

Funding Utilization Evaluation Report

1. Project Information

Project Title	_____
Project Reference No.	_____
Implementing Department/Team	_____
Reporting Period	_____
Report Date	_____

2. Summary of Fund Allocation & Utilization

Category / Item	Allocated Amount	Utilized Amount	Balance	Remarks
Personnel	_____	_____	_____	_____
Materials & Supplies	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Training & Workshops	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
Total	_____	_____	_____	_____

3. Evaluation of Fund Utilization

3.1. Major Activities & Expenditures

- Activity 1: _____
- Activity 2: _____
- Activity 3: _____

3.2. Deviations and Justifications

- Deviation 1: _____
- Deviation 2: _____

3.3. Impact Assessment

- Outcome 1: _____
- Outcome 2: _____

4. Issues, Challenges, and Recommendations

- Issue/Challenge 1: _____
- Recommendation 1: _____
- Issue/Challenge 2: _____
- Recommendation 2: _____

5. Certification

I hereby certify that the statements and information provided in this report are true and correct to the best of my knowledge.

Name	_____
Designation	_____
Date	_____
Signature	_____

Important Notes:

- All financial figures must be accurate and supported by official records.
- Any deviations from planned activities or budget should be clearly justified.
- This report forms part of the official project documentation and may be subject to audit.
- Ensure all sections are completed before submission.
- Attach supporting documents as annexes where applicable.