

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	_____	_____	_____	
Total	_____	_____	_____	

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.