

Donation Receipt Template (Excel with Formulas)

Discover our **Donation receipt template Excel** designed with built-in formulas for automatic calculations, ensuring accurate and efficient record-keeping. This template simplifies the process of generating donation receipts while maintaining professional formatting. Ideal for non-profits and charities seeking organized financial documentation.

Sample Donation Receipt

Receipt No.	=ROW()-1	Date	=TODAY()
Donor Name	[Enter Name]	Donor Address	[Enter Address]
Donation Amount	=SUM(DONATION LIST!B2:B100)		
Payment Method	[Cash/Check/Online]	Reference No.	[Enter Reference]

Breakdown of Donations

Date	Description	Amount
=TODAY()-3	General Fund	=100
=TODAY()-2	Building Fund	=150
=TODAY()	Education Support	=250
Total:		=SUM(C2:C4)

Excel Formula Examples:

- Auto-generate Receipt Number: `=ROW() - 1`
- Insert Today's Date: `=TODAY()`
- Sum Donation Amounts: `=SUM(B2:B100)`

Authorized by:

[Signature & Date]