

2. Unutilised balance

Opening balance of unutilised _____Agency funds _____
Add: Total grant received during this period _____
Total funds available _____
Less: Amount spent during this period (Grand Total of A) _____
Closing balance of _____Agency grant Funds _____

C. Fixed Assets acquired with _____Agency funds

Asset	When acquired	Location	Being used for (purpose)	Amount

Date (Accountant) (Project In-charge) (NGO Chief)

Note: Please sign and stamp other pages of this report as well.