Project Funding Utilization Report

Project Name: _____

Project Code/ID: _____

Reporting Period: _____

Date of Report: _____

Prepared by: _____

1. Summary of Funding Received

Source of Funds	Sanctioned Amount	Amount Received	Date of Receipt	Remarks

2. Fund Utilization Statement

Expenditure Head	Budgeted Amount	Amount Utilized	Balance	Remarks

3. Brief Narrative on Utilization

4. Supporting Documents Attached

- Statements of Accounts
- Receipts & Invoices
- Bank Statements
- Others: _____

Important Notes:

- Ensure all financial data is accurate and supported by documentary evidence.
- All utilization must comply with the project-approved budget heads.
- Disclose any unutilized funds or deviations with proper justification.
- The report should be duly reviewed and approved by authorized personnel.
- Retention of original vouchers and bills is essential for audits.