

Financial Year-End Funding Utilization Statement

Department/Section	_____	Financial Year	_____
Prepared By	_____	Date of Submission	_____

Funding Utilization Summary

#	Expense Head/Activity	Approved Budget (₹)	Actual Utilized (₹)	Unutilized Amount (₹)	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
Total		_____	_____	_____	

Declaration

I hereby declare that the above statement gives a true and fair account of the funds received and utilized during the stated financial year, and that supporting documents are available for verification.

Name & Signature of Head of Department
Date: _____

Name & Signature of Finance Officer
Date: _____

Important Notes

- This statement must be submitted annually at the close of the financial year.
- Ensure all supporting bills/vouchers and receipts are maintained for audit purposes.
- Discrepancies or significant deviation from the approved budget should be explained in the remarks section.
- The statement is subject to internal and/or external audit verification.
- Falsification or withholding of information may attract disciplinary/legal action.