

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.