

Donor-specific Project Expenditure Format

Project Details

Project Title	Improving Community Health Initiative
Donor Name	ABC Foundation
Project Period	Jan 2024 - Dec 2024
Report Period	Jan 2024 - Mar 2024
Reporting Organization	XYZ NGO

Summary of Expenditure

#	Budget Line Item	Budgeted Amount (USD)	Expenditure This Period (USD)	Cumulative Expenditure (USD)	Balance (USD)	Remarks
1	Personnel Costs	10,000	2,500	2,500	7,500	-
2	Training & Capacity Building	5,000	1,200	1,200	3,800	Ongoing
3	Supplies & Materials	3,000	900	900	2,100	-
4	Travel & Transportation	2,000	500	500	1,500	-
5	Monitoring & Evaluation	1,000	100	100	900	Scheduled Q2
Total		21,000	5,200	5,200	15,800	

Important Notes

- All expenditures should be supported by appropriate documentation and receipts.
- Ensure alignment of reported expenses with donor-approved budget lines.
- Report period and cumulative expenditures must be consistent with organizational accounting records.
- Any variances or unspent funds should be explained in the remarks or in a separate narrative.
- This format should be periodically reviewed to reflect any donor reporting requirements updates.