

Funding Utilization Report

1. Project Information

Project Title	_____
Sponsoring Organization	_____
Reporting Period	From: ___ / ___ / ___ To: ___ / ___ / ___
Report Prepared By	_____
Date	___ / ___ / ___

2. Funding Summary

Description	Amount (in USD)
Total Funds Received	
Total Funds Utilized	
Funds Remaining	

3. Details of Fund Utilization

S. No.	Particulars/Expense Head	Budgeted Amount	Amount Utilized	Remarks
1.				
2.				
3.				
Total				

4. Brief Narrative (Optional)

Provide a summary of activities, outcomes, and key achievements financed by the sponsor's funds.

5. Supporting Documents

- Attach scanned copies of bills, invoices, and vouchers.
- Bank statement or relevant fund transfer proof.
- Other supporting documents, if any.

Important Notes:

- The report should be duly signed and verified by the authorized person.
- Ensure all figures are accurate and supported by relevant documents.

- Maintain consistency in reporting periods across reports.
- Utilization must comply with terms agreed with the sponsor.
- Retain original supporting documents for audit purposes.