

Income and Expenditure Report

For Funding Approval

Project Title: Community Learning Workshop
Organization: ABC Youth Society
Reporting Period: January 2024 - March 2024
Date Prepared: 04 April 2024
Prepared by: Jane Doe, Project Coordinator

Income Summary

Source	Description	Amount (USD)
Grant A	Foundation grant approved Dec 2023	3,000
Donations	Individual and community donors	1,200
Internal Funds	Allocated from ABC Youth Society	800
Total Income		5,000

Expenditure Summary

Expense Category	Description	Amount (USD)
Venue Rental	Workshop hall for 2 months	1,200
Materials	Stationery, toolkits, handouts	950
Facilitators	Trainer fees (2 persons)	1,500
Catering	Refreshments for participants	700
Miscellaneous	Transport, printing, sundries	500
Total Expenditure		4,850

Balance (Income - Expenditure): 150

Important Notes

- Ensure all amounts are supported by proper receipts or documentation.
- Summarize income and expenditures clearly for funders' review.
- Any unspent balance should be reported and justified, as per funding guidelines.
- All financial records must be retained for possible audit or verification.
- This document should be verified and approved by the responsible authority before submission.