

Fund Utilization Statement

Name of Organization: _____

Project/Program Title: _____

Grant/Reference Number: _____

Period Covered: _____ to _____

Details of Fund Utilization

S. No.	Particulars / Head of Expenditure	Amount Allocated	Amount Utilized	Balance	Remarks
1	Salaries / Honorarium	50,000	48,000	2,000	
2	Travel	20,000	18,500	1,500	
3	Materials & Supplies	15,000	14,200	800	
4	Other Expenses	10,000	9,100	900	
TOTAL		95,000	89,800	5,200	

Certified that the above statement is true and correct to the best of my knowledge.

Prepared By:

Name: _____
Designation: _____
Date: _____

Approved By:

Name: _____
Designation: _____
Date: _____

Important Notes:

- Ensure all entries are supported by relevant bills, vouchers, and receipts.
- This statement should correspond to the actual expenditures incurred during the period.
- Unutilized funds should be reported and may require refund as per funding regulations.
- Retain a copy of this statement and supporting documents for audit purposes.
- Any deviation from approved budget needs proper justification and authorization.