

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 items¹:

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.

¹ 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 following¹:

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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 received² 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.

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

² Please cross out which is not applicable.