

Quarterly Fund Utilization Report

Reporting Period: Q1 2024 (January - March)

Organization: _____

Prepared By: _____

Date of Submission: _____

Summary of Funds

Opening Balance	_____
Total Funds Received (this quarter)	_____
Total Funds Utilized	_____
Closing Balance	_____

Breakdown of Utilization

Category/Activity	Purpose/Description	Amount Allocated	Amount Spent	Balance	Remarks
Staff Salaries	Monthly wages	_____	_____	_____	_____
Office Supplies	Stationery & consumables	_____	_____	_____	_____
Program Activities	Workshops, trainings	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____	_____

Supporting Notes

Provide explanations, context for major expenses, or notes on fund reallocation and unspent balances.

Certification

I hereby certify that the information provided above is true and correct to the best of my knowledge.

Name & Signature: _____ Date: _____

Important Notes

- This report should be submitted at the end of every quarter or as required by the funding agency.
- Ensure all figures are accurate and supported by official receipts or documentation.

- Clearly indicate any unspent balances and plans for their future utilization.
- Attach additional documentation if necessary for audit and verification.
- Timely submission is crucial for continued funding and program review.