GalaBid

FREE DONATION RECEIPT KIT

Donation Receipt
Template Kit

Four ready-to-fill receipts for cash gifts, donated items, gala tickets and year-end summaries, plus emails and a receipt log.

CHECK · FILL · SEND · LOG



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START HERE

How this kit *works*

A clear, prompt receipt helps supporters with their taxes and tells them their gift arrived. Pick the right receipt, fill it in, send it.

Inside this kit

01 **What every receipt needs**
A checklist, and when the IRS rules apply

02 **Cash and in-kind receipts**
For money and for donated items

03 **Gala and auction receipt**
Shows what's deductible, with worked examples

04 **Year-end giving summary**
One record of a supporter's gifts for the year

05 **Emails and a receipt log**
Copy-ready emails and a log of every receipt

Before you start: the 60-second check

- ☐ Do we have our legal name, address and EIN to hand?
- ☐ Who issues receipts, and can they send them within 48 hours?
- ☐ Have we set fair market values for tickets and auction items?
- ☐ Do we know which gifts are $250 or more?
- ☐ Do we number receipts in order, with no gaps?
- ☐ Where will we keep copies?

Anything in **[square brackets]** or on a _____ line is yours to fill in.

THE ESSENTIALS

What every *receipt needs*

Tick each item before you send a receipt.

Every receipt

- ☐ Your organization's legal name
- ☐ Your EIN (not required by the IRS, but supporters and their accountants expect it)
- ☐ Supporter's name
- ☐ Date the gift was received
- ☐ Amount of a cash gift (cash, check, card or online)
- ☐ For non-cash gifts: a description of the item, **but not its value** (valuing it is the supporter's job)
- ☐ A statement of whether you gave anything in return
- ☐ If you did: a description and a good-faith estimate of its value
- ☐ Your signature or the name of the person issuing the receipt

GOOD PRACTICE

Send every receipt within 48 hours, and keep a copy.

A fast receipt is also your first thank-you. It tells supporters their gift arrived and was put to work.

WHEN THE RULES APPLY

Which receipt, *and when*

Match each gift to the right receipt. The IRS sets a few clear thresholds.

Situation	What the IRS expects	Use
A single gift of **$250 or more**	A written acknowledgment the supporter receives before filing their tax return	Receipt 1 or 2
A payment of **more than $75** that's partly a gift and partly for goods or services (a gala ticket, an auction item)	A written disclosure showing how much is deductible	Receipt 3
Recurring or multiple gifts over the year	A summary is fine, as long as each gift of $250+ is listed	Receipt 4
Gifts under $250	No written acknowledgment required, but a receipt is still good practice	Any receipt

This page summarizes common IRS acknowledgment rules for 501(c)(3) organizations (see IRS Publication 1771). It isn't tax advice. Check with your accountant for your situation.

RECEIPT 1

Cash gift *receipt*

For cash, check, card or online gifts.

[Logo]

[Organization legal name]
[Address] · EIN: **[00-0000000]** · **[Website]**

Donation Receipt

Receipt number	
Date received	
Received from	
Address	
Amount	$
Payment method	☐ Cash ☐ Check #____ ☐ Card ☐ Online
Gift designated to (optional)	

Thank you for your generous gift of $**[amount]** to **[organization name]**.

CHOOSE ONE

☐ No goods or services were provided in exchange for this contribution.

☐ In exchange for this contribution, you received **[description]**, with an estimated value of $**[amount]**. The deductible portion of your contribution is $**[amount]**.

[Organization name] is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Please keep this receipt for your tax records.

Signed: _____ **Name and title:** _____ **Date:** _____

RECEIPT 2

Non-cash *(in-kind) gift*

Use this for donated items, such as auction items, raffle prizes, food or supplies.

[Logo]

[Organization legal name]
[Address] · EIN: **[00-0000000]** · **[Website]**

In-Kind Donation Receipt

Receipt number	
Date received	
Received from (person or business)	
Address	
Description of item(s)	
Condition	☐ New ☐ Used
Quantity	

Thank you for donating **[description]** to **[organization name]**.

CHOOSE ONE

☐ No goods or services were provided in exchange for this contribution.

☐ In exchange for this contribution, you received **[description]**, with an estimated value of $**[amount]**.

Please note: we can't assign a value to donated items. For tax purposes, the value of your gift is for you to determine.

[Organization name] is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Signed: _____ **Date:** _____

RECEIPT 3

Gala tickets and *auction purchases*

Use this when a supporter pays more than $75 and receives something in return.

[Logo]

[Organization legal name]
[Address] · EIN: **[00-0000000]** · **[Website]**

Receipt for [Event name]

Receipt number	
Date	
Received from	
Item or ticket	
Amount paid	$ (A)
Estimated fair market value of goods or services received	$ (B)
Deductible amount (A minus B)	**$**

Thank you for supporting **[organization name]** at **[event name]**.

The amount of your contribution that is deductible for federal income tax purposes is limited to the amount paid in excess of the value of goods and services provided by **[organization name]**. In exchange for your payment of $**[A]**, you received **[ticket, meal, auction item]**, with an estimated value of $**[B]**.

Signed: _____ **Date:** _____

RECEIPT 3: WORKED EXAMPLES

How to work out *the deductible amount*

Deductible amount = amount paid minus the value of what the supporter received. Fill in your own values.

Payment	Paid (A)	Value received (B)	Deductible (A minus B)
Gala ticket including dinner	$150	$60 (dinner)	**$90**
Auction item won at above its value	$500	$350 (item value)	**$150**
Auction item won at or below its value	$200	$250	**$0**
Paddle raise gift (nothing received)	$1,000	$0	**$1,000**
Your example: _____	$	$	$

Tip: decide the fair market value of tickets and auction items before your fundraiser, and print it in your catalog, so receipts are quick to prepare.

RECEIPT 4 · YEAR-END GIVING SUMMARY

[Logo]

[Organization legal name]
[Address] · EIN: [00-0000000] · [Website]

[Year] Giving Summary

For [Supporter name]. Thank you for your support of [organization name] in [year]. Here's a record of your gifts.

Date	Description	Amount	Goods or services received (value)
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Total		**$**	**$**

Unless shown above, no goods or services were provided in exchange for these contributions.

[Organization name] is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Please keep this summary for your tax records.

Signed: _____ **Date:** _____

Send by: January 31, so supporters have it before they file.

RECEIPT EMAILS

Emails you *can copy*

Attach the receipt, swap in the **[bracketed]** details, and send within 48 hours.

CASH GIFT

Subject: Thank you, **[first name]**: your donation receipt

Hi **[first name]**,

Thank you for your gift of $**[amount]** to **[organization name]** on **[date]**. **[One sentence on what the gift will do.]**

Your receipt is attached. Please keep it for your tax records.

With thanks,
[Name and title]

IN-KIND GIFT

Subject: Thank you for donating **[item]**

Hi **[first name]**,

Thank you for donating **[item]** to **[organization name]**. It will **[how it will be used, for example: "be one of the highlights of our silent auction on [date]**"].

Your receipt is attached. Since the value of donated items is for you to determine, the receipt describes your gift without a value.

With thanks,
[Name]

GALA OR AUCTION

Subject: Your receipt from **[event name]**

Hi **[first name]**,

Thank you for joining us at **[event name]** and for supporting **[cause]**. Your receipt is attached, showing the amount you paid, the value of what you received and the deductible amount.

Thanks to supporters like you, we raised $**[total]** on the night.

With thanks,
[Name]

RECEIPT LOG

Keep a record of every receipt you issue.

Receipt #	Date issued	Supporter	Gift date	Amount or item	Type (cash / in-kind / event / summary)	Sent by (email / mail)

RECEIPT PROCESS

Set it up once, *send with confidence*

Tick these off before your next fundraiser, so every receipt goes out quickly and correctly.

Receipt process checklist

- ☐ One person is responsible for receipts
- ☐ Receipt numbers run in order, with no gaps
- ☐ Receipts go out within 48 hours of each gift
- ☐ Fair market values for tickets and auction items are set before the fundraiser
- ☐ Year-end summaries are sent by January 31
- ☐ Copies are stored for at least as long as your accountant advises

WHICH RECEIPT?

Match the gift to the receipt

Cash: Receipt 1. Items: Receipt 2. Tickets and auction wins: Receipt 3. A year of gifts: Receipt 4.

KEY DATES

48 hours and January 31

Every receipt within 48 hours of the gift. Year-end summaries by January 31.

TAKE IT ONLINE

Keep your records *in one place*

Run your auction, raffle, tickets and donations on GalaBid.

- ✓ **A record of every payment, ready for receipts and reports**
- ✓ **Payments go straight into your own Stripe account**
- ✓ **Help from real people by live chat, 7 days a week**
- ✓ **Zoom support calls and a Campaign Health Check**

See pricing for your region: galabid.com/pricing

GalaBid

Raise more, stress less.