

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
Total			XXXXXX	

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.