

# 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)	_____	_____
<b>Total</b>		_____	

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### Authorized Signatory

(Name and Designation)

Date: \_\_\_\_\_

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### NGO Seal & Stamp

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### 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.