

Budget Utilization Funding Report

Project Information

Project Title	Sample Project Name
Reporting Period	January 2024 - June 2024
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Date of Report	30 June 2024

Funding & Utilization Summary

Source of Funds	Amount Received (USD)	Amount Utilized (USD)	Balance (USD)
Donor A	10,000	7,500	2,500
Donor B	15,000	12,000	3,000
Total	25,000	19,500	5,500

Expense Breakdown

Expense Category	Budgeted Amount (USD)	Actual Utilized (USD)	Variance (USD)	Remarks
Salaries & Wages	8,000	7,600	400	On track
Equipment	5,000	4,200	800	Underutilized
Travel	3,000	2,900	100	Completed
Supplies	2,500	1,800	700	Pending
Miscellaneous	1,500	1,000	500	On track
Total	20,000	17,500	2,500	

Remarks

The utilization of funds is progressing as planned. Certain categories like Equipment and Supplies are currently underutilized due to delayed procurement, which is expected to be completed in the next quarter.

Important Notes

- All reported figures must be supported by official receipts and documentation.
- Any significant budget variance should be explained in the remarks section.
- This report is to be submitted to project stakeholders as scheduled.
- Ensure updates are made regularly for ongoing and multi-phase projects.
- Final utilization figures are subject to audit and verification.