

# Event-based Fund Utilization Report

## Event Details

Event Name	_____
Date(s) of Event	_____
Location	_____
Organized by	_____

## Fund Source(s)

Source	Amount Allocated
_____	_____
_____	_____
Total	_____

## Details of Fund Utilization

S. No.	Item/Service	Vendor/Payee	Amount (â‚¹)	Date of Payment	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
Total Utilized			_____		

## Balance Details

Total Fund Received	_____
Total Fund Utilized	_____
Balance Amount	_____

## Certified by

Name	_____
Designation	_____
Signature	_____
Date	_____

## Important Notes:

- Ensure all expenditures are supported with original bills/vouchers.
- Unutilized funds must be returned to the source or as per organizational guidelines.
- This report must be submitted within the stipulated deadline after the event.
- Any deviation from the approved budget requires prior authorization.
- Keep a copy of the report and all related documents for record purposes.