



**MAJLIS
ANSARULLAH
USA**

Finance/Maal



Finance Key Points

- 3 Key Things to Remember
 - 1) Chanda/Income Budget
 - 2) Chanda Receipts/Reporting
 - 3) Expense Reimbursements
- New Tajneed/Finance Website
 - Intergrated Tajneed and Finance
 - Much more control of your Majlis' data

Chanda/Income Budget

- Muntazim/Zaeem to ask each Eligible member for Next Year's budget ("door-to-door")
- Update each Budget as it it's received
- After deadline, sent to Shura
- After recommended by Shura, sent to Huzoor (aba)
- "Set in stone" after approval received from Huzoor(aba)
- Budget used as a measurement for the year

Reporting

- New website changes process of reporting
- Add receipts immediately
- “Batch” receipts **ONLY AFTER** a deposit is made
- Deposit checks within 2 weeks
- Give receipt to member immediately (ASAP)
- Have one address where members send chanda
- Inform members about Jamaat and Ansar chanda
- Send regular reminders



Expense Reimbursements

- Expenses must:
 - Be within budget
 - Comply with guidelines
 - Approved by Amila
- Submit Reimbursement Voucher:
 - Within 30 days of expense
 - With receipt/documentation
 - By Zaeem or Muntazim (for the most part)
- Vouchers are reviewed for accuracy and completeness



New Services

- New Reporting Website (demo and more)
- Expenses now reimbursable via Cash service (<https://cash.me/>)
 - Fast(er)
 - Guaranteed
 - Easier