

Fund Utilization Reconciliation Statement

Organization/Department:	ABC Foundation
Fund/Project Name:	Community Health Initiative
Reference Number:	CHI/FIN/2024/07
Period:	01-Apr-2024 to 30-Jun-2024
Date of Statement:	05-Jul-2024

Statement of Fund Utilization

S. No.	Particulars	Amount Received (₹)	Amount Utilized (₹)	Unutilized Balance (₹)
1	Opening Balance	50,000	-	50,000
2	Funds Received This Period	1,00,000	-	1,50,000
3	Salaries & Honorarium	-	40,000	1,10,000
4	Materials & Supplies	-	30,000	80,000
5	Travel Expenses	-	18,000	62,000
6	Miscellaneous Expenses	-	10,000	52,000
Total		1,50,000	98,000	52,000

Prepared by

Reviewed by

Approved by

- This statement should be supported by relevant receipts and vouchers.
- Ensure that all expenditures conform to fund utilization guidelines and approvals.
- The unutilized balance should be carried forward and reconciled in the next statement period.
- Discrepancies, if any, must be explained in a separate annexure.
- This document is subject to audit and verification by the funding agency or auditor.