



# INDEX

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## PLAN OF QIADAT MAAL FOR 2022

### 1. Budget/collection of Chanda Ansarullah

Budget forms will be despatched to the Majalis in first week of January 2022, 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 2022, our aggregate target will be £1,000,000

#### 3. Charity Walk for Peace

- a. Special efforts will be made to increase donations and Standing Orders for Masroor Eye Hospital target will be £100,000
- **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)

### 4. 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.

#### 5. Gift Aid

Each Zaeem will be requested to collect Gift Aid Form from tax payers. 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 2022

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.

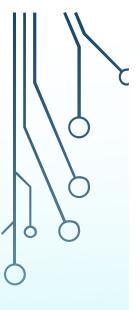
Ansaar who are receiving any kind of benefits (e.g. Jobseekers Allowance, Tax Credits, Universal Credit, Pensions, Pension Credit etc., except housing benefits) should also pay chanda on all these benefits, according to prescribed rates.

- B) Chanda ljtema Guidelines are as follows:
  - i) If Nasir is proposing his Chanda Majlis budget up to £96.00 per annum, his Chanda ljtema will be £24.00 for whole year.
  - ii) If Nasir is proposing his Chanda Majlis budget more than £96.00 per annum, his Chanda ljtema will be = Monthly Chanda Majlis  $\times$  3.0 (e.g. Monthly Chanda Majlis = £20.00  $\times$  3.0 = £60.00 Chanda ljtema for whole year).
- C) Ansaruddin Annual subscription is £5.00

### You are kindly requested to please:

- 1. Contact every Nasir in your mailis 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. <u>Do not send copy of Year 2021 budget as your new budget</u>. Please make fresh enquires from each Nasir for his Year 2022 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 as 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, 2022.

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



## Majlis Ansarullah UK

Chanda Payment Guideline Table

Inco	ome	da Payment Guideline Table  Annual Chanda					
ince	лпе		Aririuai	Criarida			
Monthly	Annual	Majlis	ljtema	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

Chaudhry Abdul Manan Azhar, Qaid Maal- 07886381033

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

		-	
Name	Region	Responsibility	Phone No
Saadat Ahmad Jan	Baitul Futuh / Masroor	Office In charge	07452 892181
Mohammad Azfar Ahmad		In charge Fundraising CWFP	07739 981244
Luqman Ahmad Tahir		Chanda and External Charity collection	07919 214639
Tariq Mahmood Badar		CWFP/Accounts/Gift Aid	07405 875200
Riaz Ahmad		Standing Orders	07914 076444
Zaffar Abbas Tarar	Baitul Ehsan / Scotland		07404 869065
Mubarak Ahmad Tahir	East / South West		07306 782333
Nasir Ahmad Badel	Fazal / Bashir	Receipt Books & Paying-in-slips	07949 126866
Barkat ur Rehman	Herts / Nasir		07852 994456
Lutfur Rehman	East & West Midlands		07712 401269
Ch Saleem Ahmad Anjum	Muqami		07440 392112
Naseer Ahmad Abid	Noor / Tahir	Cardiff Mosque Fund	07799 675377
Naseer Ahmad Khan	North East / North West		07869 116581
Ch Mohammad Azam Khan	South		07963 378255
Mahmood Ali Mirza		Office Coordinator	07828 858009
	Saadat Ahmad Jan Mohammad Azfar Ahmad Luqman Ahmad Tahir Tariq Mahmood Badar Riaz Ahmad Zaffar Abbas Tarar Mubarak Ahmad Tahir Nasir Ahmad Badel Barkat ur Rehman Lutfur Rehman Ch Saleem Ahmad Anjum Naseer Ahmad Abid Naseer Ahmad Khan Ch Mohammad Azam Khan	Saadat Ahmad Jan  Mohammad Azfar Ahmad  Luqman Ahmad Tahir  Tariq Mahmood Badar  Riaz Ahmad  Zaffar Abbas Tarar  Mubarak Ahmad Tahir  Nasir Ahmad Badel  Barkat ur Rehman  Lutfur Rehman  Ch Saleem Ahmad Anjum  Naseer Ahmad Khan  Ch Mohammad Azam Khan  Baitul Ehsan / Scotland  East / South West  Fazal / Bashir  Herts / Nasir  Lutfur Rehman  Muqami  Noor / Tahir  North East / North West  South	Saadat Ahmad Jan  Baitul Futuh / Masroor  Office In charge  In charge Fundraising CWFP  Luqman Ahmad Tahir  Chanda and External Charity collection  CWFP/Accounts/Gift Aid  Standing Orders  Zaffar Abbas Tarar  Baitul Ehsan / Scotland  Mubarak Ahmad Tahir  Rast / South West  Nasir Ahmad Badel  Fazal / Bashir  Receipt Books & Paying-in-slips  Barkat ur Rehman  Lutfur Rehman  East & West Midlands  Ch Saleem Ahmad Anjum  Naseer Ahmad Abid  Noor / Tahir  Cardiff Mosque Fund  Naseer Ahmad Khan  North East / North West  Ch Mohammad Azam Khan  South

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

1	Naseer Ahmad Abid		Grant	07799 675377		
Miyan Mansur Manan, Auditor. 07920008939						
1	Ch Idrees Ahmad		Naib Auditor	07721 015384		

# MAJALIS PERFORMANCE EVALUATION OF

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 litema.

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 05/02/2022	40 Points
√100% collection of Chanda (Majlis + ljtema + 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:

- 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 <a href="https://www.chanda.ansar.org.uk">www.chanda.ansar.org.uk</a>
- 4. On line Charity payment to <a href="https://donation.charitywalkforpeace.org/">https://donation.charitywalkforpeace.org/</a>

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  $25^{th}$  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
- -issued by Majlis Ansarullah UK

ii. Charity Walk for Peace

- -issued by Charity Walk For Peace
- 6. Please <u>use ONLY relevant deposit book</u> for Chanda Ansarullah and Charity Walk For Peace. It is very important as <u>every organisation is a separate UK registered Charity</u>, and has its separate bank accounts, due to legal requirements.



Collector's Rof.
To be used only for Charity Walk for Peace www.charitywalkforpence.org

Wajlis Ansarulah UK  Charity No: 1129448  33 Grossenhall Road, London, SW18 5CH  Tel: 020 8874 8630 Fax: 020 8870 9979		1600 124951	
Morphon Code	Chanda Majiis	120	00
Date Payment Method	Chanda Iftema	17	00
00021 1501 15 Cash 15/0rder	Ansaruddin		
Received the sum of (Pounds) Opp hub direct Circles	Mosque Fund	50	00
Only Only Seven		- 0	00
Name: MR. ANSAR	,		
Mindle.		·	
		<del></del>	
TOTAL COON DARK POAT		·	
Remarks or on Behalf of Detalls;			
		<del> </del>	
or Zacem / Munitazina / Collector's name and code szakum-ullah Ahsanal Jaza - Allah Blass you.  100 100 100 100 100 100 100 100 100 10			
harity Walk for Peace	Book No.	0001	
harity Walk for Peace Registered Charity No: 1161567 Gressenhall Road, London, SW18 50H	Book No. Receipt No:	0001 0000(	01
harity Walk for Peace  Registered Charity No: 1161567  Gressenhall Road, London, SW18 5QH  020 8874 6630 Fax: 020 8870 9379	State September 2000		01
harity Walk for Peace  Registered Charity No: 1161567  Gressenhall Road, London, SW18 50H 2020 8874 6630 Fax: 020 8870 9379  Date Payment Method	Receipt No:		01
harity Walk for Peace  Registered Charity No: 1161567  Gressenhall Road, London, SW18 50H 020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash Stories	Receipt No: General Charity		01
Parity Walk for Peace Registered Charity No: 1161567 Gressenhall Road, London, SW18 5QH 020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash S/Order Cheque Other	Receipt No: General Charity Water for Life		01
Parity Walk for Peace Registered Charity No: 1161567 Gressenhall Road, London, SW18 5QH 2020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash S/Order Cheque Other	Receipt No: General Charity Water for Life		01
Charity Walk for Peace Rogistered Charity No: 1161567  Gressenhalf Road, London, SW18 50H 1020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash Storder Cheque Cother  ecclived the sum of (Pounds)	Receipt No: General Charity Water for Life		01
Charity Walk for Peace  Rogistered Charity No: 1161567  Gressenhalf Road, London, SW18 50H : 020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash S/Order Cheque Other	Receipt No: General Charity Water for Life		01
Charity Walk for Peace Registered Charity No: 1161567  Gressenhalf Road, London, SW18 5QH  : 020 8874 6630 Fax: 020 8870 9379  Date Payment Method D D M M Y Y Cash Stories	Receipt No: General Charity Water for Life		01

Total





## COLLECTION STATEMENT (Must be submitted monthly to Markaz. Copy Reg. Nazim / Z.Aala)

Majlis Anasarullah UK Ltd (Registered Charity No.1129448)

Auxiliary Organisation of Ahmadiyya Muslim Association UK

For the month of _	
Majlis	
Majlis Code	
Pagion	

S.No	Name	AIMS NUMBER	RECEIPT Date	RECEIPT NO.	Chanda Majlis	Chanda Ijtima	Ansaruddin	Charity Walk	Mosque Fund			Total
		-								_		
			· ·									
								<u> </u>				
									-			
									1			
				Total			1	. /			340	

Amount £ \_\_\_\_\_\_ Banked on \_\_\_\_\_\_ Bank A'c No \_\_\_\_\_\_ Zaeem Name \_\_\_\_\_\_ Muntazim Maal Name \_\_\_\_\_\_



# Majlis Ansarullah UK STANDING ORDER FORM

Your Contact Details		Instructions to your b	pank
Name		Please make the follo	owing payment to:
Address			
		Natwest Bank	Majlis Ansarullah
		Southfields Branch	Main Account
Post Code		250 Wimbledon Park London, SW18 6RL.	Road Account No. 35189517 Sort Code 60 20 09
AIMS ID		London. SW18 ORL.	3011 Code 60 20 09
Majlis	_	Amount (£)	-
		Amount in Words	-
		Amount in words	
Your Bank Details			
Acc Name		Date of 1st Payment	
Bank Name			
Address		Reference/AIMS ID	This will appear on your bank statement
		Frequency	rnis wiii appear on your bank statemen
		rrequericy	Weekly/Monthly etc
Post Code			
		The state of the s	bit my account in accordance
Account No.			ided on this form, quoting ' as the reference number.
Sort Code		Kererence/Anvis ib	as the reference flumber.
		Please cancel previous	us Standing Order instructions:
Your Donation Information		Account No.	
		Amount	
Chanda Majlis	£ :	Amount	-
Chanda Ijtema Ansaruddin	£ :		
Cardiff, Wales Mosque	£ :		
Carain, Waics Wooduc	£		
	£ :		
Total	£ :	Signed	Date
	FOR OFFIC	CE USE ONLY	
Process Information		Notes	
Action	Date		
Received	Dutt		
Sent to Bank	i		
Sent to Branch	i		



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

## Charity Walk for Peace STANDING ORDER FORM

V					
Your Contact Details			Instructions to your b		
Name			Please make the follo	wing payment to:	
Address				Ch - in 184-11 5 - D	
			Natwest Bank	Charity Walk for Pe	eace
			Southfields Branch	Daniel A	0000
Post Code			250 Wimbledon Park SW19 6NI	Road Account No. 3519 Sort Code 60 20	AND ADDRESS OF THE PARTY OF THE
AIMS ID			SW19 ONL	Soft Code 00 20	.03
Majlis			Amount (£)	:	
			Amount in Words		
			Amount in Words		
Your Bank Details					
Acc Name			Date of 1st Payment	/ /	
Bank Name			Reference/AIMS ID		
Address			Reference/Alivis ID	This will appear on your bank st	
			Frequency	This will appear on your bank st	atement
			rrequericy	Weekly/Monthly etc	
Post Code					
				it my account in accordance	ce
Account No.				ded on this form, quoting	
Sort Code			"Reference/AIMS ID"	as the reference number.	
			Please cancel previou	s Standing Order instructio	ns:
Your Donation Information			Account No.		
Masroor Eye Hospital	£	:	Amount	=	
General Charity	£	:			
Water for Life	£	:			
School Project	£	2			
Humanity First	£	:			
	£	:			
Total	£	:	Signed	Date	
	EOR	OFFIC	E USE ONLY		
	·	01110	E OSE ONE		
Process Information			Notes		
Action	Date	e			
Received					
Sent to Bank					
Sent to Branch					



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 Gilt 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 Gilt 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 Gill 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.



## 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 Mailis 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). Date Signed Notes:

- You can cancel this declaration at any time by notifying the charity.
- If in future your circumstances change and you no longer pay sufficient tax, you should cancel this declaration by notifying the charity.
- If you pay tax at a higher rate you can claim further tax relief in your Self Assessment tax return.
- 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
- Please notify the charity of any name or address change.



## Charity Walk for Peace STANDING ORDER FORM

Your Contact Details		Instructions to your b	ank		
Name		Please make the follo	wing paym	ent to:	
Address			0,1-,		
		Natwest Bank	Ch	arity Wall	k for Peace
		Southfields Branch			
	-	250 Wimbledon Park	Road Ac	count No.	35190698
Post Code		SW19 6NL.	So	ort Code	60 20 09
AIMS ID					
Majlis		Amount (£)		:	
		Amount in Words			
Your Bank Details					
Acc Name		Date of 1st Payment	/	/	
Bank Name		Reference/AIMS ID			
Address			This will app	ear on vour	bank statement
		Frequency			
			Weekly/Mon	thly etc	
Post Code		Service and the service and th			and the second
		I authorise you to de	The state of the s		
Account No.		with the details prov			
Sort Code		"Reference/AIMS ID"	as the refer	rence nun	nber.
		Please cancel previou	ic Standing	Order inc	nuctions:
			3 Standing	Order mis	dedons.
Your Donation Information		Account No.			
Masroor Eye Hospital	£ :	Amount	=		
General Charity	£ :				
Water for Life	£ :				
School Project	£ :				
Humanity First	£ :				
	£ :				
Total	£ :	Signed		Date	
	EOD OFFI	CE USE ONLY			
	FOR OFFIC	LE USE CIVILI			
Process Information		Notes			
Action	Date				
Received	-				
Sent to Bank					
Sent to Branch					



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.

	Region							
Receipt Book No.	Receipt No. From	Receipt No. To	Remarks					
		-						
(5)								
Name		Aims No.						
Signature		Date.						

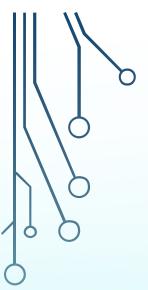
## Guidelines: Majlis ansarullah Uk (Expense) Maal

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

- 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.
- 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.
- 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



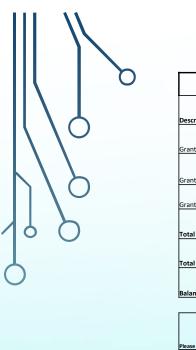
						Refrence NO
Majlis	Ansarullah (	Uk Exp	ense Claim/i	Payment	t Form A	
egulator	y authority. Please 6 . Make sure form is	nsure you	maintain a record o	f all docume	ntation.2.Write Cle	
Claimant Name			Claimant Aims NO.	Total Amount		Payment Date
Majlis/			Region:	Advance		
Qaidat Payable :o			Payee Aim No.	(If Any) Amount pa	yable	
	Chq/DD/Bacs/EBP /CHG	Cheque NO	Name in Bank	Sort Code:	Account NO.	
S.No		D	etail		Expense /Head	Amount
TOTAL					£	
	Cianatura				Claimant Tel. N	
	t Signature				Zidiii di Teli IV	
	erd By					

adl. Maal@ansar.Org.uk

Contact Expense Department via E Mail:



Main Expense Food Head Phetechnent Stationary Postage Venue Rent Prizes Travelling Miscellaneous IT Total  Receptive Date Head Travelling Miscellaneous IT Total  Total  Total  Total  Total  Total  Total	0	Main Head (October (192	ant/Expense R	ecord Form I	Majlis Ansa	ırullah Uk		1	Toblish Talana 7	oboat etc	ď	
			ary Postage	Venue Rent	Prizes	Travelling	Miscellaneous	IT	Tabligh. Laleem, 2		Total	
												-
TOTAL												
TOTAL												
TOTAL												9
	тотац											



	Grant Form						
	Name of Majlis/ Region						
Description			Year			Amount	
Grant							
Grant							
Grant							
Total Grant Recieved /He	ıld						
Total Expense							
Balance							
Please Keep one copy of this su	mmary in your majlis/ Region & .	All attachedReceipts should be	original.Please attach your Annual audit report.For New Grant p	ease Fill these Coloumns.			
Name Of Payee							
name of rayee							
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							
REFRENCE NO.							
Date of Si	ubmission						







Refrence NO

### MAJLIS ANSARULLAH UK REGIONAL AUDIT QUARTERLY CHECKLIST- EXPENSES

Majus Muntazim Maai							
Region							
Period							
This audit is to cover the expense payments from grants received for the region and each Majalis.							
<ol> <li>Obtain a copy of the bank statement for any local bank account us.</li> <li>Otherwise obtain details of the money held.</li> </ol>	sed for grants.						
Obtain explanation for any large unused grant amounts not returned to the HO.							
<ol> <li>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.</li> </ol>							
Checked all calculations/ Receipts for the attached Expense Claim form							
<ol> <li>Physically check any cash held and agree that to the expenses reconciliation obtained. Obtain explanation for any differences.</li> </ol>							
<ol> <li>Ensure the expenses have been incurred for the regional/ majlis for have been properly approved.</li> </ol>	unctions and						
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) - £							