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Your nonprofit can't go on without its donors. As you request donations from businesses and individuals, be sure to hand them a charity receipt. This receipt is vital and will be used for their records. Most likely, it will be used to file for a tax deduction at the end of the year. Create a new page in the word processor on your computer. The only thing that needs to be printed on this page is the receipt itself. Center For Words Getting to Donate at the top of the page. Use bold letters to make it clear. Place the cursor on the left side of the page and enter the date when the donation was made. Include month, day and year. The date is extremely important as they write this information in their tax return. Double-enter. Write the words Received from Kew. In this space, the donor will write his individual name or the name of a business that donates money or goods. Add another space and find the Enter button again to make room before the next line. Hang the words Contribution Type and leave room to write whether the donation was food, clothing, supplies or money. Repeat the line interval again and write the word Sum on the next line. This is where you write either the cost of the contribution or the amount of money they donate. Hit the Enter button twice, leaving enough space between the lines. Enter the word Signature and leave room for you, or another authorized representative of the organization, to sign the receipt. This will give the donor some legal clout if the donation is disputed for some reason. Repeat the line interval used in all receipt instructions. Use the words Tax Donation Number, where your non-profit tax donation number will be written for both your organization's records and donor records. February 22, 2013 5 min. Read the opinions expressed by entrepreneurs investors are their own. Many Americans often ignore or quickly say no when asked if they want receipts but not small business owners. Is it because they spend hours on hours organizing them for a year and look forward to turning them into their accountant? Um, you don't have to. Savvy business owners just know how to keep receipts because if they don't do so, their tax returns may be in jeopardy. The reality is that receipts are audit protection, and we need to take that seriously. Last year, Betty Ong, a real estate broker in Northern California, became another victim of the tax court and lost to the Internal Revenue Service. Ong is deducted thousands of dollars for travel, food, entertainment, car and mobile phone costs, but like many small business owners, do not keep strict requirements Irs. While Ong was able to produce books and records proving the costs were incurred, she was unable to receipts, notes and documentation that the costs are related to business activities. The court heard that the only evidence she had presented in support of her expenses' business objectives was her own extensive self-serving testimony and unconfirmed notes. Sadly, Ong is just one of many business owners who don't keep proper records and lose in audits or tax court every year. The reality is that you may be entitled to these deductions, but if you don't follow the rules, you may be left in the cold. Here are some basic tips: Last updated October 14, 2020 When you become an early riser, you'll experience many benefits, including feeling more energetic and having more time to do what you want. If you want to join the ranks of those who wake up with the sun, there are some things you should know before you run to set the alarm. What exactly do you need to do to learn how to become an early riser? Here are 5 tips that I found to be most helpful in making the transition from an unstable sleeper or night owl early in the morning. Choose to get up before you go to sleep You are not very good at making decisions when you have just woken up. You were in the middle of a dream in which the insert celebrity crush choice here serves you breakfast in bed, only to be rudely awakened by the harsh tones of your alarm clock. You are disappointed, confused and surprised. Now is not the time to make decisions about whether to stay in bed! And yet, most of us leave the first decision of our time to be made in the blur of partial wakefulness. No more! If you want to learn how to be an early riser, try making your decision to climb at a certain time before going to bed the night before. This frees you from making a decision in the morning when you have just woken up. Instead of making a decision, you only have to execute your decision from the night before. Easier said than done? Of course. But only the first few times. After all, your need for raw willpower to stick in bed will diminish and you will be the proud parent of a new habit! Steve Peacock invites you to practice putting a few practical lessons in the side during the day without the morning fog in your head.2 Have a plan for your extra TimeLet to say that you actually made it out of bed 2 hours before you normally will. Now what? What are you going to do with all the time you found in your day? If you don't have something planned to do with your extra time, you run the risk of getting caught up in the temptation of morning sleep, which destroys all the work you put into getting up. Before you fall asleep, make a quick note about what you would like to do for additional hours the next day. You can read a book, clean the garage, or write that working report you've been putting off. Make a plan You wake up early and you will do more than protect yourself from going back to bed. You get things done and these results will fuel your desire to build growth early in the habit!3. Make Growing Early Social ActivityY online or social media buddies just don't have the pull to make your new habit stick in the long run. The same cannot be said for the people you spend time with as part of your early morning routine. Sure, you can read blogs for two hours every morning, but wouldn't it be great to join an early breakfast club, running a band, or playing chess in the park at 5am? The more people you get involved in making your new habit everyday a part of your life, the easier it will be to succeed. Consider finding an accountability partner who is also interested in becoming an early stand-up. Maybe it's the neighbor you plan to go for a run with at 6am. Or it could be your husband or wife and you decide to get up early to spend more time together before the kids wake up. Learn more about finding the perfect accountability partner in this article. Don't use an alarm that makes you angryIf we're all connected differently, why do we all insist on torturing ourselves with the same alarm every morning? I spent years trying to wake up before the alarm went off so I wouldn't have to hear it. I did a pretty good job, too. Then, I started using my cell phone as my alarm clock and quickly realized that different ringtones annoyed me less, but worked just as well to wake me up. Now I use the ringtone alarm as a backup for my bedside lamp, which I connected to the timer. When the bright light doesn't work, the cell phone lifts the slack and I wake up on time. Lesson learned? Experiment a bit and see what works best for you as you try to become an early riser. The light, sound, smells, temperature, or even some dodgy that dumps water on you can be more enjoyable than your old alarm clock. Give something new to try! And the last thing you can do is set the alarm at least a few feet from your bed. If it's within your reach of your hand, you'll be tempted to press the snooze button. However, if you have to get out of bed to turn it off, you'll be more likely to resist going back to sleep.5 Get your blood flowing right after waking upIf you don't have a neighbor you can choose fights with at 5am, you will have to settle with more mundane exercises. It doesn't take much to get your blood flowing and chase sleep out of your head. Just choose what you don't mind doing and go through the motions until your pulse is up. Jumping rope, push-ups, or a few minutes of yoga is usually enough to do the trick. Here are 10 simple morning exercises that will make you feel great all day. (Just don't do anything that your doctor hasn't approved.) If you're going to go to a full morning workout, be sure to forget Your body has at least 15 minutes to move before you start. Drink a glass of water, stretch a little and then get into a workout. If you live in a beautiful part of the world like me, you can use a little of your early morning to go for a walk and enjoy the beauty of the world around you. If you have a cafe open within walking distance, dragging yourself out of bed for a cup of coffee to enjoy a walk home as the world wakes up around you it is a wonderful experience. Try it and you'll enjoy becoming an early riser! Final thoughts Making a new habit is always a problem, especially if this habit forces you out of the comfort of your bed before the sun even up. However, early risers enjoy increased performance, higher concentration, and even healthy eating habits! It's all great reasons to give it a try and get up a few minutes early. Try to get to bed a little earlier and learn how to become an early riser with the above tips and conquer your days. 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