

Donor Reporting Pack Generator

Finance & Accounting

Document type: Plan / SOP / strategy / guide · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Generates a donor reporting pack — narrative, financial summary (budget vs actual) and outcome indicators — in a funder-ready template. Use it to report to a funder on a program. For the utilisation certificate, use the Grant Utilisation Certificate Builder.

Purpose of this tool & output

Produce funder-ready narrative and financial report templates

How the output is used

Use it to produce funder-ready narrative and financial report templates that match what each donor expects.

Important cautions

Adapt to the specific funder template and reporting terms.

Companion documents

- Grant & Fund Accounting Guide
- FCRA Compliance Checklist
- CSR (Schedule VII) Spend Tracker
- Grant Utilisation Certificate Builder
- 12A / 80G Registration Guide
- Fund-wise Allocation Worksheet

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.