

CUSTOMISATION OF TALLY PRIME FOR CHARITABLE TRUSTS AND NGO'S IN INDIA

Customisation Developed & Manual Prepared By:



CA. Nirmal Ghorawat
C/o N GHORAWAT & CO
CHARTERED ACCOUNTANTS

B-515, SNS Atria, Maharana Pratap Road,

Vesu, Surat – 395 007 Gujarat India

www.canirmalg.com | nirmal.ghorawat@hotmail.com | +91-99789-18369

Intended For Private Circulation Only

Note:

Version: Nirmal Ghorawat / Donation Receipt and Form 10BD for Charitable Trust / 1.4 / April-2024

Tally, TallyDeveloper, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, etc are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

USER MANUAL – TRUST MODULE TDL v. 1.4 (APRIL, 2024)

Introduction

1. NGO's may be formed or incorporated either as Charitable Trusts, Registered Societies or Section 8 Not for Profit Companies.
2. Maintenance of Books of Accounts and Documents is mandated in respect of such NGO's under:-
 - a. The State Laws under which the NGO is formed, such as The Bombay Public Trusts Act, 1950 or the Gujarat Public Trusts Act, 1950, etc.
 - b. The Societies Registration Act, 1860.
 - c. The Companies Act, 2013.
 - d. The Income Tax Act, 1961.
 - e. The Foreign Contribution Regulation Act, 2010.
3. Charities have unique and peculiar accounting requirements and as such Accounting Packages are not readily available that will meet their Accounting and Reporting requirements.
4. In the recent times, accounting, and compliance requirements on Charities and NGO's has increased manifold.
5. **This Add-on enables the User to:**
 - a. **Enter Statutory Credentials of NGO such as 80G No & Date, 12A No & Date, FCRA, CSR, State or Charity Commissioner Reg No in [PAN/CIN Details]**
 - b. **Create Voucher Type for Donation Receipt in TallyPrime along with**
 - i. **Option for A4 Portrait / A5 Landscape size Printed Donation Receipt**
 - ii. **Bank Details for Donation and also**
 - iii. **separate Bank Details for Foreign Contributions (if any).**
 - c. **Create / Alter Donor Master including Excel Import / Excel Export.**
 - d. **Capture Details of Anonymous Donations and / or Identifiable Donor (without Creating Ledger for Each Donor) during preparation of Donation Receipt.**
 - e. **Prepare / Print – Donation Receipt (A4 / A5 as set for Voucher Type) with Statutory Credentials and Bank Account Details of NGO; Details of Donor and the Particulars of Receipt of such Donation.**
 - f. **Register of all Donations Received by the NGO.**
 - i. **“Enter” to Display / Alter Voucher**
 - ii. **Print Donation Receipt from Donation Receipts Register**
 - g. **Details in Part B of Form 10BD – can also be exported to MS-Excel Format for filing with the Income Tax Department, Government of India.**
 - h. **Reporting of Details in Audit Report – Form 10B / Form 10BB**
 - i. **Summary of Voluntary Contributions – Total, Corpus, Anonymous and Required to be Applied;**
 - ii. **Donor Wise Donation For the purpose of Reporting above Rs. 50,000/- from same Donor (ID Code No wise, in our report).**

Detailed User Guide ::

1. Load Trust Module : ADD ON

F1: HELP → O (TDLs & AddOns) → F4

TDL Configuration

Load selected TDL files on startup :

TDL Path	File Name	Load TDL
E:\TDL-DEVELOPMENT\PRODUCTION MODULE\INGO TRUST MODULE 1.4	1-CHARITABLE TRUST MODULE 1.4 08.04.2024.txt	Yes

2. ENABLE Trust Module : ADD ON

F1: HELP → O (TDLs & AddOns) → F6

Add-On Features

Enable Trust Module ?

Enable ITD Pre-Acknowledgement No for Donations?

Enable Signature Print in Donation Receipt?

3. ENABLE Signature Print in Donation Receipt

If Enable Signature Print in Donation Receipt : Yes

Specify File Path of Company Seal with Signature

For Company Seal With Signature

File Name (with Full File Path) of Signature :

- Formats supported are BMP and JPEG.

4. **Statutory Credentials of NGO.**

This Add on captures the following statutory credentials:-

Income Tax Numbers such as PAN / IT Registration u/s 12A URN and Date / IT Registration u/s 80G etc URN and Date, State Registration No, FCRA Registration No and MCA registration Nos such as CSR Registration and MCA Corporate Identity No. (CIN)

Navigation → F11 (FEATURES) → CTRL + I (MORE DETAILS) → PAN / CIN DETAILS – ENTER <--|

PAN/CIN Details	
Income Tax Numbers	
PAN/Income tax no.	:
IT u/s 12A Unique Reg No	:
IT u/s 12A Unique Reg No Date	:
IT Deduction u/s 80G Unique Reg No	:
IT Deduction u/s 80G Unique Reg No Date	:
State Registration Numbers	
Trust / Society Registration No	:
FCRA Registration No	:
MCA Registration Numbers	
CSR Registration No	:
Corporate Identity No. (CIN)	: <input type="text"/>

Note: If a Charity is registered u/s 12A but not registered u/s 80G (ie 80G Field is left Blank),

- i. the Donor Details part of Donation Receipt will not include any statement purporting to be eligible for deduction under Income Tax Act, 1961.
- ii. Form 10BD will be disabled in “Display More Reports”

5. Create Voucher Type for Donation Receipt

Navigation → Gateway of Tally→Create or Alter-->Voucher Type– ENTER <--|

Options (Highlighted in Blue)

Enable as Donation Receipt? --> Set as **Yes**

Donation Receipt (Print Style) --> Select from Dropdown (A4 Portrait / A5 Landscape)

Bank (Domestic Donation) --> Select from Dropdown

Bank (Foreign Contribution) --> Select from Dropdown

TallyPrime SILVER MANAGE
 K: Company Y: Data Z: Exchange G: Go To
Voucher Type Alteration BHARAT CHARITY NGO
 Name : Donation Receipt
 (alias) :

General	Printing	Name of Class
Select type of voucher : Receipt	Print voucher after saving : No	
Abbreviation : DonRcpt	Print formal receipt after saving : No	
Activate this Voucher Type : Yes		
Method of Voucher Numbering : Automatic		
Numbering behaviour on insertion/deletion : Retain Original Voucher No.		
Set/Alter additional numbering details : No		
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour : Yes		
Use effective dates for vouchers : No	Enable as Donation Receipt? : Yes	
Allow zero-valued transactions : No	Donation Receipt (Print Style) : A4 Portrait	
Make this voucher type as 'Optional' by default: No	Bank (Domestic Donation) : Kotak Bank	
Allow narration in voucher : Yes	Bank (Foreign Contribution) : SBI	
Provide narrations for each ledger in voucher : No		
Enable default accounting allocations : No		
WhatsApp voucher after saving : No		

List of Bank Ledgers as entered in Tally will be made available for selection:

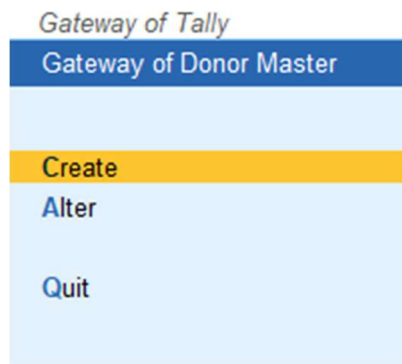
List of Banks

- ◆ Not Applicable
- Bank of Baroda
- State Bank of India

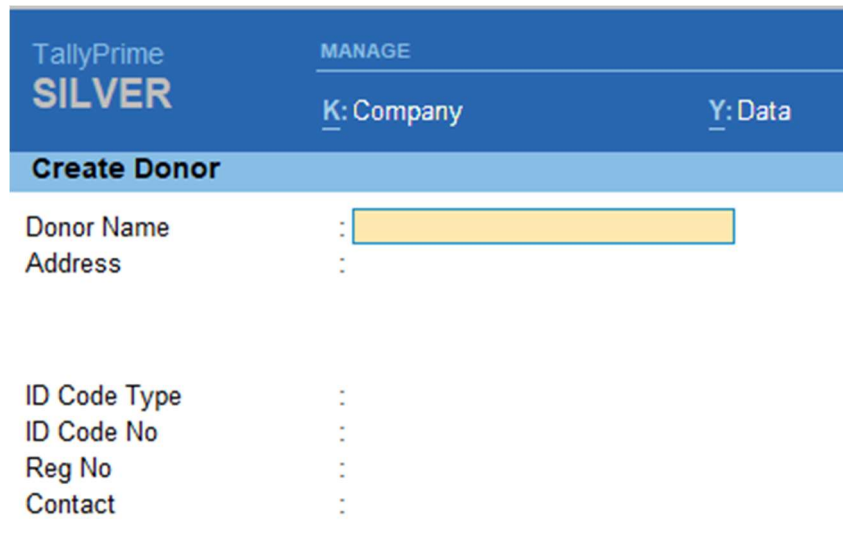
USER MANUAL – TRUST MODULE TDL v. 1.4 (APRIL, 2024)

6. DONOR MASTER

Navigation → Gateway of Tally→ “O” DONOR MASTER



CREATE DONOR



ALTER DONOR

Donor Name	Donor Address	Donor ID Type Code	Donor ID Type Code	Donor Reg No	Donor Contact
aamir khan	surat	Permanent Account Number	abcde9836a		987654321
amitabh bachhan	surat	Aadhaar Number	123453589012		87654321
NIRMAL PRASAN GHORAWAT SURAT		Aadhaar Number	821377461837		NIRMALGHORAWAT@GMAIL.COM

EXCEL IMPORT / EXCEL EXPORT

FILE PATH IS DISPLAYED

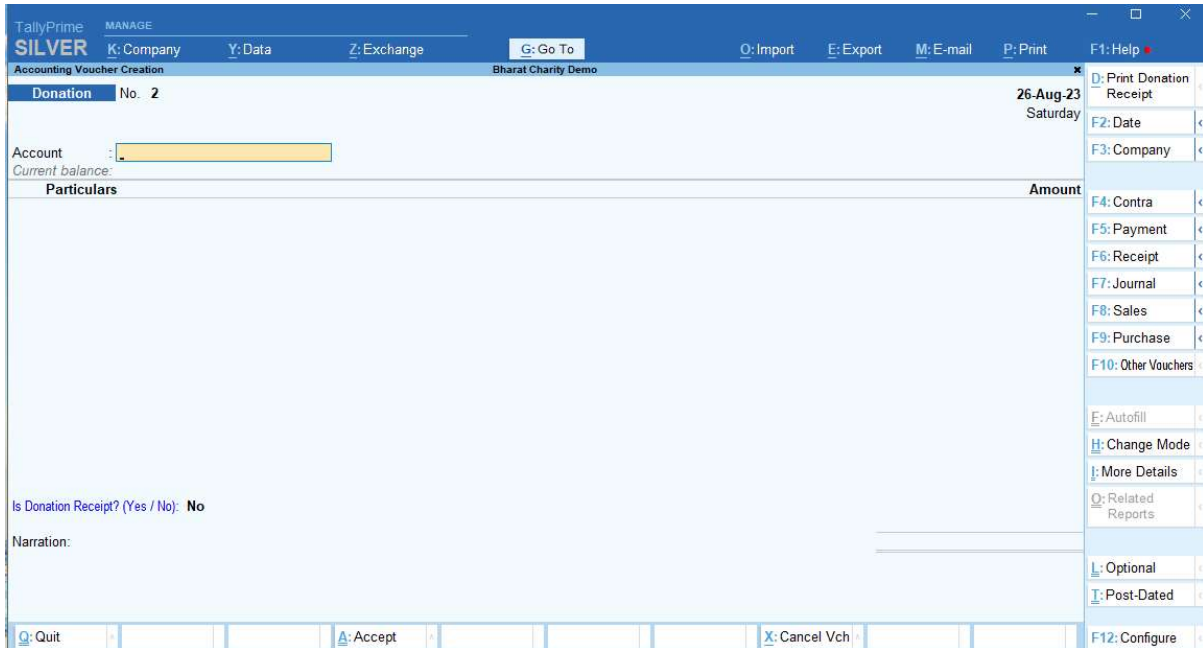
Export File Path is C:\Program Files\TallyPrime (1)\Export\DonorMaster.xlsx
Import File Path is D:\DONORMASTERTEMPLATE.xlsx

EXCEL IMPORT TEMPLATE FOR DONOR MASTER IS PROVIDED BY US.

7. RECEIPT VOUCHER ENTRY

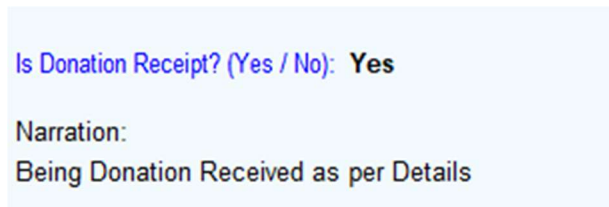
Navigation →

Gateway of Tally→ “V” VOUCHER → F6 (RECEIPT VOUCHER)

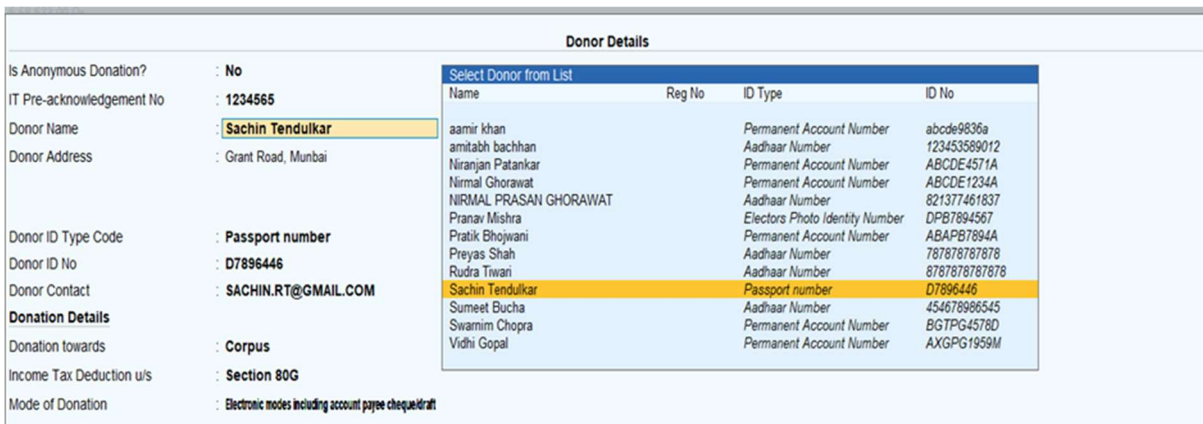


If you want to enter details as Donation Receipt then:-

Is Donation Receipt? --> Set as Yes



NEW FORM WILL POPUP FOR DETAILS OF DONOR AND DONATION



Donor Name, Donor Address, Donor ID Type, Donor ID Code No are fetched from Donor Master.

Various Dropdown Lists have been provided to capture correct data and faster data entry.

Donation Details		Select Donation Type from List
Donation towards :	<input type="text" value="Others"/>	Corpus
Income Tax Deduction u/s:		Others
Mode of Donation :	Cash	Specific Grants

Donation Details		Select Eligible Section for Deduction from List
Donation towards :	Corpus	Section 35(1)(ii)
Income Tax Deduction u/s:	<input type="text"/>	Section 35(1)(iia)
Mode of Donation :	Cash	Section 35(1)(iii)
		Section 80G

		Select Mode of Donation from List
Donation towards :	Corpus	Cash
Income Tax Deduction u/s:	Section 80G	Electronic modes including account payee cheque/draft
Mode of Donation :	<input type="text" value="Cash"/>	Kind
		Others

In case of Anonymous Donation (where Name and Address of Donor is not available with NGO) is selected as Yes; the relevant details will be Hidden / Inactivated.

Is Anonymous Donation?	: Yes
Donor Name	: <input type="text" value="Rudra Tiwari"/>
Donor Address	: surat
Donation Details	
Donation towards	: Corpus
Mode of Donation	: Electronic modes including account payee cheque/draft

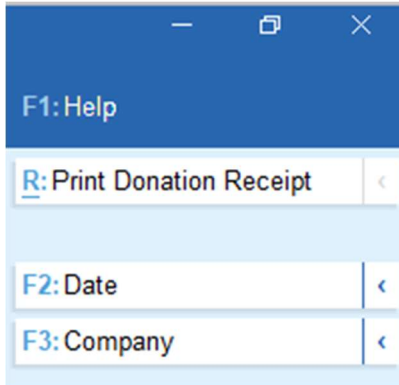
Note: Anonymous donation means any voluntary contribution where a person who is receiving such contribution does not maintain any record towards the identity having a name, address, etc

8. PRINT AS DONATION RECEIPT



Navigation →

VOUCHER SCREEN → ALT + R



CLICK BUTTON ON TOP RIGHT CORNER (R : PRINT DONATION RECEIPT)



SAMPLE SECTION OF DONATION RECEIPT IN A5 LANDSCAPE CASE OF 80G AND 12A REGISTERED NGO (INCOME TAX DEDUCTION TO DONOR)

BHARAT CHARITY NGO																
 <p>BHARAT CHARITY (Registered Public Charitable Trust) Ajanta Shopping Centre, Ring Road, Surat State Name : Gujarat, Code : 24 CIN: U85511GJ2023NPL207207 Contact : 99789-18369 E-Mail : charity@bharat.org www.bharat.org</p>																
DONATION RECEIPT																
Receipt No	: <u>1</u> Pre-Ack No : _____ Dated : <u>12-Apr-23</u>															
RECEIVED with thanks from:	<u>Rudra Tiwari</u> bearing ID No and Type: <u>8787878787878</u> (Aadhaar Number)															
Address	: <u>surat</u>															
the sum of ₹	: <u>5,100.00 (INR Five Thousand One Hundred Only.)</u>															
towards	: <u>Corpus</u>															
by mode of	: <u>Electronic modes including account payee cheque/draft</u> <u>NEFT # 124567 of State Bank of India (India) dated 12-Apr-23 for ₹5,100.00</u>															
eligible for deduction under section :	<u>Section 80G of the Income Tax Act, 1961.</u>															
Our Income Tax Unique Registration No u/s 80G(5) & date :	<u>AABTB7845JE20231 1-Apr-23</u>															
Terms & Conditions																
1. Cheque or DD is subject to realisation.																
2. This Receipt is exempt from levy of StampDuty vide Exemption (b) of Article 53 in Schedule 1 of 'The Indian Stamp Act, 1899'.																
For BHARAT CHARITY  TRUSTEE / AUTHORISED SIGNATORY																
<table border="1"> <tr> <td>Reg#: GUJ/SUR/2023/471</td> <td>IT PAN#: AABTB7845J</td> <td>ITURN 12A: AABTB7845JE20231 dt: 1-Apr-23</td> <td>FCRA Reg#: 45657891</td> <td>CSR Reg#: 987654321</td> </tr> <tr> <td>Bank Details</td> <td>Bank: Kotak Bank</td> <td>Branch: Surat</td> <td>A/c No: 9876541234</td> <td>IFSC: KKBK0002881</td> </tr> <tr> <td>Bank Details (Foreign Contribution)</td> <td>Bank: SBI</td> <td>Branch: Surat</td> <td>A/c No: 123456789</td> <td>SWIFT: SBISWIFT46</td> </tr> </table>		Reg#: GUJ/SUR/2023/471	IT PAN#: AABTB7845J	ITURN 12A: AABTB7845JE20231 dt: 1-Apr-23	FCRA Reg#: 45657891	CSR Reg#: 987654321	Bank Details	Bank: Kotak Bank	Branch: Surat	A/c No: 9876541234	IFSC: KKBK0002881	Bank Details (Foreign Contribution)	Bank: SBI	Branch: Surat	A/c No: 123456789	SWIFT: SBISWIFT46
Reg#: GUJ/SUR/2023/471	IT PAN#: AABTB7845J	ITURN 12A: AABTB7845JE20231 dt: 1-Apr-23	FCRA Reg#: 45657891	CSR Reg#: 987654321												
Bank Details	Bank: Kotak Bank	Branch: Surat	A/c No: 9876541234	IFSC: KKBK0002881												
Bank Details (Foreign Contribution)	Bank: SBI	Branch: Surat	A/c No: 123456789	SWIFT: SBISWIFT46												

A4 PORTRAIT DONATION RECEIPT WITH LOGO / LETTERHEAD / DONATION DETAILS / TERMS AND CONDITIONS / CREDENTIALS / AUTHORISED SIGNATORY AND BANK DETAILS

BHARAT CHARITY NGO						
 <div style="text-align: center;"> <p>BHARAT CHARITY (Registered Public Charitable Trust) Ajanta Shopping Centre, Ring Road, Surat State Name : Gujarat, Code : 24 CIN : U85511GJ2023NPL207207 Contact : 99789-18369 E-Mail : charity@bharat.org www.bharat.org</p> </div>						
DONATION RECEIPT						
Receipt No	: 1	Pre-Ack No	:	Dated	:	1-Apr-23
RECEIVED with thanks from:	Nirmal Ghorawat					
Address	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat					
Contact	99789-18369					
bearing ID No and Type:	ABCDE1234A (Permanent Account Number)					
the sum of ₹	5,100.00					
in words	INR Five Thousand One Hundred Only.					
towards	Corpus					
by mode of	Electronic modes including account payee cheque/draft Cheque/DD No. 456788 of BANK OF BARODA dated 1-Apr-23 for ₹5,100.00					
Note	Being Donation Received as per Details					
eligible for deduction under section:	Section 80G of the Income Tax Act, 1961.					
Our Income Tax Unique Registration No u/s 80G(5) & date :	AABTB7845JE20231 1-Apr-23					
Terms & Conditions						For BHARAT CHARITY  TRUSTEE / AUTHORISED SIGNATORY
1. Cheque or DD is subject to realisation. 2. This Receipt is exempt from levy of Stamp Duty vide Exemption (b) of Article 53 in Schedule 1 of 'The Indian Stamp Act, 1899'.						
Our Credentials						
State Registration: GUJ/SUR/2023/471						
Income Tax PAN: AABTB7845J						
IT URN u/s 12A: AABTB7845JF20231 dated 1-Apr-23						
FCRA Reg No: 45657891						
CSR Reg No : 987654321						
Bank Details						
Bank Name : Kotak Bank						
A/c No. : 9876541234						
Branch & IFS Code: Surat & KKBK0002881						
Bank Details (Foreign Contribution)						
Bank Name : SBI						
A/c No. : 123456789						
Branch & SWIFT Code: Surat & SBISWIFT46						
<p><i>This is a Computer Generated Receipt</i> Thank You for the Contribution</p>						
PgUp	PgDn	PgRight »	PgLeft «	Home	End	Zoom
Page: 1 of 1		In Inches	Print	Mail	Esc	

SAMPLE SECTION OF DONATION RECEIPT IN CASE OF 12A REGISTERED NGO (NO INCOME TAX DEDUCTION TO DONOR)

DONATION RECEIPT

Receipt No : 1 Dated: 26-Aug-23
 RECEIVED with thanks from: RAJEEV JAIN
 Address : 1, VASANT VIHAR, NEW DELHI
 bearing ID No and Type: 123456789987 (Aadhaar Number)
 the sum of ₹ : 540.00
 in words : (Indian Rupees Five Hundred Forty Only.)
 towards : Corpus
 by mode of : Electronic modes including account payee cheque /draft
Cheque/DD No. 123456 of State Bank of India (India) dated 1-Apr-23 for ₹ 540.00

9. REGISTER OF ALL DONATION RECEIPTS

Navigation →

GATEWAY OF TALLY → DISPLAY MORE REPORTS → ACCOUNT BOOKS --> DONATION RECEIPTS

OR

GATEWAY OF TALLY MENU → D + A + N KEYSTROKES

SUMMARY OF DONATIONS (CORRESPONDING TO AUDIT REPORT IN FORM 10B / 10BB)

Total Voluntary Contribution	:	10,060.00
Of which Towards Corpus	:	5,000.00
Of which Anonymous Donation	:	500.00
Voluntary contributions required to be APPLIED	:	4,560.00

DONATION RECEIPTS REGISTER

Date	Vch Type	Vch No	Donor Name	Address	ID Type	ID No	Mode	Towards	Amount
26-Aug-23	Receipt	2	Sagar Jain	Paltan Bazaar, A T Road, Guwahati 781001 Assam	Aadhaar Number	123456789123	Electronic modes	u/s Section 80G towards Corpus	5,000.00
26-Aug-23	Domestic Receipt	1	Anonymous	N/A	N/A	N/A	Cash	N/A	500.00
26-Aug-23	Foreign Receipt	1	RAJEEV JAIN	1, VASANT VIHAR, NEW DELHI	Aadhaar Number	123456789987	Electronic modes	u/s Section 80G towards Specific Grants	4,560.00

ANONYMOUS DONATIONS are highlighted in RED COLOR.

SCROLL / PRESS ENTER KEY TO GO TO SELECTED VOUCHER → ALTER / DISPLAY or ALT+R to PRINT DONATION RECEIPT

USER MANUAL – TRUST MODULE TDL v. 1.4 (APRIL, 2024)

10. FORM 10BD

Navigation →

GATEWAY OF TALLY → DISPLAY MORE REPORTS → FORM 10BD
(UNDER HEAD STATUTORY)

OR

GATEWAY OF TALLY MENU → D + B KEYSTROKES

Form 10BD - Part B - Details of the Donors and Donations											
Bharat Charity Demo											
Sl. No.	Pre Acknowledgement Number	ID Code	Unique Identification Number	Section Code	Unique Registration Number (URN)	Date of Issuance of Unique Registration Number	Name of donor	Address of Donor	Donation Type	Mode of receipt	Amount of donation (Indian rupees)
1		Aadhaar Number	123456789123	Section 80G	ABCDE1234AG45-612	1-4-2022	Sagar Jain	Paltan Bazaar, AT Road, Guwahati 781001 Assam	Corpus	Electronic modes including account payee cheque/draft	5,000.00
2		Aadhaar Number	123456789987	Section 80G	ABCDE1234AG45-612	1-4-2022	RAJEEV JAIN	1, VASANT VIHAR, NEW DELHI	Specific Grants	Electronic modes including account payee cheque/draft	4,560.00

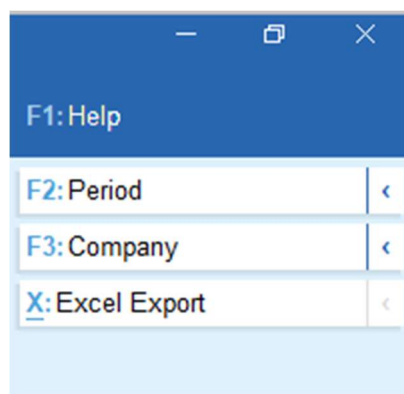
Note: Anonymous donation means any voluntary contribution where a person who is receiving such contribution does not maintain any record towards the identity having a name, address, etc
2. Donation marked Anonymous during Receipt Creation are NOT INCLUDED in FORM 10BD

DONATIONS MARKED ANONYMOUS DURING DONATION RECEIPT CREATION ARE NOT INCLUDE IN FORM 10BD

TO EXPORT TO EXCEL

Navigation →

ALT+ X



USER MANUAL – TRUST MODULE TDL v. 1.4 (APRIL, 2024)

11. DONOR WISE AGGREGATE DONATIONS

Navigation →

GATEWAY OF TALLY → DISPLAY MORE REPORTS → DONATIONS BY DONOR (UNDER HEAD STATUTORY)

OR

GATEWAY OF TALLY MENU → D + Y KEYSTROKES

List of Donations By Donor		BHARAT CHARITY NGO			X
Serial No	Name	Address	ID Code Type	ID Code No	Amount
1	Pratik Bhojwani	Jaipur	Permanent Account Number	ABAPB7894A	67,340.00
3	Preyas Shah	ahmedabad	Aadhaar Number	787878787878	20,000.00
4	Vidhi Gopal	Surat	Permanent Account Number	AXGPG1959M	17,111.00
5	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account Number	ABCDE1234A	16,100.00
6	Sachin Tendulkar	Grant Road, Mumbai	Passport number	D7896446	15,421.00
7	Swati Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account Number	ABCDE2345B	14,800.00
8	Pranav Mishra	Mumbai	Electors Photo Identity Number	DPB7894567	5,500.00

This Report can be used to prepare Details of Donors who have contributed more than Rs. 50,000/- in a Financial Year to be submitted in Audit Report (Form 10B/ Form 10BB).

Note: We use ID Code No to aggregate the Donations Donor Wise.

System Limitation : Use of Different ID Types by Donor