

Fiscal Year Budget Appropriation Report

Agency/Department: _____

Fiscal Year: 20XX - 20XX

Date Prepared: _____

Prepared By: _____

Summary of Appropriations

Category	Budget Approved	Expenditure to Date	Balance Remaining
Personnel Services	₱ _____	₱ _____	₱ _____
Maintenance & Other Operating Expenses	₱ _____	₱ _____	₱ _____
Capital Outlay	₱ _____	₱ _____	₱ _____
Total	₱ _____	₱ _____	₱ _____

Detailed Appropriation Per Program/Project

Program/Project	Account Code	Amount Allocated	Actual Expenditure	Remarks
_____	_____	₱ _____	₱ _____	_____
_____	_____	₱ _____	₱ _____	_____

Certification

I hereby certify that the above appropriation report is true and correct, based on the records and supporting documents available.

Signature: _____

Name & Position: _____

Date: _____

Important Notes:

- This report is an official record of budget appropriations, expenditures, and balances for the specified fiscal year.
- Ensure that all figures and data are supported by valid documentation.
- Regularly update this report to reflect the most current financial information.
- Review and verify details before submission to relevant oversight authorities.