

Lajna Ima'illah USA

National Finance Department

- Mentoring Conference: 3/27/2010
- Baitul Hameed Mosque Chino, CA

Frequently Asked Questions

Fiscal Year?

- From 10/1/2009 to 9/30/2010

Dues to collect?

- Lajna and Nasirat Membership and Ijtema Dues
- Khidmat-E-Khalq/Sadqa
- Children KK (Eid Gift)
- Special Collection (KCC, Qadian Hall etc.)

FAQ – Cont'd

% of collection to send to National Lajna?

- 75% of Membership dues and Ijtema collection
- 100% of the collections from Sadqa, Khidmat-e-khalq (KK), Children KK, Sales of Books & Special Fund raising
- National Lajna reserves the right to the local surplus amount at the year-end. A prior approval from National Lajna is required in case surplus needs to be utilized at the local level.

Dues NOT to collect?

- Chanda A'am
- Wasiyaat

FAQ – Cont'd

Reports to send to National?

- Income Reports: (Collection Summary, Receipt Report, Membership Dues and Percentage of Participation Report)
- Budget reports: Actual Annual Income & Expenses, Projected Annual Budget, Bank Reconciliation Report and Year-End Bank Statement

Reports Due dates?

- Income Reports: January 31, May 31 and August 31 (mail to Najmi Azam)
- Budget Reports: October 31 (mail to Aisha Sharif)

Award Selection Criteria

- % of participation (obligatory and special schemes)
- Completeness of reports including budgets
- Meeting deadlines and deliverables

Grading System

A⁺

Income

*	On Time	Income/receipt (Hard Copy)	Floppy/CD	Check	Copy of receipts	% Participation Obligatory/other
01/31/09	Y	Y	Y	Y	Y	
05/31/09	Y	Y	Y	Y	Y	
08/15/09	Y	Y	Y	Y	Y	Y 100% / 79%
Other collection '09		CKKF	KCC	QLH		

Grading Scale

A⁺ = 16
 A = 12 - 15
 B = 9 - 11
 C = 6 - 8
 U = Less than 6

A⁺

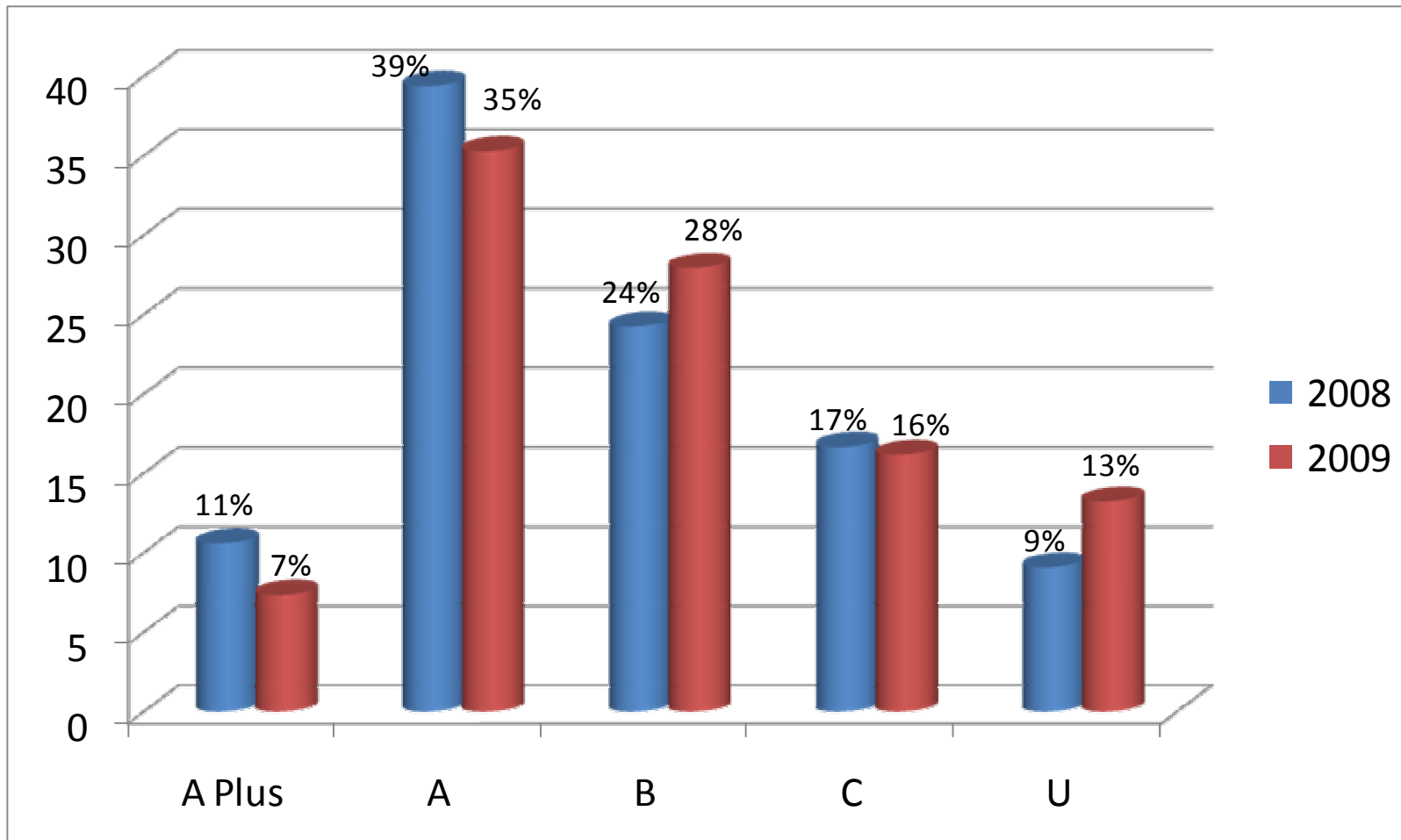
Expenses

	On Time	Actual 2008-2009	Budget 2009-2010	Bank Stmt	Bank Recon Report	% Participation
10/31/2009	Y	Y	Y	Y	Y	

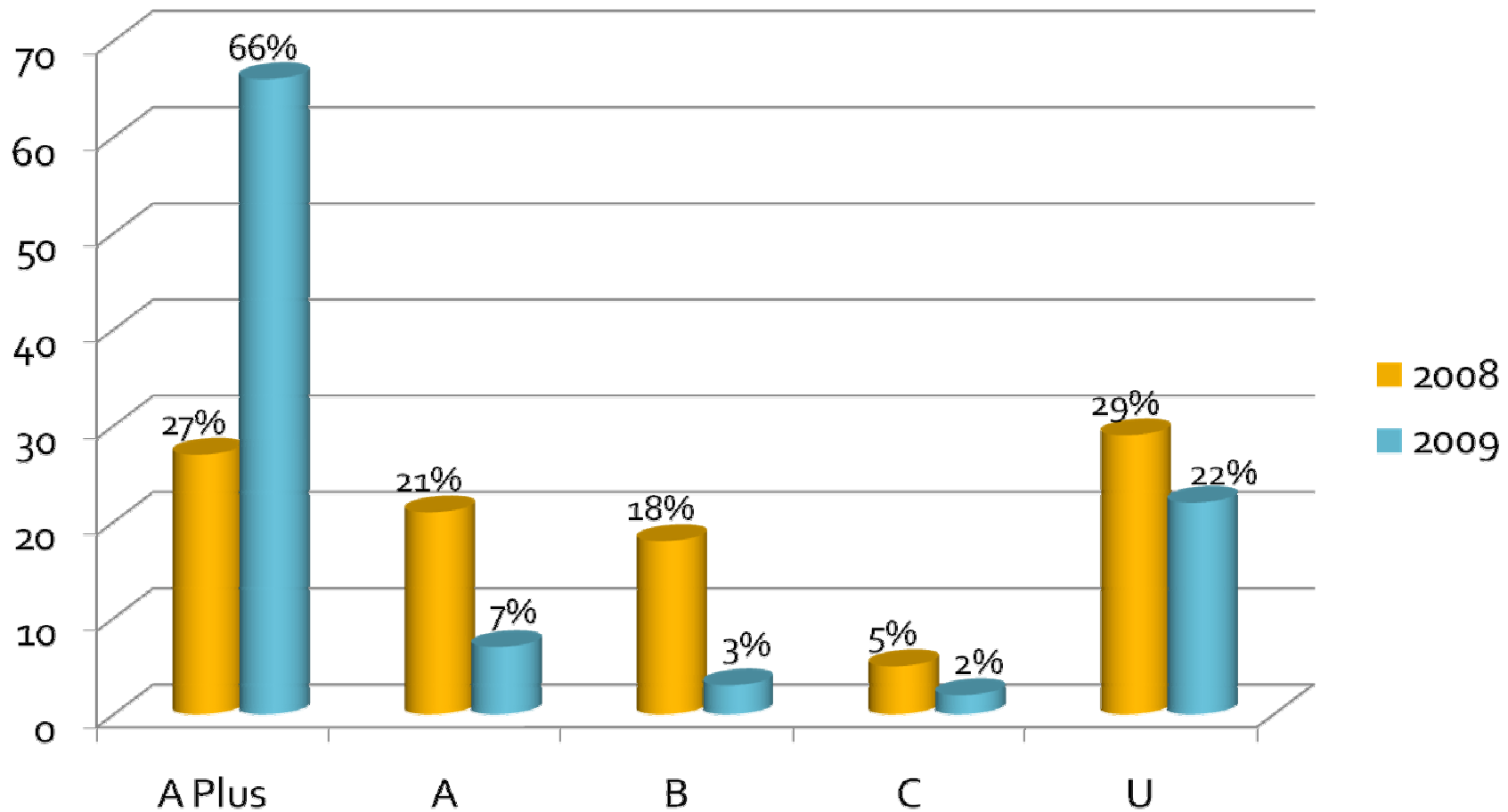
Grading Scale

A⁺ = 5
 A = 4
 B = 3
 C = 2
 U = Less than 2

Income Grades: 2008 vs. 2009



Budget Grades: 2008 vs. 2009



Under the Spotlight

- Baltimore
- Houston Cypress
- LA East
- LA Inland
- RTNC
- Potomac
- Detroit
- Philadelphia
- Dallas
- Bay point
- Zion
- Oshkosh
- San Diego
- Charlotte