

# Donor-Specific Fund Utilization Statement

## Organization Details

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

## Donor Details

Donor Name: \_\_\_\_\_  
Donation Reference No.: \_\_\_\_\_  
Period Covered: \_\_\_\_\_

## Fund Utilization Summary

S. No.	Particulars	Date	Amount (Currency)	Description of Use
1	Project Activity A	YYYY-MM-DD	XXXXXX	Details of expenditure
2	Project Activity B	YYYY-MM-DD	XXXXXX	Details of expenditure
<b>Total</b>			<b>XXXXXX</b>	

## Remaining Fund Balance

Opening Balance: \_\_\_\_\_  
Total Received Fund: \_\_\_\_\_  
Total Utilized: \_\_\_\_\_  
Closing Balance: \_\_\_\_\_

Authorized Signatory  
Date: \_\_\_\_\_

Recipient Organization Stamp

## Important Notes:

- This statement should be prepared for each donor and corresponding project/fund separately.
- All expenditures should be substantiated with relevant supporting documents and receipts.
- The statement must be reviewed and authorized by the responsible authority of the recipient organization.
- Ensure transparency and clarity to maintain donor trust and for auditing purposes.
- Keep a copy of this document for your records and share with the donor as required.