HELP

Issue a donation receipt

Record a member's donation, state that the club may issue tax receipts and send the document as a PDF: a tax receipt or a plain proof of payment.

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Written with the help of an AI

What it is for

When a member makes a donation to the club, Reefwise sends them a PDF document signed by the club. Depending on what the club stated, this document is:

- a **tax receipt** (receipt for donations, article 200 of the French tax code), following the official Cerfa 11580 form;
- or a **proof of payment**, which says that it is not a tax receipt.

> Only an organisation of general interest may issue a tax receipt, for a donation made without anything in return: a fee that gives access to the club's activities is not one. The club alone answers for its statement and for the content of the receipt. If in doubt, ask the tax authorities for a ruling, or your federation committee or accountant for advice. The receipt follows French tax rules only.

Prepare the club profile

On the web space: **Clubs**, tab **Club management**, **Edit the profile**.

1. Add the **Club signature**: it is required for every donation document. The logo is optional.
2. For a tax receipt, fill in the **Donation tax receipt** part: **RNA, SIREN or SIRET number**, **Purpose of the association**, **Name of the signatory** and their **Role**, as well as the **Address** of the club.
3. Tick the box by which the club certifies that it may issue tax receipts, then **Update**.

Without this box, donors receive the proof of payment.

Record the donation and its payment

1. Open **Manage members**. On the member's card, enter the amount in **Donation (€)**.
2. Set **Payment** to "Paid", choose the **Payment method** and check the **Payment date** (by default, the day the payment is recorded), then **Save**.

The member can also enter a **Donation to the club (€)** themselves when creating their membership.

What the member must fill in

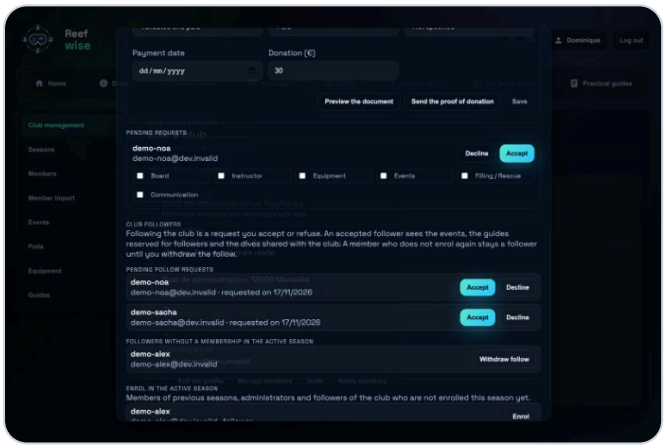
A tax receipt states the donor's name and address. The member enters them in their **Profile**: first name, last name, **Postal address**, **Postal code** and **Town** (see "Manage your account and your data"). The club cannot enter them on their behalf.

Send the document

1. Click **Preview the document** to check it: until it is sent, it is marked "projet, non délivré" (draft, not issued).
2. Click **Send the tax receipt** (or **Send the proof of donation**). If something is missing, the message names it: payment not marked "Paid", payment date or method, donor's address, club details.
3. For all donors of the active season: **Send the donation document to all donors**. Incomplete donations are left out and counted in the message.

The member receives an e-mail with the PDF attached and a download link valid for 7 days, as well as a notification on the iPhone.

Member card with the donation and the donation document buttons



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What the tax receipt contains

Section	Content
Order number	Given when the document is issued, per club and per year (2026-0001…). Never reused.
Beneficiary	Name, address, RNA or SIREN number, purpose, status of organisation of general interest.
Donor	Last name, first name and postal address.
Payment	Sum in figures and in words, date, form, nature and method of the payment.
Signature	Date, name and role of the signatory, image of the club signature.

Good to know

- Nothing is sent until the membership is marked "Paid".

- An issued document no longer changes: **Send the document again** sends it as it is, even if the donation or the profile were changed since.
- To fix a mistake, change the details then click **Cancel and replace**: a new document, with the next number, says which one it cancels and replaces.
- A number is never used twice. If the donor deletes their account, the club keeps the issued document, with their name and address.
- The document of a past season can still be downloaded and sent again after a season change.
- The e-mail and the PDF are in French only. The new fields are entered on the web space; sending remains possible from the iPhone, not from Android.

Going further

The follow-up of memberships and payments is described in “Manage seasons and memberships”.