

NGO Funding Utilization Statement

NGO Name: _____
Project/Program Title: _____
Funding Agency: _____
Grant/Reference Number: _____
Reporting Period: _____

Statement of Funding Received and Utilization

S. No.	Particulars	Amount (INR)
1	Opening Balance	_____
2	Funds Received During the Period	_____
3	Total Funds Available (1 + 2)	_____
4	Funds Utilized (Details Below)	_____
5	Closing Balance (3 - 4)	_____

Utilization Details

S. No.	Head of Expenditure	Amount Utilized (INR)	Remarks
1	Personnel	_____	_____
2	Program Activities	_____	_____
3	Administrative Expenses	_____	_____
4	Other (specify)	_____	_____
Total		_____	

Authorized Signatory

(Name and Designation)

Date: _____

NGO Seal & Stamp

Important Notes:

- This statement must be duly signed by an authorized representative of the NGO.
- Attach supporting documents (receipts, bills, vouchers) for all expenditures wherever applicable.
- Ensure the figures match with the audited financial statements, where required.
- Any unspent balance must be reported to the funding agency as per terms of the grant.
- Discrepancies or misuse of fund may lead to further scrutiny and action by the funding authority.