

**REIMBURSEMENT OF EXPENDITURES FOR
PROJECT FUNDING
Up to \$ 50,000**

6. PAYMENTS

The Minister shall pay to the Recipient the contribution described in clause 1.2 as follows:

6.1 Upon presentation of the interim financial reports and submitted to the Minister on a monthly or quarterly basis (at the discretion of the recipient), the Minister will reimburse the Recipient up to a maximum of 90 % of eligible expenditures as described in Annex “A” for the current fiscal year.

6.1.1 In addition to interim financial report(s), the Recipient shall submit complementary report(s) as indicated in the schedule below. Any reimbursement of eligible expenditures that requires complementary report(s) (please refer to first column below entitled “Reimbursement of eligible expenditures for the period of”) is conditional upon receipt and acceptance of the report(s) by the Minister.

6.1.2 All advance payments are conditional upon compliance with previous advance payment terms and conditions.

6.2 A final payment representing the holdback shall be made on receipt and acceptance of a Final Activity/Results Report and a Final Financial Report, certified by a person duly authorized by the Recipient.

Text in red listed in the schedule below is provided as an example. The Program officer must enter the information in the schedule to reflect the approved agreement (duration of the contribution, reporting dates, etc.). Except for agreements with duration of less than 4 months, the program officer must require at least one interim and one final activity/results report. **This paragraph must be removed before the agreement is printed.**

<i>Reimbursement of eligible expenditures for the period of</i>	<i>Additional payments conditions</i>		
	<i>Type of reports (Cash flow, financial, Activity/results etc.)</i>	<i>Period covered by the complementary report</i>	<i>Report shall be submitted by</i>
Oct. 1 to Oct. 31, 2005	Interim Activity / Results Report	April 1 to July 31, 2005	Sept. 1, 2005
Jan. 1 to Jan. 31, 2006	Interim Activity / Results Report	April 1 to October 31, 2005	Dec. 1, 2005
If the Recipient forecast to incur fewer expenditures than anticipated in the budget (Annex “A”) for the current fiscal year, the Recipient must inform the Minister as soon as possible, but no later than 60 days prior to the end of the current fiscal year.			
A final payment representing the holdback shall be made on receipt and acceptance of the following reports, certified by a person duly authorized by the Recipient.			
Holdback	Final Activity / Results Report	April 1, 2005 to March 31, 2006	June 30, 2006
	Final Financial Report	April 1, 2005 to March 31, 2006	June 30, 2006

6.2.1 Reports required:

- 6.2.1.1** Interim Financial Report is described in clause 7.1.
- 6.2.1.2** Final Financial Report is described in clause 7.1.
- 6.2.1.3** Interim or Final Activity/Results Report is described in Annex “D”.

7. FINANCIAL REPORT

7.1 Interim or Final Financial Report:

For the purposes of this Agreement, an Interim or Final Financial Report, certified by a person duly authorized by the Recipient, shall include as separate items the project budget as well as all the Recipient’s revenues and expenditures for the given period with regard to the project funded. This report shall include the sources of revenues and expenditures as set out in Annex “A”. Any other sources of revenues or expenditures added to the project after the Agreement is signed shall also be included. The report shall be prepared in accordance with generally accepted accounting principles.

**REIMBURSEMENT OF EXPENDITURES FOR
PROJECT FUNDING
From \$50,001 and up**

6. PAYMENTS

The Minister shall pay to the Recipient the contribution described in clause 1.2 as follows:

6.1 Upon presentation of the interim financial reports and submitted to the Minister on a monthly or quarterly basis (at the discretion of the recipient), the Minister will reimburse the Recipient up to a maximum of 90 % of eligible expenditures as described in Annex “A” for the current fiscal year.

6.1.1 In addition to interim financial report(s), the Recipient shall submit complementary report(s) as indicated in the schedule below. Any reimbursement of eligible expenditures that requires complementary report(s) (please refer to first column below entitled “Reimbursement of eligible expenditures for the period of”) is conditional upon receipt and acceptance of the report(s) by the Minister.

6.1.2 All advance payments are conditional upon compliance with previous advance payment terms and conditions.

6.2 A final payment representing the holdback shall be made on receipt and acceptance of a Final Activity/Results Report and a Final Financial Report, certified by a person duly authorized by the Recipient.

Text in red listed in the schedule below is provided as an example. The Program officer must enter the information in the schedule to reflect the approved agreement (duration of the contribution, reporting dates, etc.). Except for agreements with duration of less than 4 months, the program officer must require at least one interim and one final activity/results report. **This paragraph must be removed before the agreement is printed.**

<i>Reimbursement of eligible expenditures for the period of</i>	<i>Additional payments conditions</i>		
	<i>Type of reports (Cash flow, financial, Activity/results etc.)</i>	<i>Period covered by the complementary report</i>	<i>Report shall be submitted by</i>
Oct. 1 to Oct. 31, 2005	Interim Activity / Results Report	April 1 to July 31, 2005	Sept. 1, 2005
Jan. 1 to Jan. 31, 2006	Interim Activity / Results Report	April 1 to October 31, 2005	Dec. 1, 2005
If the Recipient forecast to incur fewer expenditures than anticipated in the budget (Annex “A”) for the current fiscal year, the Recipient must inform the Minister as soon as possible, but no later than 60 days prior to the end of the current fiscal year.			
A final payment representing the holdback shall be made on receipt and acceptance of the following reports, certified by a person duly authorized by the Recipient.			
Holdback	Final Activity / Results Report	April 1, 2005 to March 31, 2006	June 30, 2006
	Audited Financial Report	April 1, 2005 to March 31, 2006	June 30, 2006

6.2.1 Reports required:

6.2.1.1 Interim Financial Report is described in clause 7.1.

6.2.1.2 Final Financial Report is described in clause 7.1.

6.2.1.3 Interim or Final Activity/Results Report is described in Annex “D”.

6.2.1.4 Audited Financial Report is described in clause 7.2.

7. FINANCIAL REPORT

7.1 Interim or Final Financial Report:

For the purposes of this Agreement, an Interim or Final Financial Report, certified by a person duly authorized by the Recipient, shall include as separate items the project budget as well as all the Recipient's revenues and expenditures for the given period with regard to the project funded. This report shall include the sources of revenues and expenditures as set out in Annex "A". Any other sources of revenues or expenditures added to the project after the Agreement is signed shall also be included. The report shall be prepared in accordance with generally accepted accounting principles.

7.2 Audited Financial Report:

For the purposes of this Agreement, the Audited Financial Report, certified by a person duly authorized by the Recipient, shall clearly include all the Recipient's revenues and expenditures with regard to the project funded through this Agreement for the given period. This report shall include the sources of revenues and expenditures as set out in Annex "A". Any other sources of revenues or expenditures added to the project after the Agreement is signed shall also be included. Accounts shall be audited by professional accountants who are independent of the organization and are active members in good standing of one of the following professional associations: CA, CMA, CGA.