

# Departmental Fund Utilization Summary

Department: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

## Utilization Details

Category/Item	Budget Allocated	Amount Utilized	Balance	Remarks
Office Supplies	_____	_____	_____	
Travel Expenses	_____	_____	_____	
Training and Workshops	_____	_____	_____	
Equipment	_____	_____	_____	
Other Expenses	_____	_____	_____	
<b>Total</b>	_____	_____	_____	

## Important Notes

- This summary should be reviewed and approved by the department head.
- Ensure all supporting receipts and documents are maintained for audit purposes.
- Balances must be reconciled with the finance/accounts office.
- Any discrepancies or outstanding balances should be explained in the remarks column.
- Use this format consistently for transparency and compliance.