

# Head-wise Budget Utilization Format

Project/Department: \_\_\_\_\_

S. No.	Budget Head	Allocated Budget (INR)	Utilized Amount (INR)	Balance Amount (INR)	Remarks
1	Salaries & Wages	500,000	300,000	200,000	Within limit
2	Travel & Conveyance	80,000	65,000	15,000	â€”
3	Office Supplies	40,000	36,000	4,000	â€”
4	Training & Development	60,000	45,500	14,500	Ongoing sessions
5	Miscellaneous	20,000	8,000	12,000	â€”
Total		700,000	454,500	245,500	

**Important Notes:**

- This format helps track budget allocation and fund utilization under each head.
- Regularly update utilized and balance amounts for accurate financial management.
- Remarks should mention reasons for under or over-utilization if any.
- Attach relevant supporting documents for utilized expenses for audit purposes.
- Ensure totals reconcile with the main budget statements.