

# Government Fund Utilization Report

**Agency/Office:** Department of Community Services  
**Project/Program:** Community Enhancement Program  
**Reporting Period:** Q1 2024 (January 1, 2024 - March 31, 2024)  
**Date Prepared:** April 15, 2024

## I. SUMMARY OF FUND ALLOCATION AND UTILIZATION

Particulars	Amount Allocated (USD)	Amount Utilized (USD)	Balance (USD)	Remarks
Personnel Services	50,000	48,700	1,300	Salary adjustments pending
Maintenance & Operating Expenses	30,000	28,500	1,500	Procurement ongoing
Capital Outlay	20,000	15,600	4,400	Equipment delivery in April
<b>Total</b>	<b>100,000</b>	<b>92,800</b>	<b>7,200</b>	

## II. DETAILS OF FUND UTILIZATION

Date	Particulars	Amount Utilized (USD)	Reference/Document No.
2024-01-22	Payment for Jan. Personnel Salaries	16,200	PS-2301
2024-02-10	Utilities & Office Supplies	7,100	MOE-0756
2024-03-05	Partial Payment for Equipment	12,500	CO-1499
2024-03-25	Payment for March Personnel Salaries	16,500	PS-2303
2024-03-27	Community Project Materials	8,900	MOE-0791

## III. CERTIFICATION

I hereby certify that the above information is true and correct, and that the utilization of funds is in accordance with applicable government regulations and guidelines.

**Maria R. Santos**

Finance Officer

Date: April 15, 2024

## IMPORTANT NOTES

- Ensure all supporting documents (receipts, invoices, contracts) are attached for audit purposes.
- All fund utilization entries must comply with relevant government financial and procurement guidelines.
- Report must be submitted on or before the prescribed deadline to avoid delays in subsequent fund releases.

- Any unutilized funds must be justified and carried over according to policy, or returned to the funding source.
- Signatory certifies the correctness and accuracy of the report; any misinformation may result in administrative or legal action.