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

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Intended For Private Circulation Only

Note:

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

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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).

L.	Load Trust Mo	dule : ADD ON			
	F1: HELP→	O (TDLs & AddOns)	→ F4		
TDL	Configuration				
Loa	ad selected TDL files	s on startup			
TD	L Path			File Name	Load TDL
E:17	TDL-DEVELOPMENT\F	PRODUCTION MODULEINGO TR	UST MODULE 1.	4 1-CHARITABLE TRUST MODUL	E 1.4 08.04.2024.txt Yes
2.	ENABLE Trust I	Module : ADD ON			
	F1: HELP →	O (TDLs & AddOns)	→ F6		
	Add-On Fea	atures			
	Enable II D Pre Enable Signa	Acknowledgement No for Dor ature Print in Donation Re	ations? No eceipt? Yes	5	
3.	ENABLE Signat	ture Print in Donation Rec	eipt		
3.	ENABLE Signat	ture Print in Donation Rec ature Print in Donation Re	eipt ceipt : Yes		
3.	ENABLE Signat If Enable Signa Specify File Pat	ture Print in Donation Rec ature Print in Donation Re th of Company Seal with S	eipt ceipt : Yes Signature		
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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/CI	N Details
Income Tax Numbers	
PAN/Income tax no.	2
IT u/s 12A Unique Reg No	1
IT u/s 12A Unique Reg No Date	1
IT Deduction u/s 80G Unique Reg No	0.0
IT Deduction u/s 80G Unique Reg No Date	e :
State Registration Numbers	
Trust / Society Registration No	1
FCRA Registration No	1
MCA Registration Numbers	
CSR Registration No	Ser
Corporate Identity No. (CIN)	

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 \rightarrow 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

		MANAGE			
SILVE	R	K: Company	Y: Data	Z: Exchange	<u>G</u> : Go To
Voucher Type Alteration					BHARAT CHARITY NGO
Name : Donation Receipt					
(alias)	:				

General		P	rinting		Name of Class
Select type of voucher Abbreviation Activate this Voucher Type Method of Voucher Numbering	: Receipt : DonRcpt : Yes	Print voucher after saving Print formal receipt after saving	: No		
Numbering behaviour on insertion/deletion Set/Alter additional numbering details Show unused vch nos. in transactions for Retain Original Voucher No. behaviour	: Retain Original Voucher No. : No : Yes	Factor a Decision Decision	. Yes	Select Print	Style from List
Use effective dates for vouchers Allow zero-valued transactions Make this voucher type as 'Optional' by default Allow narration in voucher Provide narrations for each ledger in voucher	No No No Yes No	Enable as Donation Receipt? Donation Receipt (Print Style) Bank (Domestic Donation) Bank (Foreign Contribution)	: Yes : <mark>A4 Portrait</mark> : Kotak Bank : SBI	A4 Portrait A5 Landscap	e
Enable default accounting allocations WhatsApp voucher after saving	: No : 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

DONOR MASTER						
Navigation $ ightarrow$	Gatev	vay of Tally–> "O	DONOR MASTE	3		
Gateway of Ta	allv					
Gateway of D	onor Master					
Create						
Alter						
Quit						
CREATE DONOR						
TallyPrime	MA	NAGE				
SILVER	<u></u> к.	Company		(·Data		
Create Dong	or 🗠	oompuny	-			
Donor Name	:					
Address	:			-		
ID Code Type	:					
ID Code No Reg No						
Contact						
				I		
ALLEN DONON						
MANAGE K: Company Y: Data	Z: Exchange		<u>O</u> : Import	E:Export M:Share	P:Print	- o × F1:Help
Donor Address surat	Donor ID Type Code Permanent Account Number	Donor ID Type Code Donor Reg I abcde9836a	No Donor Contact 987654321			Excel Export
u surat SHORAWAT SURAT	Aadhaar Number Aadhaar Number	123453589012 821377461837	876954321 NIRMAL.GHORAWAT@GMAIL.COM			
EXCEL IMPORT / E	EXCEL EXPORT					
FILE PATH IS DISPI	AYED					

Import File Path is D:\DONORMASTERTEMPLATE.xlsx

EXCEL IMPORT TEMPLATE FOR DONOR MASTER IS PROVIDED BY US.

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

7. **RECEIPT VOUCHER ENTRY**

Ν	av	iga	ati	or	ı -	>
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Gateway of Tally-> "V" VOUCHER -> F6 (RECEIPT VOUCHER)

TallyPrime	MANAGE								- •	
SILVER	K: Company	Y: Data	Z: Exchange	G: Go To	O: Import	E: Export	M: E-mail	P: Print	F1: Help 🖌	
Accounting Vo Donation	ucher Creation			Bharat Charity Demo				× 26-Aug-23	D: Print Donatio Receipt	'n
1								Saturday	F2: Date	1
Account	:								F3: Company	ŀ
Current balar Particu	ice: Ilars							Amount	Ed. Casta	1
									F4: Contra	-
									Fo: Payment	-
									F6: Receipt	-
									F7: Journal	-
									F8: Sales	-
									F9: Purchase	1
									F10: Other Vouche	ers
									E: Autofill	
									H: Change Mod	le
									I: More Details	
Is Donation Re	ceipt? (Yes / No): No	0							<u></u> Reports	
Narration:										
									L: Optional	
									T:Post-Dated	
Q: Quit		11	A: Accept		X: Can	cel Vch			F12: Configure	

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

Is Donation Receipt? ---> Set as Yes

Is Donation Receipt? (Yes / No): Yes

Narration: Being Donation Received as per Details

NEW FORM WILL POPUP FOR DETAILS OF DONOR AND DONATION

		Dana Data			
		Donor Detai	IS		
Is Anonymous Donation?	: No	Select Donor from List			
IT Pre-acknowledgement No	1234565	Name	Reg No	ID Type	ID No
Donor Name	Sachin Tendulkar	aamir khan		Permanent Account Number	abcde9836a
Donor Address	: Grant Road, Munbai	amitabh bachhan Niranjan Patankar Nirmal Ghorawat NIRMAL PRASAN GHORAWAT Pranav Mishra		Aadhaar Number Permanent Account Number Permanent Account Number Aadhaar Number Electors Photo Identity Number	123453589012 ABCDE4571A ABCDE1234A 821377461837 DPB7894567
Donor ID Type Code	Passport number	Pratik Bhojwani		Permanent Account Number	ABAPB7894A
Donor ID No	D7896446	Preyas Shah Rudra Tiwari		Aadhaar Number Aadhaar Number	78787878787878 878787878787878
Donor Contact	SACHIN.RT@GMAIL.COM	Sachin Tendulkar		Passport number	D7896446
Donation Details		Sumeet Bucha Swarnim Chopra		Aadhaar Number Permanent Account Number	454678986545 BGTPG4578D
Donation towards	Corpus	Vidhi Gopal		Permanent Account Number	AXGPG1959M
Income Tax Deduction u/s	Section 80G				
Mode of Donation	Electronic modes including account paree cheque	kiraft			

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 : Others	Corpus
Income Tay Deduction was	Others
income tax Deduction u/s.	Specific Grants
Mode of Donation : Cash	

Donation Details

Donation towards : Corpus	Select Eligible Section for Deduction from List
Income Tax Deduction u/s:	Section 35(1)(ii)
Mode of Donation : Cash	Section 35(1)(iia) Section 35(1)(iii)
	Section 80G

Donation towards : Corpus Income Tax Deduction u/s: Section 80G	Select Mode of Donation from List
Mode of Donation Cash	Cash
	Electronic modes including account payee cheque/draft 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	: Rudra Tiwari
Donor Address	: surat
Denstion Details	
Donation Details	
Donation towards	Corpus
Mode of Donation	: Electronic modes including account payee cheque/draft
Note: Anonymous donation means any voluntary con having a name, address, etc	tribution where a person who is receiving such contribution does not maintain any record towards

8. PRINT AS DONATION RECEIPT

Navigation → VOUCHER SCREEN -> ALT + R

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

	-	٥	×
F1: Help			
R: Print Dor	ation	Receipt	×
F2: Date			¢
F3: Compar	iy		•

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

			BHARAT CHAR	ITY NGO				
	5 6	7 8 	9 10	11 12	13 14 15 16	-17 1	18 19 20	
			BHAF	RAT CHA	RITY			
्भाठत विद्याता	(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							
		DON	ATION	RECEIPT	-			
Receipt No :	1	Pre-Ack N	lo :		1	Dated :	12-Apr-23	
RECEIVED with thanks from	Rudra Tiwari		-	bearing ID No an	d Type: 878787878787878	(Aadh	aar Number)	
Address	surat				,por. <u></u>	(, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
the sum of ₹	5 100 00 (INR F	ive Thousar	d One Hu	ndred Only)				
towards		ive meddal		indica citig.)				
by mode of	: Electronic mode	s including	accounting	vee cheque/	Iraft			
by mode of	NEET # 124567	of State Ba	nk of India	(India) dated	12_Apr-23 for ₹5 100	00		
E. M. C. J. J. K. and S. C. S.	NLI 1 # 124307	Of State Da			12-Api-23 101 X3,100.	00		
eligible for deduction under section	Section 80G of	ine income	Tax Act, 19					
Terms & Conditions	is subject to re	alisation.	<u>576433220</u>	<u></u>				
2 This Receipt is ex	cempt from levy	of StampD	utv vide E	xemption (b)		For BHARAT	CHARITY	
of Article 53 in Sc	hedule 1 of 'T	ne Indian	Stamp A	ct, 1899'.		Ní	rmal Ghorawat	
						TRUSTEE / A	UTHORISED SIGNATORY	
Reg#: GUJ/SUR/2	023/471 IT PAN#: A	ABTB7845J	ITURN 12A: AABTE	37845JF20231 dt:1-Apr-23	FCRA Reg#: 45657891	CSR Re	g#: 987654321	
Bank Details	Bank:Kota	k Bank	Branch:Su	irat	A/c No:9876541234	IFSC:KK	BK0002881	
Bank Details (Foreign Co	ontribution) Bank:SBI		Branch:Su	Irat	A/c No:123456789	SWIFT:S	SBISWIFT46	

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

		BHAR	AT CHARITY	NGO		
	0 1 2 3 4	5 6 7 8	9 10 11	12 13 14 15	5 16 17 1	8 19 20
0 1 2 3	्रिमाळूत विधाता	() Ajan	BHARAT (Registered Public ta Shopping Cent State Name : Gu CIN: U85511GJ2 Contact : 99 E-Mail : charity	CHARITY Charitable Trust) re, Ring Road, Surat jarat, Code : 24 023NPL207207 789-18389 @bharat.org		
4 -		DO				
5 6 7 8 9 10 11 12 13	Receipt No RECEIVED with thanks from Address Contact bearing ID No and Type the sum of ₹ in words towards by mode of Note eligble for deduction under section Our Income Tax Unique Reg	1 Pre-Administration Nirmal Ghorawat : Late Prasan Ghorawat B : 99789-18369 a: ABCDE1234A (Perman : 5,100.00 : INR Five Thousand One : Corpus : Electronic modes includir Cheque/DD No. 456788 : Being Donation Received : Section 80G of the Incom gistration No uls 80G(5) & date : AA	k No :	cheque/draft ODA dated 1-Apr-23 f	Dated :	<u>1-Apr-23</u>
14	<u>Terms & Conditions</u> 1. Cheque or DD 2. This Receipt is e of Article 53 in S) is subject to realisatio exempt from levy of Stam chedule 1 of 'The India	n. pDuty vide Exem an Stamp Act, 1	ption (b) 899'.	For BHARAT C Nún Trustee / Au	HARITY Kol Ghongwat Thorised Signatory
18 19 20 21	Our Credentials State Registration: G Income Tax PAN: A IT URN u/s 12A: A FCRA Reg No: 4 CSR Reg No : 9 Bank Details Bank Name : K	i UJ/SUR/2023/471 (ABTB7845J (ABTB7845JF20231 dated) (5657891 (87654321) (otak Bank) (276541224	1-Apr-23			
23 -	Branch & IFS Code: S Bank Details (Fr Bank Name : S A/c No. : 1	876541234 Surat & KKBK0002881 <u>preign Contribution)</u> SBI 123456789				
25 26 27	Brandh & SWIFT Code: S	Surat & SBISWIFT46				
28		This is a C Thank	omputer Gen You for the C	erated Receipt ontribution		
Pa	PgUp PgDi ge: 1 of 1	n PgRight » In Inches	PgLeft « Print	Home Mail	End Esc	Zoom

10 | P a g e

USER MANUAL - TRUST MODULE TDL v. 1.4 (APRIL, 2024) 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 : 1, VASANT VIHAR, NEW DELHI Address 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 540.00 1-Apr-23 for ₹ 9. **REGISTER OF ALL DONATION RECEIPTS** Navigation \rightarrow 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 4,560.00 Voluntary contributions required to be APPLIED DONATION RECEIPTS REGISTER Vch Type Vch No Address ID No Mode Date Donor Name ID Type 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 \rightarrow ALTER / DISPLAY or ALT+R to PRINT DONATION RECEIPT

	USER MANUAL – TRUST MODULE TDL v. 1.4 (APRIL, 2024)										
	10.	10. FORM 10BD									
Navigation → GATEWAY OF TALLY -> DISPLAY MORE REPORTS -> FORM 10BD (UNDER HEAD STATUTORY)											
								OR			
						GATE	WAY OF TALL	Y MENU -> D + B KEYSTRC)KES		
Form	10BD - Part B - Det	ails 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, A T 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	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 \rightarrow

ALT+ X

	-	٥	×
F1:Help			
F2: Period			<
F3: Company	у		<
X:Excel Ex	port		×

11. DONOR WISE AGGREGATE DONATIONS

Navigation \rightarrow

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		Х
Serial No Name	Address	ID Code Type	ID Code No	Amount
Pratik Bhojwani 3 Preyas Shah 4 Vidhi Gopal 5 Nirmal Ghorawat 6 Sachin Tendulkar 7 Swati Ghorawat 8 Pranav Mishra	Jaipur ahmedabad Surat Late Prasan Ghorawat B-515 SNS Atria Vesu Surat Grant Road, Munbai Late Prasan Ghorawat B-515 SNS Atria Vesu Surat Mumbai	Permanent Account Number Aadhaar Number Permanent Account Number Permanent Account Number Passport number Permanent Account Number Electors Photo Identity Number	ABAPB7894A 787878787878 AXCPG1959M ABCDE1234A D7895446 ABCDE2345B DPB7894567	67,340.00 20,000.00 17,111.00 16,100.00 15,421.00 14,800.00 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