

Monthly Financial Statement – AA&I Projects

Institution _____ For the month ending _____

Project code	Project Name	Project Estimate		Amount committed**	Payment made by non-government fund	Payment made / to be made by government fund			Amount of government fund received / to be received			Balance (government fund drawn) (g)=(f)-(c)	Any major variation ordered for the month reported (Y/N)
		Approved government fund	Non-government fund*			Up to end of current month (a)	Projection for the following month (b)	Total (c)=(a)+(b)	Up to end of current month (d)	Application for following month (e)	Total (f)=(d)+(e)		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total													

* As a general rule, non-government fund should be spent before government fund.

** Amount committed should include all contracts awarded, purchase orders issued, etc.

Signature: _____

Signature: _____

Name: _____

Name: _____

Post Title: Director of Finance/Bursar/Comptroller[#]

Post Title: Director of Estates/Campus Development/Planning/Facilities Management[#]

Date: _____

Date: _____

please delete/amend as appropriate

Application for Release of Funds – AA&I Project

Institution _____ Project _____ For the month of _____

Expenditure Item (as approved by UGC)	Project Estimate		Amount committed**	Payment made by non- government fund*	Payment made / to be made by fund government			Amount of government fund received / to be received			Balance (government fund drawn) (g)=(f)-(c)
	Approved government fund	Non- government fund*			Up to end of current month (a)	Projection for the following month (b)	Total (c)=(a)+(b)	Up to end of current month (d)	Application for following month (e)	Total (f)=(d)+(e)	
(i)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(ii)											
(iii)											
(iv)											
(v)											
(vi)											
(vii)											
(viii)											
(ix)											
Total											

* As a general rule, non-government fund should be spent before government fund.

** Amount committed should include all contracts awarded, purchase orders issued, etc. If the amount committed exceeds the approved project estimate, any shortfall should be met by institution’s non-government fund.

Signature: _____

Signature: _____

Name: _____

Name: _____

Post Title: Director of Finance/Bursar/Comptroller[#]

Post Title: Director of Estates/Campus Development/Planning/Facilities Management[#]

Date: _____

Date: _____

please delete/amend as appropriate