

Statement of Expenditure by Category

Reporting Period: January 1, 2024 - March 31, 2024

#	Expenditure Category	Budgeted Amount (USD)	Expenditure This Period (USD)	Cumulative Expenditure (USD)	Balance Remaining (USD)
1	Personnel	20,000	5,000	9,000	11,000
2	Travel	8,000	2,000	4,000	4,000
3	Equipment	15,000	4,500	12,000	3,000
4	Supplies	5,000	1,500	2,500	2,500
5	Other Expenses	2,000	650	1,100	900
Total		50,000	13,650	28,600	21,400

Prepared by: Jane Smith

Date: April 5, 2024

- This statement summarizes expenditures by major categories for the specified reporting period.
- Ensure all expenditures are supported by receipts and records as required by grant/funding regulations.
- The balance remaining is calculated as Budgeted Amount minus Cumulative Expenditure.
- This document should be reviewed and signed by authorized personnel before submission.
- Any significant variances should be explained in an attached narrative or justification.