

Funding Source Utilization Report

Organization Name: Acme Development Foundation
Reporting Period: January 2024 – March 2024
Funding Source: Grant Ref. #GR2024-015
Date of Report: April 10, 2024

A. Summary of Fund Utilization

Budget Line Item	Allocated Amount	Utilized Amount	Balance	Remarks
Personnel	\$10,000	\$9,500	\$500	Salary paid till March 2024
Training & Workshops	\$4,000	\$3,100	\$900	Training 2 completed
Materials & Supplies	\$3,000	\$2,700	\$300	-
Operational Expenses	\$1,500	\$1,200	\$300	Utilities paid
Total	\$18,500	\$16,500	\$2,000	

B. Brief Description of Activities

During the reporting period, project staff conducted two major training sessions for community leaders, distributed educational materials, and coordinated regular team meetings to monitor project progress. Operational expenses covered transport and communication needs essential for program delivery.

C. Supporting Documents

All related financial documents, invoices, and attendance sheets are available upon request.

Prepared by Name: _____ Position: _____ Date: _____

Approved by Name: _____ Position: _____ Date: _____

Important Notes

- This report must be accompanied by all supporting documentation for expenditures.
- Accurate and timely reporting assures ongoing compliance with funder requirements.
- Any variances from the approved budget should be clearly explained in the remarks.
- Maintain original receipts and records for future audits.