

Quarterly Funding Utilization Report

Project Title:

Quarter:

Reporting Period:

Submitted by:

Date:

1. Summary of Fund Utilization

Budget Category	Approved Budget	Amount Utilized This Quarter	Cumulative Utilization	Balance	Remarks
Personnel					
Equipment					
Travel					
Supplies					
Others (Specify)					
Total					

2. Activity Highlights

Description of Key Activities Undertaken:

3. Challenges Encountered

4. Plans for Next Quarter

Prepared by:

Approved by:

Important Notes

- This report should align with grant/funding agency requirements.
- Ensure accuracy of all reported financial figures.
- Attach supporting documents as required (invoices, receipts, etc.).
- Submit the report within the specified timeline.
- Provide clear explanations for any significant variances or unspent balances.