

Donation Record Sheet

Keep a clean record of what came in or went out, and of whether the thank-you was actually sent.

Donations received or given — who, what, when, and whether a receipt was issued.

WORKS FOR THE GIVER AND THE RECEIVER

Useful in both directions: a group recording what came in, and a person recording what went out. Whether a donation is claimable, and what evidence is needed, depends on where you are — record the receipt reference and ask locally.

Organisation or person			Purpose or appeal			Year	Sheet
Date	Donor or recipient	What was given	Cash value	Goods or time	Receipt no.	Acknowledged	Notes
Total this sheet			Records kept by			Date	