

# Financial Accountability Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Organization's Name]

Address: [Your Organization's Address]

Email: [Your Organization's Email]

Phone: [Your Organization's Phone Number]

## Subject: Financial Accountability Report for Grant [Grant Name/Number]

Dear [Recipient's Name],

We are pleased to submit our financial accountability report for the grant received from [Funding Organization's Name] for the period of [Start Date] to [End Date].

### 1. Executive Summary

[Brief summary of the project and its financial status]

### 2. Financial Overview

Total Grant Amount: \$[Amount]

Total Expenditures: \$[Amount]

Remaining Funds: \$[Amount]

### 3. Detailed Budget Breakdown

| Category     | Allocated Budget | Actual Expenditure |
|--------------|------------------|--------------------|
| [Category 1] | [\$Amount]       | [\$Amount]         |
| [Category 2] | [\$Amount]       | [\$Amount]         |

### 4. Accountability and Compliance

[Explanation of compliance with grant stipulations and any challenges faced]

## **5. Conclusion**

We appreciate the support from [Funding Organization's Name] and are committed to using the funds responsibly to achieve our project goals.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]