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Can Donarius generate and automatically distribute contribution statements?

Donarius® Church Management Software will generate contribution statements and distribute them to your members either as a paper copy or emailed as a PDF.

Year-End Contribution Statements (Tax Receipts):

In both the USA and Canada, donors submit receipts showing their charitable giving or donations so they can claim a deduction on their tax returns. (In the USA this is also called a year-end contribution statement.) Each donor can request a paper copy to be printed or a PDF copy to be emailed to them. They can also request to receive:

- one receipt for the entire past calendar year (a yearly receipt)
- a receipt for several date ranges in the past year (e.g. one receipt for each month)

The software will keep track of what kind of receipt each donor prefers to get. Donarius will produce each of these receipts when the user/administrator requests them. Yearly receipts are usually done in January or February for the previous calendar year. A user/administrator can tell the software to:

- print all the yearly receipts for donors that want a paper copy
- create a PDF of each yearly receipt for the donors that want a PDF copy emailed to them, then email each receipt to them

For any donor that requests a receipt for a specific date range, the user can tell the software to:

- print all the receipts for any donors that donated in a given date range and that want a paper copy
- create a PDF of each receipt for any donors that donated in a given date range, and want a PDF copy emailed to them, then email each receipt to them.

Contribution Statements (or Quarterly Statements):

Many churches also want to let their members get a summary of their contributions at various times during the year. Some churches send these quarterly and some only twice a year. (i.e. Jan-June and July-Dec) Some churches omit the last statement since this information can also be included on the year-end statement or year-end tax receipt. Similar to how tax receipts are sent either by email or as a printed copy, statements can also be either emailed or printed. So a user/administrator can tell the software to:

- print all the statements for donors that want a paper copy
- create a PDF of each statement for the donors that want a PDF copy emailed to them, then email each statement to them

Sources:

https://www.donarius.com/Help/table.htm (Accessed July 17, 2026)