine the Final Payment due to/from the Implementing Agent (paragraph 4.3.4 of the Implementation Agreement):***

- It is important to understand that an Implementation Agreement establishes the ILO's Maximum financial liability to the Implementing Agent in their execution of the Implementation Agreement. It does not guarantee that this maximum amount will be paid out.

- When calculating the final payment, it is important to remember the Implementing Agent does not hold an agreement that guarantees payment of the total value of the Implementation Agreement. The agreement calls for a series of advance and progress payments that over the course of the Implementation Agreement will total 95% of the total value of the Agreement. It is expected that the Implementing Agent will use their own funds to cover the remaining expenses required to complete the Implementation Agreement (assumed to be 5%). These expenses should be included in the final financial reports. The final payment should be the lesser of 5% or the balance due to reimburse the Implementing Agent for its expenses incurred in running the Implementation Agreement

- Should the total advance and progress payments exceed the actual expenditures, the Implementing Agent must return the balance of funds to the ILO.