



In the name of Allah, the Most Gracious, the Most Merciful
মুসলিম উম্মাহ অফ নর্থ আমেরিকা (মুনা)
Muslim Ummah of North America (MUNA)

Chapter Financial Audit Report Form

Chapter:

Zone:

Period Audited: Names of the auditors: Date of the Report:

1. Does the chapter maintains financial report in the prescribed format published in the MUNA Website?
Yes No

2. Do they have financial record for all manpower and all sub-chapters for 12 months? Yes No .
Did all the sub-chapters paid monthly dues in 12 months in 2022?

3. Number of total senior members who pay monthly dues to the chapter:, how many of them paid monthly contribution for 12 months in the year 2022?.....

4. Number of total members who pay monthly dues to the chapter: How many of them paid monthly contribution for 12 months in the year 2022?

5. How many special donors are in the chapter?How many of them pays monthly donation?
How many pays donations occasionally?

6. Is the chapter financial report reviewed and discussed regularly in the monthly member meeting?
Yes No

7. Does the chapter has vouchers of all expenses for the year? Yes No Are the expenses approved in the member meeting? Yes No For any substantial/special expenses, is the approval taken from zone/national? Yes No

8. Does the chapter remit monthly quota to National regularly? Yes No Do they maintain evidence of remittance to National? Yes No

9. How much was the closing balance in the report as of the date of the audit?..... How much was cash in hand on the same day?.....

10. Did the chapter remit balance over \$1,000 to National? Yes No When..... and how much.....?