

## Audit Certificate

To,  
 Agency Name  
 Location

a. We, .....(name of the Firm)....., the Auditors of .....(name of Society / Trust) have examined the books of Account and other records, including vouchers and supporting documents, of .....(name of Society / Trust)..... We have also carefully examined the agreement / agreement letter containing terms & conditions for support, dated (date of the letter)....., signed between \_\_\_\_\_ (Agency) and .....(name of Society / Trust)..... for the grant of funds covered by this certificate and the budget approved by \_\_\_\_\_ (Agency) . We have also studied the essential \_\_\_\_\_ (Agency) requirements laid down in the ‘Accounting Handbook for \_\_\_\_\_ (Agency) supported Organisations’. We have also obtained such explanations and clarifications from the Secretary/ Chief Functionary as we considered necessary for the purpose of this certificate.

b. On the basis of the above examination, we certify that .....(name of Society / Trust) has incurred the following expenditure during the period .....(date)..... till .....(date).....

.....  
**Project Name:** \_\_\_\_\_

**A: Expenditure** (All amounts in Indian Rupees)

Budget Line Item <sup>1</sup>	Total Sanctioned Budget	For this reporting period			Cumulative	
		Budget	Actual Spent	Variance	Budget	Actual Spent
<b>Grand Total</b>						

<sup>1</sup> Please add more lines if required.

**B. Unutilised Balance of \_\_\_\_\_ (Agency) Funds** (amounts in Rupees)

**1. Agreement and Disbursal**

Total amount sanctioned so far \_\_\_\_\_

Total amount disbursed so far \_\_\_\_\_

**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. We also certify that the above expenditure has been truly and properly incurred in accordance with the Budget and agreement referred to above, except for the following items<sup>1</sup>:

Item	Amount (Rs.)	Comments

d. We further confirm the following:

1. We have carried out the above examination according to Standard Auditing Practices.
2. We are adequately satisfied about the reliability, authenticity and genuineness of the records and supporting documents produced before us.
3. (name of Society / Trust)..... has maintained the books of Account properly, in accordance with the law and Generally Accepted Accounting Principles.

\_\_\_\_\_

<sup>1</sup> Please write 'Not applicable' in the table if there are no such items. This requirement relates to substantive variations, such as those related to nature of the expenditure / payment. There is no need to report over-spending or under-spending here.

4. (name of Society / Trust) has complied with all the essential \_\_\_\_\_ (Agency) requirements laid down in the Accounting Handbook for \_\_\_\_\_ (Agency) supported Organisations', except for the following<sup>1</sup>:

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5. To the best of our knowledge and belief, and according to the examination of accounts carried out by us, .....(name of Society / Trust)..... has not received / has received<sup>2</sup> other funds for purposes similar to the above grant.

Yours faithfully

for ...name of CA Firm.....

Chartered Accountants

(...Name of CA.....) Membership No.

Date:

Phone:

Partner / Proprietor

Note: Please put your seal on all pages. Please sign other pages as well.

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<sup>1</sup> Please write 'Not applicable', if all the requirements have been complied with.

<sup>2</sup> Please cross out which is not applicable.