

UTILIZATION CERTIFICATE - ADAPTATION GUIDE

How to prepare the evidence behind a UC without inventing a certificate

How to use this guide. Use the companion editable file for drafting. Keep the final version consistent with the organisation's records and any prescribed format.

Build reconciliation first

- Start from sanction/agreement amount.
- Match receipts to bank.
- Map expenditure to budget heads and vouchers.
- Separate ineligible/pending costs.
- Reconcile balance, interest and refund/carry-forward.

Evidence pack

- Sanction/agreement
- Bank statement
- Ledger/project ledger
- Invoices/vouchers/payroll
- Asset/procurement records
- Prior carry-forward approval if applicable

Checks before final use

- Use the exact government/funder-prescribed UC form where one exists.
- Do not certify unsupported/out-of-period expenditure without approval.
- A required CA/auditor certification must use the professional's scope and wording.

LendLink note. This is a free preparation resource. Official forms, current law, donor conditions and professional certification requirements take precedence.