

Expenditure Head-wise Fund Utilization Statement

For the Period: 01-Apr-2023 to 31-Mar-2024

S. No.	Expenditure Head	Allocated Amount (₹)	Amount Utilized (₹)	Balance (₹)	Remarks
1	Salaries & Wages	12,00,000	11,20,000	80,000	-
2	Office Expenses	2,50,000	2,10,000	40,000	Routine maintenance
3	Travel & Conveyance	1,00,000	70,000	30,000	-
4	Training & Development	75,000	56,000	19,000	2 sessions pending
5	Miscellaneous	60,000	48,500	11,500	-
Total		16,85,000	15,04,500	1,80,500	

Important Notes:

- This statement reflects fund allocation and utilization for the specified period only.
- Ensure all supporting documents and receipts are maintained for audit purposes.
- Any unutilized funds must be reported and, if required, refunded as per guidelines.
- All entries must be verified and authorized by the responsible officer.
- Discrepancies, if any, should be explained in the remarks column.