

Sample Church Contribution Statement

A model year-end giving statement for donors, plus a checklist of what every statement should include.

Use this page as a model for your year-end giving statements. Replace the bracketed text with your church's details.

Sample amounts are for illustration only.

[Church Name] [Street Address] [City, State ZIP] [Phone] • [Website]			Year-End Contribution Statement Tax year: [Year] Statement date: [Date]
[Donor Name] [Street Address] [City, State ZIP]			
Date	Fund	Method	Amount
01/05	General Fund	Check #1042	\$150.00
02/02	General Fund	Online	\$150.00
03/08	Missions	Cash (envelope)	\$50.00
04/06	General Fund	Online	\$150.00
06/14	Building Fund	Check #1088	\$300.00
...	...	...	...
12/21	Benevolence	Online	\$75.00
Total contributions for [Year]			[\$Total]
Thank you for your faithful generosity. No goods or services were provided in exchange for these contributions other than intangible religious benefits. [Church Name] is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Please keep this statement for your tax records.			
_____ [Name], Treasurer			

What Every Statement Should Include

Item
☐ Church's legal name (and address)
☐ Donor's name (and address)
☐ Date and amount of each cash gift (cash includes checks, card, and online gifts)
☐ A description (not a value) of any non-cash gifts — the donor determines the value
☐ A statement of whether any goods or services were provided in exchange; if so, a description and good-faith estimate of their value
☐ A note that only intangible religious benefits were received, where that applies
☐ The tax year covered and a clear total

The IRS requires a written acknowledgment for any single gift of \$250 or more, and the donor must have it by the time they file their return (or the filing due date, if earlier). A single year-end statement that includes the required language is the most common way churches meet this.

Tips for accurate statements

- **Record gifts under the right donor all year** — merge duplicate names (“Bob Smith” and “Robert Smith”) before year-end.
- **Update addresses** before you print or email.
- **Check designated funds** so each gift shows the fund the donor chose.
- **Keep donor details private.** Only the people who need giving records should see them.
- **Send by January 31** so donors have them before tax season.
- **Keep a copy** of every statement you send.

This is general information, not tax or legal advice. Requirements can change — confirm with IRS guidance or your tax professional.

Print every statement in one step

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Record gifts through the year and print or email all donor contribution statements at year-end with a click. Desktop and Online versions available.

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