**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**