

Zakat Fund Utilization Report

Organization Name

Reporting Period

Prepared By

Date

1. Summary of Zakat Collection

Source	Amount Collected
Total	

2. Details of Zakat Distribution

Beneficiary Type	No. of Beneficiaries	Amount Distributed	Remarks
Total			

3. Administrative and Operational Expenses

Expense Type	Amount
Total	

4. Challenges & Recommendations

5. Additional Notes