

NGO DONATION RECEIPT - ADAPTATION GUIDE

Practical donor-record controls for Indian NGOs

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.

Minimum record

- Unique receipt number and date
- Donor name/identifier as required
- Amount, mode and transaction reference
- Purpose/restriction
- Authorised signatory
- Link to bank/cash records

80G/reporting caution

- A receipt does not itself create a tax deduction.
- Keep displayed 80G details current.
- Form 10BD/10BE reporting is separate from receipt issuance.
- Protect donor data.

Checks before final use

- Verify current Income-tax reporting requirements before tax-deduction wording.
- Check cash-donation and donor-identification rules.
- Reconcile receipts to books and bank records.

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