

Budget Utilization Certificate Summary

Financial Year: 2023 - 2024

Organization Name: [Name of the Organization]

Project/Program Name: [Project Name]

Sanction Order No.: [Sanction No.]

Date: [Date]

Summary of Budget Utilization

S. No.	Particulars	Budget Allocated (â,¹)	Expenditure Incurred (â,¹)	Unutilized Amount (â,¹)
1	Salary & Wages	[Allocated Amount]	[Utilized Amount]	[Unutilized]
2	Equipment/Materials	[Allocated Amount]	[Utilized Amount]	[Unutilized]
3	Travel	[Allocated Amount]	[Utilized Amount]	[Unutilized]
4	Other Expenses	[Allocated Amount]	[Utilized Amount]	[Unutilized]
Total		[Total Allocated]	[Total Utilized]	[Total Unutilized]

Declaration

Certified that the expenditure incurred as shown above has been utilized solely for the purpose for which it was sanctioned, and that the accounts have been maintained and audited as per the prescribed norms.

Authorized Signatory
(Name & Designation)
Date: _____

Important Notes:

- The certificate must be duly signed by the authorized signatory of the organization.
- All figures should be provided in Indian Rupees (â,¹) and matched with the audited accounts.
- Supporting documents and bills must be retained for audit and verification.
- Any unutilized amount should be reported and, if required, returned as per funding agency norms.
- Ensure accuracy and transparency in reporting budget utilization.