

# Fund Allocation Summary

|                       |                                  |              |            |
|-----------------------|----------------------------------|--------------|------------|
| Document No.:         | FAS-2024-001                     | Date:        | 2024-06-15 |
| Prepared By:          | Jane Doe                         | Reviewed By: | John Smith |
| Project / Department: | Community Development Initiative |              |            |

## ALLOCATION DETAILS

| Category                     | Description                        | Allocated Amount | Percentage  |
|------------------------------|------------------------------------|------------------|-------------|
| Operations                   | Daily operational expenses         | \$8,000          | 40%         |
| Training & Capacity Building | Workshops and skill development    | \$6,000          | 30%         |
| Materials & Supplies         | Procurement of necessary resources | \$3,000          | 15%         |
| Monitoring & Evaluation      | Assessing project effectiveness    | \$2,000          | 10%         |
| Contingency                  | Reserved for unforeseen expenses   | \$1,000          | 5%          |
| <b>Total</b>                 |                                    | <b>\$20,000</b>  | <b>100%</b> |

## REMARKS

This fund allocation summary is prepared to ensure transparency and proper utilization of project resources in line with organizational objectives.

## IMPORTANT NOTES

- Ensure allocation aligns with project objectives and approved budgets.
- All allocations must be supported by relevant documentation.
- Periodic reviews and adjustments may be necessary based on project progress.
- Maintain clear records to facilitate audits and future reference.
- This document should be reviewed and approved by authorized personnel.