

Annual Fund Utilization Certificate

Ref No.: _____

Date: ____/____/____

Name of the Organization: _____

Address: _____

Name of the Scheme/Project: _____

Sanctioned Letter No. & Date: _____

Utilization Summary

Particulars	Sanctioned Amount (INR)	Amount Utilized (INR)	Unspent Balance (INR)
Opening Balance			
Grant Received During the Year			
Total			
Amount Spent			
Closing Balance			

Certification

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the sanctioning authority.

Certified that the accounts of the project have been audited by a qualified Chartered Accountant/Auditor.

Authorized Signatory

Name: _____

Designation: _____

Organization Seal:

Place: _____

Date: ____/____/____

Important Notes:

- This certificate must be prepared and signed by an authorized signatory of the organization.
- All amounts should be presented in proper columns with documentary backing.
- Submission of audited accounts may be mandatory for certain sanctioning bodies.
- Any unutilized funds should be reported and, if required, returned or carried forward as per rules.
- Ensure all information is accurate and verifiable to avoid future discrepancies.