|  |  |  |
| --- | --- | --- |
|  | **Majlis Ansarullah Canada**  100 Ahmadiyya Avenue, Maple, Ontario, L6A 3A4 Tel.: (905) 417-1800 Fax: (905) 417-1006  **Department of Finance / Mal** | **Advance**  **Expense** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Majlis / Name:** |  | **Cheque No:** |  |
| **Department:** |  | **Address:** |  |
| **Event:** |  | **Phone Number:** |  |
| **Date of Expense:** |  | **Date Submitted:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. #** | **Description** | **Amount ($)** | **HST / PST ($)** | **Total ($)** |
|  | **Advances :** |  |  |  |
|  | **Publications :** |  |  |  |
|  | **Donations :** |  |  |  |
|  | **Office Equipment :** |  |  |  |
|  | **Sports Equipment :** |  |  |  |
|  | **Refreshments (Non Event**)  **\*\*\*Number of Volunteers:** **\*\*\*** |  |  |  |
|  | **Food/Hospitality (Event**:      )  **\*\*\*Number of Volunteers:** **\*\*\*** |  |  |  |
|  | **Gas** (Automobile) (Within G.T.A.) **(\*\*\*Km:** **\*\*\*)** |  |  |  |
|  | **Travelling** (Outside G.T.A., Air Travel Ticket/Rental/Fuel ) |  |  |  |
|  | **Stationary & Office Supplies** |  |  |  |
|  | **Photocopies :** |  |  |  |
|  | **Postage / Courier :** |  |  |  |
|  | **Prizes :** |  |  |  |
|  | **Communications**: Telephone, Fax, Internet |  |  |  |
|  | **Printing**: Tabligh, Talim exam, Umumi Dept |  |  |  |
|  | **Tabligh & Preaching:** stalls, Newspaper adds |  |  |  |
|  | **Utilities:** Heat, Hydro, Water, Insurance etc. |  |  |  |
|  |  |  |  |  |
| **GRAND TOTAL** | |  |  |  |

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| **DETAILS OF EXPENSES/INCOME (For additional space use the back of this form.)** |
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| **Please write your name followed by the signature.** | | | | |
| **SUBMITTED BY** | **VERIFIED BY QAID `UMUMI** | **VERIFIED BY NATIONAL AUDITOR** | **QAID MAL** | **SADR MAJLIS** |
|  |  |  |  |  |

**Please attach all original receipts on the back. (Transaction receipt/s is/are not acceptable.)**