

In-Kind Contributions Report

Organization Name: _____
Reporting Period: _____
Report Date: _____
Prepared by: _____

Summary Table of In-Kind Contributions

Date Received	Description of Contribution	Estimated Value	Donor Name	Purpose/Use	Received By
2024-05-25	Office furniture (3 desks, 2 chairs)	\$800	ABC Furnishing Co.	Project workspace setup	Jane Doe
2024-06-12	Graphic design services	\$500	John Smith	Event promotional materials	Alex Lee
2024-06-18	200 Bottled Water Cases	\$400	XYZ Beverages Ltd.	Community outreach event	Maria Sanchez

Declaration

I hereby certify that the information provided in this report is accurate and complete to the best of my knowledge.

Name & Signature: _____ Date: _____

Important Notes

- All in-kind contributions should be recorded promptly with estimated fair market value.
- Proper documentation (receipts, donation letters, or emails) must be attached or referenced for each contribution.
- Ensure that contributions align with organizational policies and are used for stated purposes.
- Valuation of services or goods must be supported by reasonable and consistent methodology.
- Any significant or unusual contributions should be reviewed by finance or compliance staff.