





**Changes to the approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF. The Implementing Agency will be held responsible for over expenditures.**

#### **4.3 Mid-**





**ANNEX I****UNDEF REPORTING TIMETABLE**

Where applicable, templates for the reports mentioned below are available on the UNDEF website.

All reports should be sent to the relevant UNDEF Programme Officer, with a copy to [democracyfund@un.org](mailto:democracyfund@un.org).

<b>Report Title</b>	<b>Prepared By</b>	<b>Submitted By/To</b>	<b>Deadline</b>
<b><i>Milestone Verification Report</i></b>	UNDEF-appointed monitor	By UNDEF-appointed monitor to UNDEF	Following attendance of milestone activity
<b><i>Milestone Financial Utilization Report (FUR)</i></b>	CSO and certified by the designated external auditor	By CSO to UNDEF	Completion of each Milestone (#2 and #3)
<b><i>Mid-term Progress Report</i></b>	CSO	By CSO to UNDEF	13 months after Project Start Date (PSD) <sup>(1)</sup>
<b><i>Final Narrative Report</i></b>	CSO	By CSO to UNDEF	1 month after project end or 25 months after PSD <sup>(1)</sup>
<b><i>Final Financial Utilization Report (FFUR)</i></b>	CSO and certified by the designated external auditor		