

Majlis Khuddam-ul-Ahmadiyya USA

MKA Finance Department Instructions

Dear Qaid Majlis:

Congratulations on being elected as the **Qaid Majlis Khuddam-ul-Ahmadiyya (MKA)** for your local Majlis. As you may already be aware; **Finance (Maal) department** needs special attention apart from other departments. In order to achieve goals for the office of Finance as mentioned in the constitution of MKA, we need your help throughout the fiscal year. Following sections describe step-by-step instructions as to how to proceed from opening up a bank account to sending report to Markaz.

Bank Account:

- Bank account Title should be “**Majlis Khuddam-ul-Ahmadiyya**”.
- Under no circumstances Bank Account should be opened under any person’s Name/SSN.
- Two people **MUST BE** required to operate the account at all times which are:
 - **1: Qaid Majlis**
 - **2: Nazim Maal.**
- Please feel free to contact Motamim Maal if you require any further information to open up a Bank Account.

Finance Handbook Implementation:

Please have your Nazim Maal follow these instructions for Tracking and Reporting Chanda Collection.

MKA currently uses an excel spreadsheet which automates the reporting of Chanda collection as well as local expenses. Following instructions **MUST BE FOLLOWED** to make sure the accurate reports are being sent to Markaz.

Finance Handbook Requirements:

- Microsoft Excel version 5 of higher.
- Windows 95 or higher.
- Basic Knowledge of Excel.
- Access to a printer – If you do not have one, you can print out reports at any printing facility like Kinko’s by taking the HandBook on a floppy disk.
- Extra measure should be taken to keep the HandBook safe and password protected.

Key changes in Finance Handbook v1.9:

- Need to Add Phone numbers for Qaid and Nazim Maal
- Automatic calculation of Ijtema Chanda
- Need to type AMI Code (Member Code) in the “B-Summary of Receipts” Sheet
- Improved Aggregate Data
- Bookmarks (the ability to use “shortcuts” to go to various sections)
- Frozen Panes (allows the user to scroll while viewing basic information)

		Annual Budget		Nov
Name	Go To	ha	Total	R
huddam	Go to:			
	DIFF_Amount_SHEET_B			
	Grand_Total_SHEET_A			
	Start_of_Atfal_SHEET_A	12.08	157.08	
	Start_of_Expenses_by_Cash_SHEET_C	12.08	157.08	
	Start_of_Expenses_by_Check_SHEET_C			
	Start_of_Khuddam_SHEET_A	82.25	1,068.25	
	Total_Expenses_SHEET_C		0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Key changes in Finance Handbook v1.8:

- Cell for “Qaid Majlis” (will appear in Monthly and Itemized Progress Report)
- Cell for “Nazim Maal” (will appear in Monthly and Itemized Progress Report)

- Change in Center share from **73%** to **78%** (Row 418 in Sheet 'A – Collection Status – Individual) in accordance with MKA USA Constitution.

TIP:

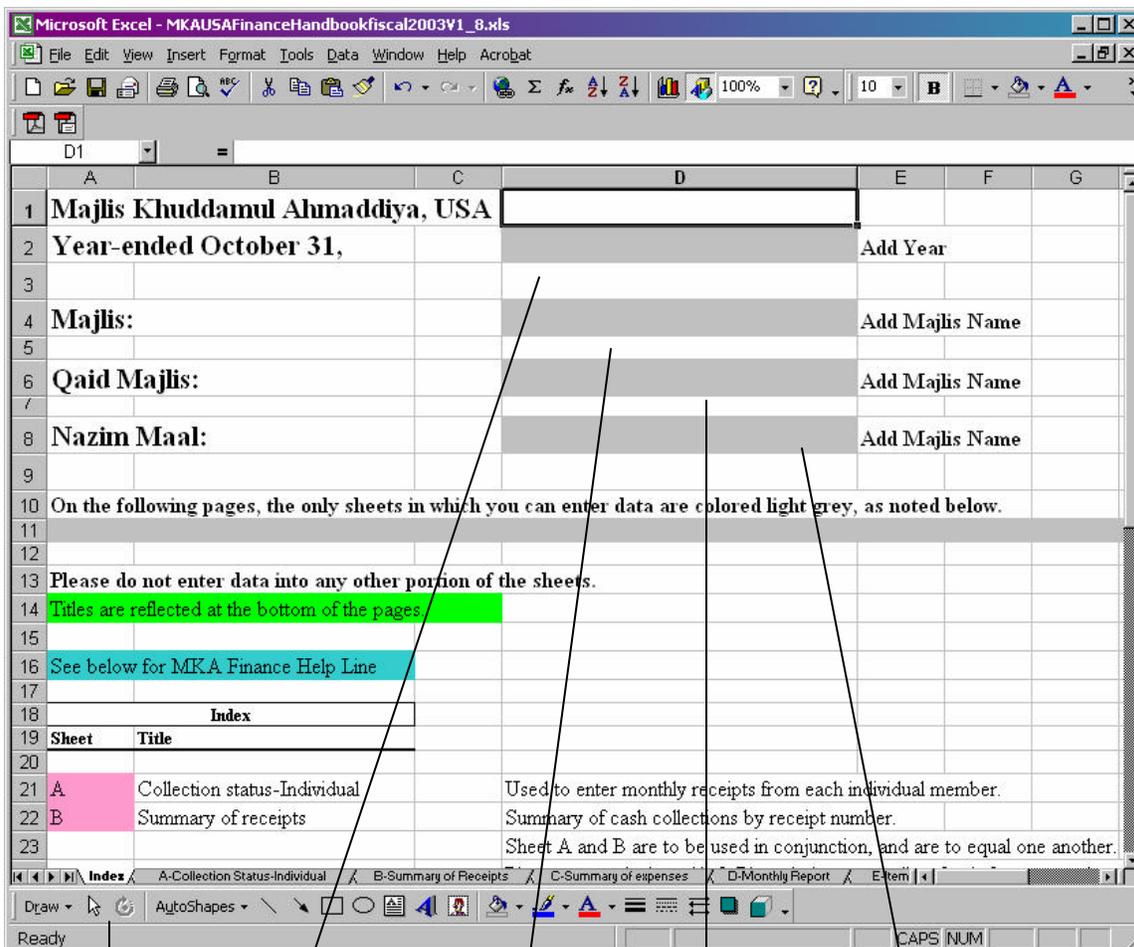
In order for your Majlis to keep the chanda collection and reporting as smooth and efficient and possible, please have Naibeen for your Nazim Maal. One of them can simply track collection by entering information into the Finance handbook and others can focus on making Calls to collect Chanda. Never do this task on your own, as you have other responsibilities of the Majlis; unless there is no other person to help you in this regard. Please seek advice from your Regional Qaid, Naib Sadran, or Sadr Sahib for any matter that is beyond your control.

Step-by-Step Instruction on How to Proceed with Handbook:

After you have obtained the Finance Handbook either from www.mkausa.org or via email from Mohtamim Maal. Open the file in MS Excel.

NOTE: Images in this document are from version 1.8b.

You will see **Index Work Sheet** opened as depicted in the screen shot below:



Cell: D2

Cell: D4

Cell: D6

Cell: D8

Step 1: Enter the **Fiscal year** in **Cell D2**. For example: **2004**.

Step 2: Enter the **Complete Name of your Local Majlis** in **Cell D4**. For example: **Boston**.

Step 3: Enter the Name of the **Qaid Majlis** in **Cell D6**. For example: **Zahid Mian**.

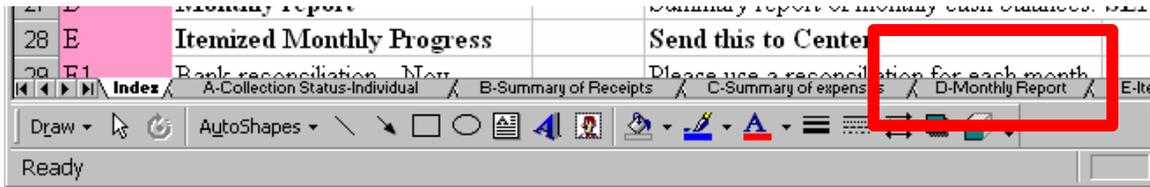
Step 4: Enter the Name of **Nazim Maal** Majlis in **Cell D8**. For example: **Himayun Mujeeb**

Tip:

To scroll between tabs/worksheet in the workbook, click an arrow for the direction you want to scroll; to select a sheet click its tab. To scroll several tabs at a time, press **SHIFT** while you click one of the middle tabs scrolling buttons. To display a menu of the worksheets in the Handbook, click a tab-scrolling button with the right mouse button.



Step 5: Click on “D-Monthly Report” worksheet to move to this Tab/WorkSheet as shown in the following screen shot.



Step 6: Include **Cash Amount** you have in the Bank from **Last year** in **Cell G32**.

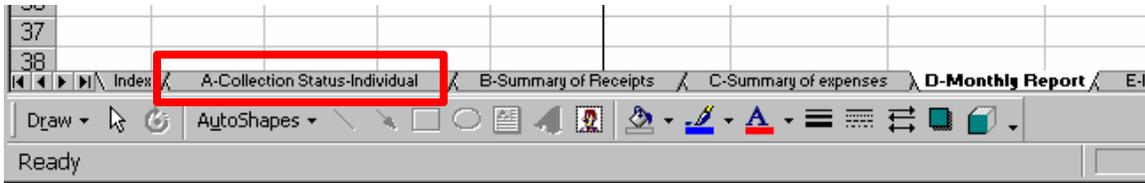
Example: I entered \$100.00 for example.

NOTE: Any Amount received from Markaz or Bank Charges for the month should be reported in rows 14 and 20 respectively for a particular month.

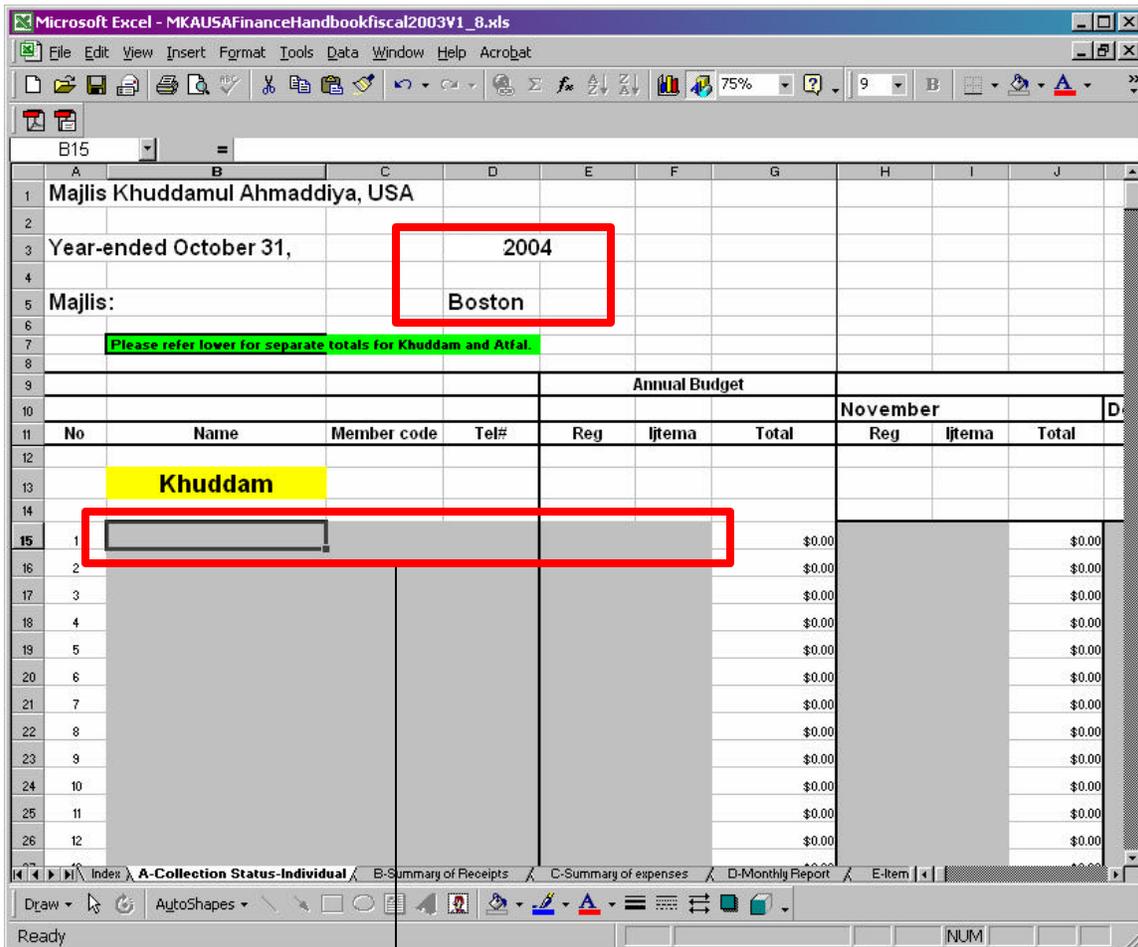
	A	B	C	D	E	F	G	H	I	J	K	L
1	Majlis Khuddamul Ahmaddiya, USA											
2		0										
3	Year-ended October 31, 2003-2004											
4						OK						
8		Regular Chanda				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		Items Chanda				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		Total Collection				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13												
14	B	Amount received from Center (if any)										
15												
16	C	Total Income (A + B)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17												
18	D	Local Expenses				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19												
20	E	Bank Charges										
21												
22	F-1	Expense 1 (100 % Items to Center)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23												
24	F-2	Expense 78% of Reg to Center)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25												
26	F	Center Share Total (F1 + F2)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27												
28	G	Total Expenses (D+E+F)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29												
30	H	Net In Hand (D-G)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31												
32		Net Cash in hand at the beginning of the month				\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
33												
34		Net Cash in hand at the end of the month				\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
35												
36												
37												
38												

Cell G32

Step 7: Click on **“A-Collection Status-Individual”** worksheet to move to this Tab/WorkSheet as shown in the following screen shot.



Step 8: Verify that the **Year and Majlis** Information you entered in **Steps 1 & 2** reflects in **Cells D3 and D5** respectively and proceed to next Step.



Cell B15 to Cell F15

Step 9: Start entering **Names, Member Codes, Tel#s, Reg & Ijtema Budget** of your **Khuddam** as per **Local Tajneed** from **Cell B15 to Cell F15** moving down the columns.

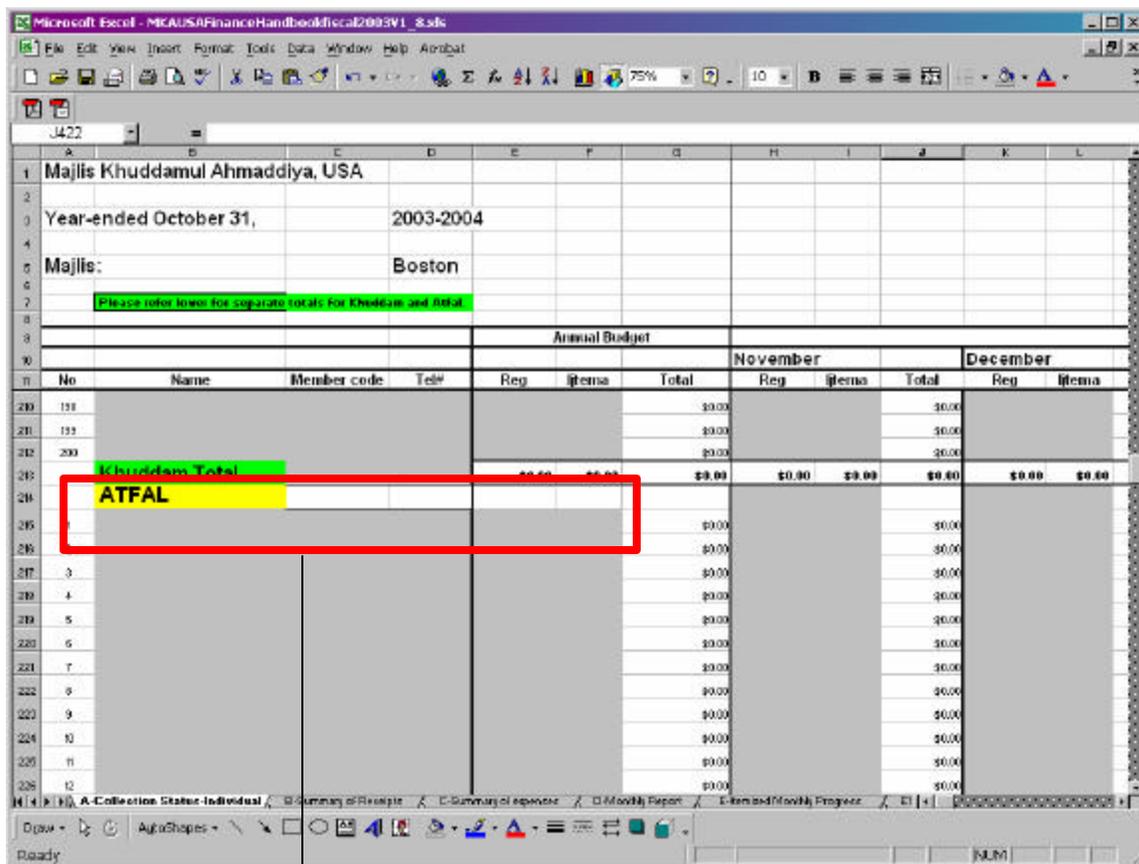
Note: You may enter information for up to 200 Khuddam in here. Enter Budget Information as per rate in the chart below.

CHANDA RATES FOR KHUDDAM & ATFAL

Chanda Ratios				Example Per Year		
Member Category	Age Range	Regular	Ijtema	Net Income	Regular Chanda	Ijtema Chanda
Earning Khuddam	15 - 40	1% of Yearly Net Income	1 % of Monthly Net Income	\$50,000.00 per year	\$500.00 per year	\$41.67 per year
Non Earning Khuddam	15 - 40	\$24.00 per year	\$12.00 per year	N / A	\$24.00 per year	\$12.00 per year
Atfal	7 - 14	\$6.00 per year	\$6.00 per year	N / A	\$6.00 per year	\$6.00 per year

Step 10: Scroll down within the same worksheet and Start entering **Names, Member Codes, Tel#s, Reg & Ijtema Budget** of your **ATFAL** as per **Local Tajneed** from **Cell B215 to Cell F215** moving down the columns.

Note: You may enter information for up to 198 ATFAL in here. Enter Budget Information as per rate in the chart above.



Cell B215 to Cell F215

To work with some examples we have used following data:

Khadim 1:

In Cell B15 for Name: **Kaleem Ahmed**

In Cell C15 for Member Code: **999999**

In Cell D15 for Tel#: **123123123**

In Cell E15 for Regular Chanda: **\$500.00** (we assume Kaleem Ahmed earns \$50,000.00 Net per year.)

In Cell F15 for Ijtema Chanda: **\$41.67** (1% of 1 Month's Net Income)

Khadim 2:

In Cell B16 for Name: **Ali Mir**

In Cell C16 for Member Code: **555555**

In Cell D16 for Tel#: **555555555**

In Cell E16 for Regular Chanda: **\$24.00** (we assume Ali Mir is a student and does not earn.)

In Cell F16 for Ijtema Chanda: **\$12.00**

Tifal 1:

In Cell B215 for Name: **Naeem Ahmed**

In Cell C215 for Member Code: **456456**

In Cell D215 for Tel#: **456456456**

In Cell E215 for Regular Chanda: **\$6.00**

In Cell F215 for Ijtema Chanda: **\$6.00**

After entering information notice that totals are calculated automatically in Cell E416 – G416 as

Annual Budget Regular: \$530.00

Annual Budget Ijtema: \$59.67

Annual Budget Total: \$589.67 ————— **This is your Target for the entire year (example only).**

You are now ready to start collecting Chanda and make entries accordingly.

Lets say in the Months of November and December Members Paid as follows:

Kaleem Ahmed:

Regular Chanda: **\$100.00**

Ijtema Chanda: **\$41.67**

Receipt Number issued: **K555555**

Date: **November 15th 2003**

Ali Mir:

Regular Chanda: **\$24.00**

Ijtema Chanda: **\$12.00**

Receipt Number issued: **K555556**

Date: **November 16th 2003**

Naeem Ahmed:

Regular Chanda: **\$6.00**

Ijtema Chanda: **\$6.00**

Receipt Number issued: **K555557**

Date: **December 5^h, 2003**

Step 11: Enter the Chanda received by **Kaleem Ahmed & Ali Mir** in Khuddam Section under the Month of **November** and enter the Chanda received from **Naeem Ahmed** in the Atfal Section under Month of **December**.

Once you have entered the Chanda in “A-Collection Status Individual” it will look like the following screen shots.

Khuddam Section:

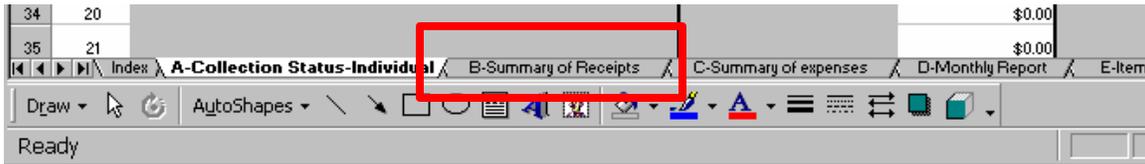
Majlis Khuddamul Ahmaddiya, USA										
Year-ended October 31,		2003-2004								
Majlis:		Boston								
Please refer lower for separate totals for Khuddam and Atfal.										
Annual Budget							November		December	
No	Name	Member code	Tel#	Reg	Items	Total	Reg	Items	Total	Reg
Khuddam										
1	Kasim Ahmad	899898	12022028	\$500.00	\$41.67	\$541.67	\$0.00	\$41.67	\$41.67	
2	AIMI	000000	000100000	\$24.00	\$12.00	\$36.00	\$24.00	\$12.00	\$36.00	

Atfal Section: (by scrolling down)

Majlis Khuddamul Ahmaddiya, USA										
Year-ended October 31,		2003-2004								
Majlis:		Boston								
Please refer lower for separate totals for Khuddam and Atfal.										
Annual Budget							November		December	
No	Name	Member code	Tel#	Reg	Items	Total	Reg	Items	Total	Reg
198						\$0.00			\$0.00	
199						\$0.00			\$0.00	
200						\$0.00			\$0.00	
Khuddam Total				\$524.00	\$53.67	\$577.67	\$124.00	\$53.67	\$177.67	\$0.00
ATFAL										
1	Nazeem Ahmed	451456	456456456	\$6.00	\$5.00	\$11.00	\$0.00	\$0.00	\$0.00	\$5.00
2						\$0.00			\$0.00	
4						\$0.00			\$0.00	
5						\$0.00			\$0.00	

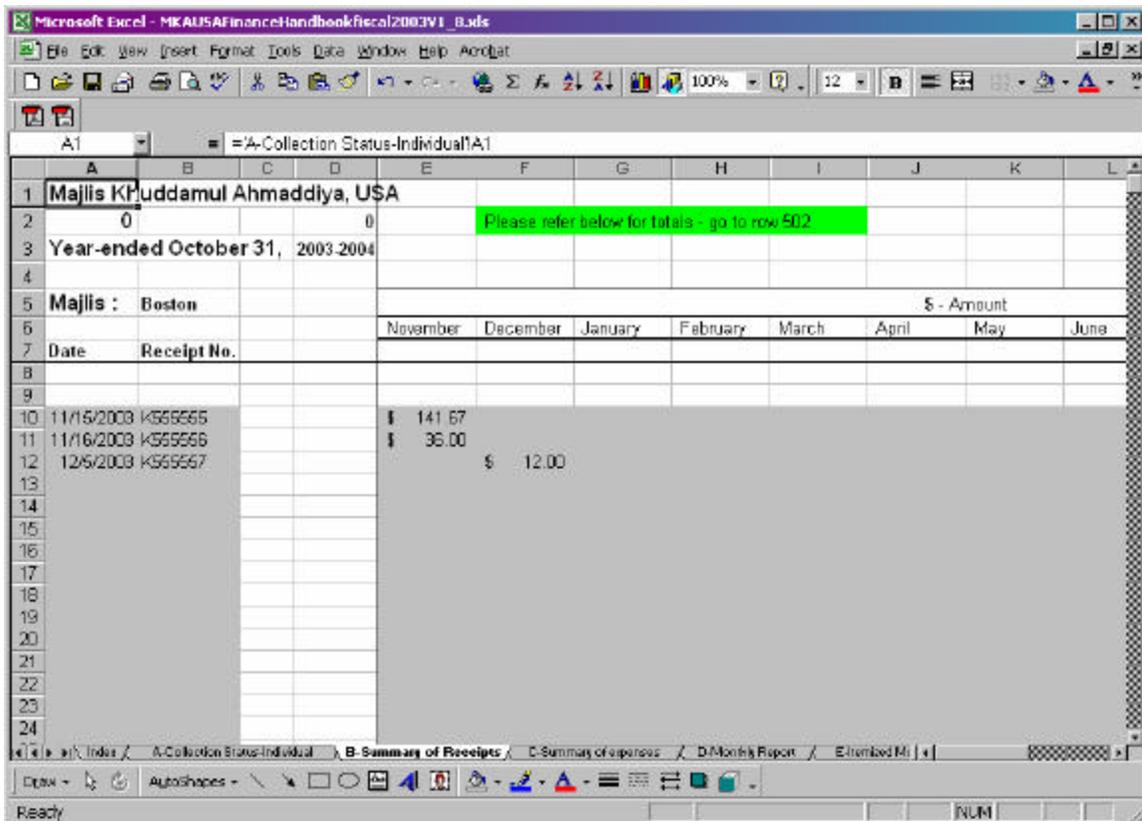
It is **very important** for you to **enter receipts numbers** and their corresponding **amounts** into next worksheet therefore;

Step 12: Click on “**B-Summary of Receipts**” worksheet to move to next Tab/Worksheet.

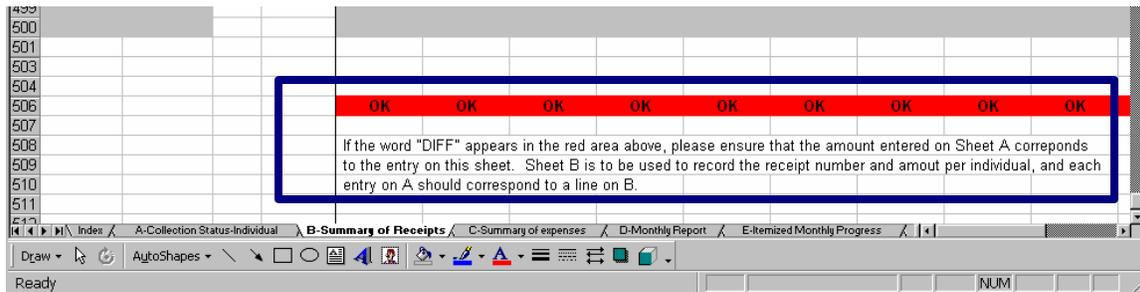


Step 13: Enter **Receipt Number**, its **date** and **Amount** under **corresponding Month**. Using our example data, we entered:

- 11/15/2003, K555555, 141.67 in Cells A10, B10 & E10 (for November)
- 11/16/2003, K555556, 36.00 in Cells A11, B11 & E11 (for November)
- 12/05/2003, K555557, 12.00 in Cells A12, B12 & F12 (for December)

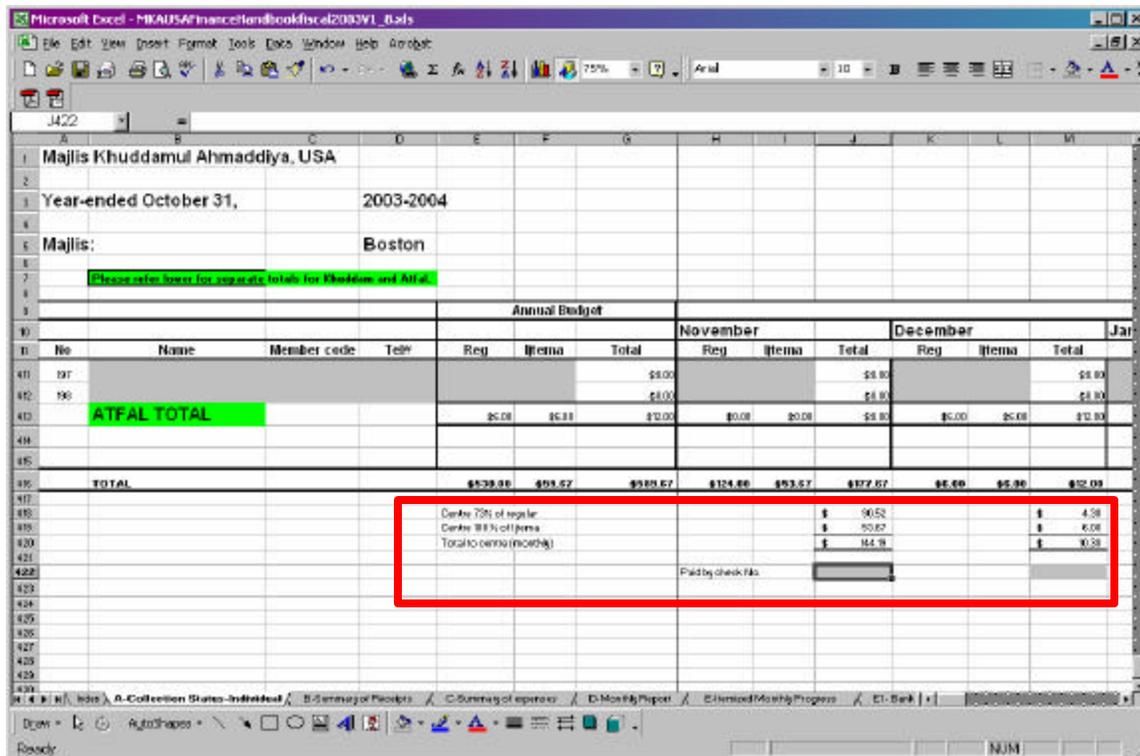


Step 14: Verify that Row 506 says “OK” but not “DIFF” for the month you entered the data. If it says “Diff” it means that the Chanda Collection you entered in “**A-Collection Status Individual**” worksheet does not match with the Receipt Entry in “**B-Summary of Receipts**” worksheet for that particular month.

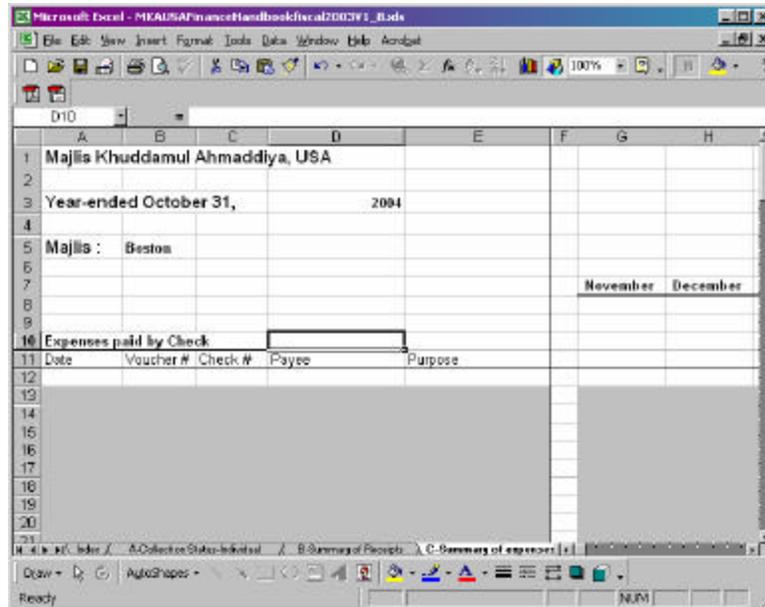


Step 15: Click back to “A-Collection Status-Individual” tab/worksheet and scroll down all the way to the bottom. Here **row 420** tells you how much you need to **send to Markaz** for a particular month. For our example refer to **Cell J420 for November** and **Cell M420 for December Amounts**.

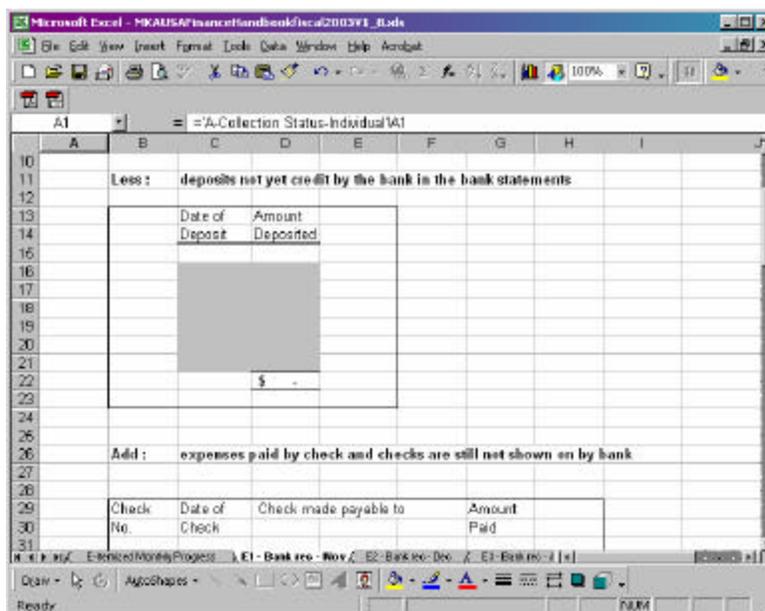
Step 16: Enter Check Numbers for the checks that you are to send to Markaz in **Row 422** of the corresponding month.



Step 17: Scroll to “C-Summary of expenses” and enter any **expense** incurred by your Local Majlis accordingly.



Step 13: Scroll through Worksheets **E1-Bank rec-Nov** to “**E12-Bank-rec-Oct**” for any given month and include Checks information to **reconcile** your local finances with Bank Statement.



Tip: To scroll between tabs/worksheet if the workbook, click an arrow for the direction you want to scroll; to select a sheet click its tab. To scroll several tabs at a time, press SHIF while you click one of the middle tabs scrolling buttons. To display a menu of the worksheets in the Handbook, click a tab-scrolling button with the right mouse button.



Step 17: SENDING REPORT TO MARKAZ

17- 1: Print out following two worksheets: “D-Monthly” & “E-Itemized Progress”
Our Example Printouts would look as follows:

Majlis Khuddamul Ahmadiyya, USA													
Year-ended October 31, 2003-2004													
Majlis : Boston													
	November	December	January	February	March	April	May	June	July	August	September	October	Total
Profit or Credits	\$ 124.00	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130.00
Items Credits	\$ 53.67	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.67
A Total/Credits	\$ 177.67	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189.67
B Amount received from Center (B+P)													\$ -
C Total Income (A + B)	\$ 177.67	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189.67
D Local Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E Bank Charges													\$ -
F-1 Expense 1 (100% Item to Center)	\$ 53.67	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.67
F-2 Expense 2 (70% of Reg to Center)	\$ 90.52	\$ 4.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94.90
G Center Share Total (F1 + F2)	\$ 144.19	\$ 10.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.57
H Total Expenses (D+E+G)	\$ 144.19	\$ 10.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.57
I NetH Hand (C-G)	\$ 33.48	\$ 1.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.10
NET Cash in hand at the beginning of the month	\$ 100.00	\$ 133.48	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 100.00
NET Cash in hand at the end of the month	\$ 133.48	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10	\$ 135.10

Majlis Khuddam-ul-Ahmadiyya													
Itemized Monthly Progress													
Majlis: Boston													
Collection For	November	December	January	February	March	April	May	June	July	August	September	October	Total
Khuddam Reg	\$ 124.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.00
Khuddam Ijtema	\$ 53.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53.67
Khuddam Total	\$ 177.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177.67
Attal Regular	\$ -	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.00
Attal Ijtema	\$ -	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.00
Attal Total	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.00
GRAND TOTAL	\$ 177.67	\$ 12.00	\$ -	\$ 189.67									

TOTAL COLLECTION & PERCENTAGE REPORT					
	Annual Budget	Collection To date	Balance Left	Collection in %	Balance Left in %
Khuddam Reg	524	\$ 124.00	\$ 400.00	23.66412	76.34
Khuddam Ijtema	53.67	\$ 53.67	\$ -	100	0.00
Khuddam Total	577.67	\$ 177.67	\$ 400.00	30.75631	69.24
Attal Reg	6	\$ 6.00	\$ -	100	0.00
Attal Ijtema	6	\$ 6.00	\$ -	100	0.00
Attal Total	12	\$ 12.00	\$ -	100	0.00
Grand Total	589.67	189.67	400	32.17	67.83

Zahid Mian Qaid Majlis	Himayun Mujeeb Nazim Maal
---------------------------	------------------------------

17 – 2: Qaid & Nazim MUST sign the report (both printouts).

17 – 3: Write a check payable to “**Majlis Khuddam-ul-Ahmadiyya**” for the amount that was the Markaz Share as per **Step 15** above.

17 – 4: Make a **photocopy of the check** you are sending.

17 – 5: Include “**Yellow Copy**” of the **receipts for the month** and a copy of **Last Bank Statement**.

17 – 6: Mail all these items

- 1. Printout of D-Sheet signed by Qaid Majlis and Nazim.**
- 2. Printout of E-Sheet signed by Qaid Majlis and Nazim.**
- 3. Check.**
- 4. Photocopy of the Check.**
- 5. Yellow copies of the receipts for the month.**
- 6. A copy of Last Bank Statement.**

to Mohtamim Maal at the **following address**. (Your Qaid will be notified in case the address changes)

Zahid M. Mian
188 Parkerville Road
Southborough, MA 01772

Important Tips to Remember:

- **Always try to collect Ijtema Chanda first from every member. Your goal should be to collect Ijtema Chanda at a 100% rate by June and Regular Chanda at a 100% rate by September of the fiscal year.**
- **Mail your report and check by 26th of each month. Include any chanda received after 25th of the month to the next month collection.**

For any questions regarding Handbook Software Please contact:

Mansoor Malik 732-407-9121 mansoor_mka@hotmail.com

Aftab Jamil 408-947-6682 aftab.jamil@ey.com

Usman Mangla 734-844-1025 umangla@yahoo.com

Suggestion for Improvement:

All Qaideen and Nazimeen Maal are sincerely requested to provide any suggestions for improved functionality of the HandBook ver 1.8 and the process describe above for reporting. At the same time please highlight problems and/or difficulties you experience to Aftab Jamil (email: aftab.jamil@ey.com)