

Auditorâ€™s Budget Utilization Certificate

Certificate No.: _____ Date: _____
Project/Department: _____
Financial Year: _____ Period Covered: _____

1. Statement of Budget Utilization

| S. No. | Particulars | Budget Allocated | Utilized Amount | Balance |
|--------------|---------------------|------------------|-----------------|---------|
| 1 | Salary and Wages | _____ | _____ | _____ |
| 2 | Travel & Conveyance | _____ | _____ | _____ |
| 3 | Office Expenses | _____ | _____ | _____ |
| 4 | Others | _____ | _____ | _____ |
| Total | | _____ | _____ | _____ |

2. Certification

This is to certify that I/we have examined the books of accounts and relevant records of the above-mentioned project/department for the period stated. The funds have been utilized for the purpose for which they were sanctioned and in accordance with the prescribed rules.

Auditorâ€™s Name: _____
Designation: _____
Firm Name: _____
Membership No.: _____
Place: _____
Date: _____
Signature & Seal: _____

Important Notes:

- This certificate should be issued by a qualified Chartered Accountant or authorized auditor.
- All figures must be supported by proper documentary evidence.
- Any deviation from the sanctioned budget must be disclosed in detail.
- The certificate is subject to audit and verification by the sanctioning authority.
- Ensure the form is duly filled, signed, and sealed before submission.