

# Donation Receipt Book Excel Template for Non-Profits

The **Donation receipt book Excel template** is designed specifically for non-profits to efficiently record and manage donations. This template ensures accurate tracking of all contributions, simplifying financial reporting and donor acknowledgment. Its user-friendly format helps organizations maintain transparency and compliance with tax regulations.

## Sample Template Structure

Date	Receipt Number	Donor Name	Donation Amount	Donation Type	Notes	Received By	Acknowledged (Yes/No)
2024-05-01	001	John Doe	\$100.00	Cash	General Fund	Mary Smith	Yes
2024-05-07	002	Jane Smith	\$250.00	Check	Building Fund	Mary Smith	No

## Instructions for Use

1. Download and open the Excel template.
2. Enter each donation received, filling out all columns for accurate tracking.
3. Update the 'Acknowledged' status once a receipt or thank you note has been sent.
4. Use the template for audit, tax reporting, and annual summaries.

## Benefits

- Easy donor tracking and acknowledgment.
- Helps maintain financial transparency.
- Facilitates compliance with tax regulations for non-profits.
- Simple to modify and expand based on organization's needs.