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/](https://cash.me/))
  • Fast(er)
  • Guaranteed
  • Easier