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What Specific Tasks does Donarius Automate?

Donarius® Church Management Software will automate several tasks that a church or other non-profit needs to do.

Tax Receipts:

In both the USA and Canada, donors will 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

Acknowledgement and Pledge Letters/Emails

Some donors also would like to receive a letter or email acknowledging that their donation was received. The software can print a letter or send an email for any contributions received during any given period of time. E.g. a church or non-profit is

able to print or email an acknowledgement for any gifts received in the previous month or week. A church is also able to send letters/emails to donors who have pledged letting them know how much has been given compared to how much was pledged. A donor can also be thanked when they have fulfilled their pledge or reminded that they are behind in their pledges and how much they still need to give.

Communication with Members/Donors:

As needed, the user/administrator of Donarius, can print letters or send emails to their members/donors. The software has a window where the user can indicate which letter/email to send and various criteria to choose who is to receive each letter/email. Also each letter/email can be customized so it has the appropriate text/wording. This can be used for any purpose you want: to let members know about future events, to do fundraising or anything else you need.

Online Giving With NuverbPay:

A church or non-profit can sign up to receive online donations using NuverbPay. Donors have the option of doing a 1-time donation or setting up recurring donations. (Donors can change or cancel their recurring gifts.) When donors donate, they will automatically be sent a 'Thank You' email acknowledging their gift. The text of these 'Thank You' emails can be customized by the user/administrator. Whenever a donor donates they have the option of updating their contact info, such as their address or telephone #. All of a donor's contributions and address changes will automatically be downloaded into Donarius, so that tax receipts can be later issued to them. Donations received will automatically be deposited into the church's or non-profit's bank account. A few days later a fee will be deducted from the bank account.

Other Forms of Recurring Giving:

Donors may prefer to do their recurring giving using some other methods, such as automated withdrawals from their bank account arranged through their bank. A church or non-profit may prefer to use a different provider, instead of NuverbPay. Donors can arrange automated recurring credit card withdrawals using that provider. Donarius provides two ways of handling recurring donations:

1) When the amounts will be the same each month or week, the first donation can be manually entered. Then the software is instructed to simply duplicate the same amount in each succeeding month or week.
2) When a provider, (other than NuverbPay) is used where the amounts may be different the user/administrator can download a report of the donations received on the provider's website. This report is in a specific format that Donarius 'understands' and it can then be imported it in a few steps so that the donations are recorded.

Reporting:

While not strictly an automated process, having the software create reports that would otherwise have to be done manually, will save time. Below are the reports that can be done. Each report can be customized by grouping donations by day, month or year and by changing how categories for each donation are shown. There is also the option for choosing to include or exclude certain donors or donations from each report. The header or footer to be displayed on each report can also be customized. Other options for the formatting of reports are also available.

The possible reports are:

1) Total donations received in a date range.
2) A list of donations for each donor, with one donor per page.
3) A list of each donation in a date range, sorted by date then by donor, showing each donation and the donor.
4) A list of donors showing their total donations.
5) A bank deposit report used when depositing cash and/or checks. This shows the total of each and how many of each cash bill is being deposited.
6) A graph showing a summary of how many donors donated in a certain amount range.
7) A list of tax receipts issued showing the receipt# used for each one.
8) A list of details about tax receipts issued and those still pending, with the reason they have not been issued yet.

Re-assigning Envelope Numbers:

Many churches provide numbered envelopes for donors to use when donating. (The donor puts their donation as cash or a check into the envelope.) The number on the envelope identifies the donor instead of a name. This is done so that the identity of the donor remains confidential except for those who are counting the donations in the envelopes. Donors are usually provided a box of envelopes with one envelope for each week of the year. A church will usually order extra boxes of envelopes to be given to new donors. The numbers on the extra envelopes are bigger than the ones currently being used. When people leave a church, any unused envelopes they have will usually simply be discarded by the donor. So they are basically un-usable by any new donors, resulting in gaps in the envelope number sequence. Those numbers can of course be used in a new year for new donors in that year. When a church is growing these gaps will usually become smaller in each new year. However, these gaps can grow bigger in two ways: a) a church is in decline or b) new donors prefer to donate with some other method (e.g. online) instead of using cash or checks. So at some point the total number of envelope boxes may grow much bigger than the number of donors using them. In order to save on purchasing boxes that won't be used, a church will order a smaller number of them. However, there will be some donors who will need to be given a new number different from what they had in a previous year. (This is called re-assigning an envelope number.) This can be done manually by changing the envelope number for those donors or the software can automatically re-assign the envelope number for all or most of the donors. Donarius provides both options for re-assigning. The software can be instructed to leave

the envelope number of some donors unchanged (e.g. when an envelope # is less than 50) and others to be given numbers by re-using the gaps in the envelope number sequence. The software will also keep track of which envelope number was used in each calendar year.

Sources:

https://www.donarius.com/Help/table.htm (Accessed July 10, 2026)