



Office Bearers REFRESEHER COURSE 2021 Majlis Ansarullah Qiadat Maal

INDEX

Page No	Contents
2	Plan of Qiadat Maal for 2021
3 – 4	Budget 2021 - <i>Instructions regarding collection of Proposed budget</i>
5	Contact List - <i>Qiadat Maal Team and responsibilities</i>
6	Performance and Evaluation – <i>of Majalis for Alam-e-Inami</i>
7	Modes of Chanda Payment
8 - 10	General Guidelines - <i>regarding Collection / Receipts and statement</i>
11	Standing Order - <i>for Chanda Majlis and Ijtema</i>
12	Standing Order - <i>for Charity Walk / Masroor Eye Hospital</i>
13 - 15	Gift Aid Forms – <i>for Chanda and Charity Walk – Instructions</i>
16	Receipt Books - <i>Request Form</i>



Plan of Qiadat Maal for 2021

1. Budget/collection of Chanda Ansarullah

Budget forms will be despatched to the Majalis in first week of January 2021, and the last date of collection of these forms will be 5 week after despatch.

- Each Zaeem will be contacted to improve the number of chanda participants and to collect the budget according to the prescribed rates.
- All Zo'ama / Zaeem-e-Ala / Nazmeen-e-Ala will be updated about the collection of Chanda in the months of: March, May, July, September, November
- Meetings with All Zo'ama / Zaeem-e-Ala / Nazmeen-e-Ala and their maal team will be held through Zoom platform
- Special Collection weeks will be held to improve the Chanda collection

2. **Mosque Fund – Wales** - Efforts will be made to complete collections of Mosque Fund - Wales promises during the year 2021, our aggregate target will be £1,000,000

3. **Baitul Futuh Complex Reconstruction Fund** - During the year efforts will be made to complete collections of Baitul Futuh Complex Reconstruction Fund, recall of AMA Receipt books from Majalis, and handing over to AMA.



Plan of Qiadat Maal for 2021

4. Charity Walk for Peace

- a. Special efforts will be made to increase donations and Standing Orders for **Masroor Eye Hospital**
- b. **High Fund Raisers** will be contacted to generate more funds
- c. **“Just Giving”** campaign will be introduced at Majlis level more effectively this year
- d. **Charity Collection Boxes** will be placed at shops and business premises
- e. **“Poppy Appeal”** will be launched in October to raise funds – (subject to COVID-19 situation)

5. Standing Orders

Each Zaeem will be requested to increase at least 5 more standing orders in large Majalis and 2 more in small Majalis. In addition, all new Ansar joining Majlis Ansarullah this year will be requested to pay their Chanda through standing order. Target is to achieve at least 1200 standing order form.

6. Gift Aid

Each Zaeem will be requested to collect Gift Aid Form from tax payer. Target is to achieve at least 1000 Gift aid forms for Ansarullah and 400 Gift aid forms for Charity Walk for Peace.

Subject to Government policies regarding COVID-19, to achieve the targets, Qiadat Maal will organise visits of Majalis and Regions, all help and support will be provided to office bearers of Majlis Ansarullah.



Instructions regarding collection of proposed budget 2021

Prescribed Chanda rates are as follows: (please also refer to attached table)

A. Chanda Majlis – There is no fixed amount for Chanda Majlis, it is solely based on income of a Nasir. Prescribed rate for Chanda Majlis is @ **1.00%** of his annual income. Ansaar who are receiving any kind of benefits (e.g. Jobseekers Allowance, Tax Credits, Universal Credit, Pensions, Pension Credit etc., except housing benefits) should also pay chanda on all these benefits, according to prescribed rates.

B) Chanda Ijtema – Guidelines are as follows:

- i) If Nasir is proposing his Chanda Majlis budget up to £96.00 per annum, his Chanda Ijtema will be £24.00 for whole year.
- ii) If Nasir is proposing his Chanda Majlis budget more than £96.00 per annum, his Chanda Ijtema will be = Monthly Chanda Majlis x 3.0 (e.g. Monthly Chanda Majlis = £20.00 x 3.0 = £60.00 Chanda Ijtema for whole year).

C) Ansaruddin – Annual subscription is £5.00

You are kindly requested to please:

1. Contact every Nasir in your majlis and get his budget as soon as possible.
2. Make sure that all Ansaar of your majlis are included in budget.
3. Propose budget only on attached forms. **Do not send copy of Year 2020 budget as your new budget.** Please make fresh enquires from each Nasir for his Year 2021 budget.
4. If you have any Nasir in your majlis who is not listed in these budget forms, please provide us with his details i.e., Aims number, name, address, telephone number and proposed budget on a separate sheet attached to these forms, so we can update his Tajneed aslo.
5. Submit your budget forms to your Regional Nazim-e-Ala, who will forward us after review.
6. **Last date to submit proposed budget to us is February 05, 2021.**

If you have any queries please contact **Qiadat Maal Office** on phone Number **0203 1461 059**



Majlis Ansarullah UK Chanda Guideline

Majlis Ansarullah UK
Chanda Payment Guideline Table

Income		Annual Chanda			
Monthly	Annual	Majlis	Ijtema	Ansaruddin	Total
255	3,060	31	24	5	60
300	3,600	36	24	5	65
500	6,000	60	24	5	89
800	9,600	96	24	5	125
1,000	12,000	120	30	5	155
1,200	14,400	144	36	5	185
1,400	16,800	168	42	5	215
1,600	19,200	192	48	5	245
1,800	21,600	216	54	5	275
2,000	24,000	240	60	5	305
2,200	26,400	264	66	5	335
2,400	28,800	288	72	5	365
2,600	31,200	312	78	5	395
2,800	33,600	336	84	5	425
3,000	36,000	360	90	5	455
3,200	38,400	384	96	5	485
3,400	40,800	408	102	5	515
3,600	43,200	432	108	5	545
3,800	45,600	456	114	5	575
4,000	48,000	480	120	5	605
4,200	50,400	504	126	5	635
4,400	52,800	528	132	5	665
4,600	55,200	552	138	5	695
4,800	57,600	576	144	5	725
5,000	60,000	600	150	5	755
5,200	62,400	624	156	5	785
5,400	64,800	648	162	5	815
5,600	67,200	672	168	5	845
5,800	69,600	696	174	5	875
6,000	72,000	720	180	5	905
6,200	74,400	744	186	5	935
6,400	76,800	768	192	5	965
6,600	79,200	792	198	5	995
6,800	81,600	816	204	5	1,025
7,000	84,000	840	210	5	1,055
7,200	86,400	864	216	5	1,085
7,400	88,800	888	222	5	1,115
7,600	91,200	912	228	5	1,145
7,800	93,600	936	234	5	1,175
8,000	96,000	960	240	5	1,205



Qiadat Maal Team Majlis Ansarullah UK

Qiadat Maal Team Majlis Ansarullah UK

Chaudhry Abdul Manan Azhar, Qaid Maal- 07886381033

Qiadat Maal Office Phone: Baitul Ehsan 02031461059, Baitul Futuh: 02086877810

No	Name	Region	Responsibility	Phone No
1	Saadat Ahmad Jan	Wales South West	Office In charge	07452 892181
2	Mahmood Ali Mirza		Office Coordinator	07828 858009
3	Nasir Ahmad Badel	Fazal	Receipt Book & Paying in slip	07949 126866
4	Tariq Mahmood Badar		CWFP/Accounts/Gift Aid	07405 875200
5	Riaz Ahmad		Standing Order	07914 076444
6	Abbas Ahmed		Bank Reconciliation	07476 205694
7	Farid Ahmad Tahir	Nasir	Bank Reconciliation	07440 347439
8	Zaffar Abbas Tarar	Baitul Ehsan		07404 869065
9	Ch Aziz Ullah	Baitul Futuh		07445 865313
10	Ch Allah Dita Punoooh	Bashir		07424 737659
11	Mubarak Ahmad Tahir	East		07306 78233 ?
12	Mohammad Azfar Ahmad	East/West Midland	In charge Fundraising CWFP	07739 981244
13	Barkat ur Rehman	Herts		07852 994456
14	Lutfur Rehman	Masroor		07712 401269
15	Ch Saleem Ahmad Anjum	Muqami		07440 392112
16	Naseer Ahmad Abid	Noor	Cardiff Mosque Fund	07799 675377
17	Naseer Ahmad Khan	North East		07869 116581
18	Aziz Ur Rehman	North West		07588 909009
19	Ch Mohammad Azam Khan	Scotland		07963 378255
20	Nasir Ahmad Mangat	South		07710 046924
21	Hafiz Mahmood Ahmad	Tahir		07877 865401

Mansoor Ahmad Qamar, Add, Qaid Maal (Expenditure) 07882807259

1	Mohammad Yaqoob Lone		Grant	07759 099598
---	----------------------	--	-------	--------------

Miyan Mansur Manan, Auditor. 07920008939

1	Ch Idrees Ahmad		Naib Auditor	07721015384
---	-----------------	--	--------------	-------------



Majalis Performance Evaluation

Only those majalis will be recognised as the Best Majlis for the finance purposes based on the status of 100% collections achieved at the time of National Ijtema.

The total points for the finance will be 300 and will be allocated as follows:

✓ Receipt of Budget Forms according to the prescribed rate by 05/02/2021	40 Points
✓ 100% collection of Chanda (Majlis + Ijtema + Ansaruddin) on bimonthly basis (20 points for each time)	120 Points
✓ Wales Mosque fund collection	50 Points
✓ Charity Walk Collection target achievement	50 Points
✓ Audit four times a year	40 Points
✓ Total	300 Points



MODES OF PAYMENTS

Chanda can be paid through following modes:

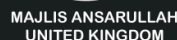
1. Cash or cheque payment to Muntazim Maal / Zaeem against a manual receipt.
2. Standing Orders – copy of standing order form is attached
3. On line Chanda payment to www.chanda.ansar.org.uk
4. On line Charity payment to <https://donation.charitywalkforpeace.org/>

Important: *While paying chanda online or through standing orders please do not forget to put your **Name and Aims** number with each payment as reference.*



General Guidelines Regarding Collections

1. All monies collected during the month should be deposited into the respective Bank Account by the 25th of every month
2. All collection statements must be sent to the Regional Nazim Maal or Regional Coordinator **along with Original Green receipts and Original bank deposit slip** equal to the total amount collected. After recording entries under Regional arrangements, all originals should be forwarded to Qiadat Maal. No cash or cheque to be sent to the Region or Qiadat Maal.
3. Please make sure that the receipts must be properly filled with the Aims number, full name, date, mode of payment, amount in figures and words, and Majlis name.
4. All columns of collection statement should be filled properly, please make separate statement for Bait ul Futuh.
5. Every Majlis has been provided with two receipt books and two bank deposit books:
 - i. Chanda Ansarullah and Wales Mosque
 - ii. -issued by Majlis Ansarullah UK
 - iii. Charity Walk for Peace
 - iv. -issued by Charity Walk For Peace
6. Please **use ONLY relevant deposit book** for Chanda Ansarullah and Charity Walk For Peace. It is very important as **every organisation is a separate UK registered Charity**, and has its separate bank accounts, due to legal requirements.



Receipts - specimens

Charity No: 1129448

Tel: 020 8874 5630 Fax: 020 8870 0379

Member Code

Date _____

0	0	0	2	1	D	D	M	M	Y	Y
					1	5	0	1	1	6

Payment Method

<input checked="" type="checkbox"/> Cash	<input type="checkbox"/> S/Order
<input type="checkbox"/> Cheque	<input type="checkbox"/> Other

Received the sum of (Pounds) One hundred eighty seven
only

Name: MR. ANSAR

Majlis: INNER PARK

Region: LONDON

Address: 00 WIMBLEDON PARK ROAD
SW19 6XX

Remarks or on Behalf of Details:

For Zaccm / Muntazim / Collector's name and code
Jazokum-ullah Ahsanal Jaza - Allah Bless you.

mkh

4	2	4	2	3
---	---	---	---	---

Book No: 3500

Receipt No: 221951

Chanda Majlis	120	00
Chanda I'tima	12	00
Ansaruddin	5	00
Mosque Fund	50	00
Total	187	00

Registered Charity No: 1161567

Tel: 020 8874 6630 Fax: 020 8870 9379

REF

Date _____

					D	D	M	M	Y	Y

Payment Method

<input type="checkbox"/> Cash	<input type="checkbox"/> S/Order
<input type="checkbox"/> Cheque	<input type="checkbox"/> Other

Received the sum of {Pounds}

Name: _____

Address:

Collector's Ref.
To be used only for Charity Walk for Peace
www.charitywalkforpeace.org

--	--	--	--	--

Book No. 0001

Receipt No: 000001

General Charity		
Water for Life		
Gift of Sight		
Total		



سُبْحَانَ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Region

S.No	Name	AIMS NUMBER	RECEIPT DATE	RECEIPT NO.	Chanda Majlis	Chanda Ijtima	Ansaruddin	Charity Walk	Mosque Fund			Total
				Total								

Note: Chanda Majlis/Mosque Fund/Charity Walk must be deposited in relevant allocated accounts

Amount £ _____ Banked on _____ Bank A/c No _____ Zaeem Name _____ Muntazim Maal Name _____



MAJLIS ANSARULLAH
UNITED KINGDOM

Standing Order Form

In the name of Allah, the Gracious, the Merciful
Majlis Ansarullah UK
STANDING ORDER FORM

Your Contact Details

Name _____
Address _____

Post Code _____
AIMS ID _____
Majlis _____

Your Bank Details

Acc Name _____
Bank Name _____
Address _____

Post Code _____
Account No.
Sort Code

Your Donation Information

Chanda Majlis	£	:
Chanda Ijtema	£	:
Ansaruddin	£	:
Cardiff, Wales Mosque	£	:
	£	:
	£	:
Total	£	:

Instructions to your bank

Please make the following payment to:

Natwest Bank
Southfields Branch
250 Wimbledon Park Road
London. SW18 6RL.

Majlis Ansarullah
Main Account
Account No. 35189517
Sort Code 60 20 09

Amount (£)

Amount in Words

Date of 1st Payment

Reference/AIMS ID

Frequency

This will appear on your bank statement

Weekly/Monthly etc

I authorise you to debit my account in accordance with the details provided on this form, quoting "Reference/AIMS ID" as the reference number.

Please cancel previous Standing Order instructions:

Account No.

Amount

Signed _____

Date _____

FOR OFFICE USE ONLY

Process Information

Action	Date
Received	
Sent to Bank	
Sent to Branch	

Notes



Majlis Ansarullah UK
The Maal Department
33 Gressenhall Road
London. SW18 5QH.

Registered Charity No. 1129448
T: 020 8874 6630 . 020 8687 7810
E: maal@ansar.org.uk
W: ansar.org.uk



CWFP Standing Order

Charity Walk for Peace STANDING ORDER FORM

Your Contact Details

Name _____
Address _____

Post Code _____
AIMS ID _____
Majlis _____

Your Bank Details

Acc Name _____
Bank Name _____
Address _____

Post Code _____
Account No.
Sort Code

Your Donation Information

Masroor Eye Hospital	£	:	
General Charity	£	:	
Water for Life	£	:	
School Project	£	:	
Humanity First	£	:	
	£	:	
Total	£	:	

Instructions to your bank

Please make the following payment to:

Natwest Bank
Southfields Branch
250 Wimbledon Park Road
SW19 6NL
Charity Walk for Peace
Account No. 35190698
Sort Code 60 20 09

Amount (£) :
Amount in Words
Date of 1st Payment / /
Reference/AIMS ID
This will appear on your bank statement
Frequency
Weekly/Monthly etc

I authorise you to debit my account in accordance with the details provided on this form, quoting "Reference/AIMS ID" as the reference number.

Please cancel previous Standing Order instructions:

Account No.
Amount :

Signed _____

Date _____

FOR OFFICE USE ONLY

Process Information

Action	Date
Received	
Sent to Bank	
Sent to Branch	

Notes



Charity Walk for Peace
The Finance Department
33 Gressenhall Road
London. SW18 5QH.

Registered Charity No. 1161567
T: 020 8874 6630 . 020 8687 7810
E: finance@charitywalkforpeace.org
W: charitywalkforpeace.org



Gift Aid DECLARATION FORM / Instructions

Majlis Ansarullah UK (MA UK), and Charity Walk for Peace (CWFP) are registered Charities. According to Gift Aid Regulations each pound paid to MA UK or CWFP entitles us to claim 25% further from the HMRC, provided the person has signed the Gift Aid Declaration Form (separately for each charity), not only for the current year but also for the previous four years.

Only those members can sign the Gift Aid Declaration Form who are UK Tax Payers.

If you a Nasir has already signed AMA UK Gift Aid Form **this does not entitles** Majlis Ansarullah UK or CWFP automatically to claim Gift Aid on his behalf (as these are separate registered Charities), until he has signed separate Gift Aid Declaration Forms.

By the Grace of Allah in past years Majlis Ansarullah UK, and CWFP were able to claim under this rule, however the number of Ansar signed the Gift Aid Declaration is very low. If more Ansar who are UK tax payers, can sign the Gift Aid declaration forms, it will enable us to claim further 25% of their Chanda and Charity.

Please return the Gift Aid Forms, duly filled and signed (separately for MA UK and CWFP) , to Ansarullah office at your earliest.

If you have any question regarding this please do not hesitate to contact Mr. Abdul Manan Azhar Qaid Maal - Majlis Ansarullah UK - Mobile 07886381033

May Allah enable us to fulfil our responsibilities in best possible way.



Gift Aid Declaration

Majlis Ansarullah UK GIFT AID DECLARATION

Donor's Details

Title _____
First Name(s) _____ Surname _____
Address _____

Post Code _____

AIMS ID _____	Majlis _____
	Region _____

Please treat all donations I have made to Majlis Ansarullah UK during this tax year and in the previous 4 years and all donations I make from the date of this declaration, as Gift Aid Donations until I notify you otherwise.

I am a UK taxpayer and understand that I must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the amount of Tax that Majlis Ansarullah UK will reclaim on my donations in each Tax year (6 April one year to 5 April next year – currently 25p for £1 given).

Signed _____

Date _____

Notes:

1. You can cancel this declaration at any time by notifying the charity.
2. If in future your circumstances change and you no longer pay sufficient tax, you should cancel this declaration by notifying the charity.
3. If you pay tax at a higher rate you can claim further tax relief in your Self Assessment tax return.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, please ask the charity or refer to HM Revenue & Customs website - <https://www.gov.uk/donating-to-charity/gift-aid>
5. Please notify the charity of any name or address change.



Majlis Ansarullah UK
The Maal Department
33 Gressenhall Road
London. SW18 5QH.

Registered Charity No. 1129448
T: 020 8874 6630 . 020 8687 7810
E maal@ansar.org.uk
W: ansar.org.uk



CWFP Gift Aid Declaration

Charity Walk for Peace STANDING ORDER FORM

Your Contact Details

Name _____
Address _____

Post Code _____
AIMS ID _____
Majlis _____

Your Bank Details

Acc Name _____
Bank Name _____
Address _____

Post Code _____
Account No. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Sort Code ☐ ☐ ☐ ☐ ☐ ☐

Your Donation Information

Masroor Eye Hospital	£	:
General Charity	£	:
Water for Life	£	:
School Project	£	:
Humanity First	£	:
	£	:
Total	£	:

Instructions to your bank

Please make the following payment to:

Natwest Bank
Southfields Branch
250 Wimbledon Park Road
SW19 6NL.

Charity Walk for Peace
Account No. 35190698
Sort Code 60 20 09

Amount (£) :
Amount in Words
Date of 1st Payment / /
Reference/AIMS ID
Frequency *This will appear on your bank statement*
Weekly/Monthly etc

I authorise you to debit my account in accordance with the details provided on this form, quoting "Reference/AIMS ID" as the reference number.

Please cancel previous Standing Order instructions:

Account No.
Amount :

Signed _____ Date _____

FOR OFFICE USE ONLY

Process Information

Action	Date
Received	
Sent to Bank	
Sent to Branch	

Notes



Charity Walk for Peace
The Finance Department
33 Gressenhall Road
London. SW18 5QH.

Registered Charity No. 1161567
T: 020 8874 6630 . 020 8687 7810
E: finance@charitywalkforpeace.org
W: charitywalkforpeace.org



Receipt Books Request Form

Majlis Ansarullah UK

33 Gressenhall Road-London SW185QL Tel:020 8874 6630 Fax 020 8870 9379

New Receipt Books

Please find enclosed the following receipt books as requested. We would like to stress upon you for its safety. Please keep the receipt books under lock and key. No excuse for any loss of book will be entertained.

Majlis: _____ Region: _____

Receipt Book No.	Receipt No. From	Receipt No. To	Remarks

Name _____

Aims No. _____

Signature _____

Date. _____

Jazak'Allah



Expenditure

Office Bearers REFRESEHER COURSE 2021 Majlis Ansarullah



Guidelines

We are a registered charity. This requires us to maintain our financial records, abiding by the rules of the regulatory authority. Please ensure you maintain a record of all documentation.

- Expense claims can't be processed without a signed and dated from by the claimant and relevant head of department.
- Please use the prescribed forms & please don't use your self-created formats.

E Mail address: addl.Maal@ansarullahuk.org & 07882807259

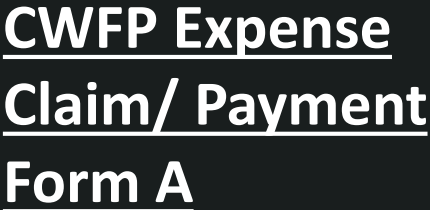
- Write clearly in BLOCK LETTERS.
- Please keep a copy of your receipts and form for your own records.
- When you receive any payment from us please keep record for audit Purpose.
- Receipts must indicate the type of expense. Also provide details and purpose of expense.
- Original receipts must be attached firmly on a separate sheet. Photocopies/Fax are invalid. Without receipts no claim will be accepted.



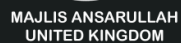
Expenditure

- To attach the receipts please use GLU Stick rather than Stapler.
- Please ensure that the form is fully completed and supported with all relevant receipts.
- Incomplete forms may cause delays.
- For cheque Payments Please give the Name of Payee as per Given in Bank If anyone wants EBP please Give the Name of Account Holder, Account Number & Sort code.
- Expenses mentioned must incur wholly, exclusively and necessarily for the approved purpose.
- For expenses on any major event please get a prior approval from sadr sahib Ansarullah UK through relevant national Qaid by sending the breakdown.
- Please submit the Accounts immediate after the Major event.
- For advance amount, outstanding amount should be returned to Markaz by cheque or cash.

[illegible]



email : addl.maal@ansarullahuk.org & Phone 07882807259



Grant/Expense Record Form Majlis Ansarullah Uk

[illegible]



Grant Account

- For grants accounts separate form is being attached after the consultation of Account department. Please use Grant/Expense Record Form and Grant Form.
- For Grants every Majlis /Region needs to complete Annual Audit from your Regional Auditor before submission your accounts to Markaz. (Once Majalis or Region have completed the Audit please send completed forms, along with original receipts and Audit report to centre.
- Expenses beyond the Majlis / Regional Grants entitled Amount are not allowed.
- An Audit form is attached with Please use that Form for Audit purpose of All expenses/ Grants.
- **Forms are available on ansar.org.uk or click on this Link Please <https://ansar.org.uk/resource-centre/#339-expenditure>**



Grant Account

Grant Form			
Name of Majlis/ Region			
Description	Year		Amount
Grant			
Grant			
Grant			
Total Grant Recieved /Held			
Total Expense			
Balance			

Please Keep one copy of this summary in your majlis/ Region & All attached Receipts should be original. Please attach your Annual audit report. For New Grant please Fill these Coloumns.

Name Of Payee			
Aims No			
Name in Bank	Account Number	Sort code	Cheque NO,
Tel. No			
Address of Zaeem Majlis/Reg. Nazim			
Date	Signature:		
For Office Use			
Audit Report attached	Yes	NO	
Recieved on			
Enterd in Record			
New Grant			
REFRENE NO.			
Date of Submission			
Expense e Mail : addl.maal@ansarullahuk.org & Phone 078822807259			



Audit Form

MAJLIS ANSARULLAH UK REGIONAL AUDIT QUARTERLY CHECKLIST- EXPENSES

Majlis _____ Muntazim Maal _____

Region _____

Period _____

This audit is to cover the expense payments from grants received for the region and each Majalis.

1. Obtain a copy of the bank statement for any local bank account used for grants. Otherwise obtain details of the money held. Obtain explanation for any large unused grant amounts not returned to the HO.	
2. Obtain a list of expenses incurred for the quarter (or since last audit) and a reconciliation of the grant amount received and expenses incurred. Ensure that the unused amount is held in the bank account or confirmed by the person holding the balance. Checked all calculations/ Receipts for the attached Expense Claim form	
3. Physically check any cash held and agree that to the expenses reconciliation obtained. Obtain explanation for any differences.	
4. Ensure the expenses have been incurred for the regional/ majlis functions and have been properly approved.	
5. Prepare a report on issues noted	

Reconciliation of the Grant

Grant Brought Forwarded from last year - £	
Grant Received during the year - £	
Total Grant available for Majlis - £	
Less: Expenses incurred through attached expense claim form - £	
Balance in Hand / (Bank or Cash) - £	