

# 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.