



Location: 6508 Winston Churchill Blvd Mississauga, Ontario L5N 3W4



AD HOC COMMITTEE

TAHIR I. QURESHI, MEMBER (CHAIR)

KAMRAN SIDDIQUI, MEMBER

ASAD ALI SYED, MEMBER

STANDARD OPERATING PROCEDURES

BOARD OF TRUSTEES APPROVED!

SHOUKAT QURESHI, MEMBER

ASAD DEAN, FOUNDING MEMBER

IMTIAZ SIDI, FOUNDING MEMBER

**MEADOWVALE ISLAMIC CENTRE
AD HOC COMMITTEE
STANDARD OPERATING PROCEDURES**

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**MEADOWVALE ISLAMIC CENTRE
AD HOC COMMITTEE
STANDARD OPERATING PROCEDURES**

1. MANDATE:

The Board of Trustees passed a resolution on October 25th, 2008 to establish an Ad Hoc Committee to temporarily manage the affairs of MICI until an election is held. Therefore, effective immediately, the following Standard Operating Procedures are implemented to control and implement MIC affairs until further notice.

2. COMMUNICATION:

The purpose of this policy is to ensure that communications across the MIC membership are well co-ordinated, effectively managed and responsive to the diverse information needs of the Meadowvale Muslim Community.

All communication between the MIC and its Membership must be pre-approved by the Board of Trustees prior to release to the public.

All Members are required to submit their written communication to Ad Hoc Committee and allow The Ad Hoc committee the opportunity to answer to your concern within 5 working days. If you are not satisfied with the answered you received, your matter will be sent to the Board of Trustee for resolution.

3. NO CASH DEALS

To safeguard the interest of Meadowvale Islamic Centre and to abide by Canadian and Ontario legislative authorities, rules and regulation, and to comply with MIC Constitution and By-Laws, no cash dealing whatsoever will be allowed when purchasing goods or services for Meadowvale Islamic Centre.

All members, Volunteers and Trustees will strictly follow this policy and disciplinary action will be taken if violation occurs.

4. FINANCE POLICY:

- It is the policy of the MIC Ad Hoc Committee that:
 - Only Finance Committee designated Volunteer Member Collector(s) will collect and issue receipts for cash and cheque donations for Building Trust Fund or Operating Fund.
 - Only Finance Committee designated Volunteer Member Depositor(s) will deposit funds in the Bank
 - All donations in kind must be reported to the Finance Committee Volunteer Collector within 48 hours upon receipt of goods

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- Any donation collected by a MIC member must be reported to Finance Committee or Treasury Advisor within 48 hours upon receipt of cash or cheque. A receipt must be obtained for cash deposit or cheque equal or greater than \$20.00.
- Unauthorized fund raising campaign using MIC platform is strictly prohibited.

5. ORGANIZATION:

Current there are three Board of Trustees and three Ad Hoc Members of the Meadowvale Islamic Centre. The Board of Trustees have assigned special provision roles as Masjid Property Manager and Treasury Advisor. See Schedule A as attachment.

6. MAINTENANCE OF ACCOUNTS:

It is the policy of the MICI to maintain two separate accounts:

- Operating Account
- Building Trust Account

6.1 OPERATING ACCOUNT:

All donations collected to support the Meadowvale Islamic Centre for its operational needs are deposited in this account. This covers imam salary, teacher salary, utilities, maintenance of current building; stationary, special events just to name a few.

6.2 BUILDING TRUST ACCOUNT:

All funds collected from Musllah Donors or donations for the building of the Mosque are deposited in this account. These funds are strictly used for current Land Payment, Architect Fee, City Approvals & Building Permit and Construction associated costs. These funds cannot be used for Operation purposes. The Board of Trustees have the power to use these funds under strict conditions.

7. FUND RECEIPT POLICY:

It is the policy of the MICI to issue Cash Receipt for Operating Funds and Building Trust Fund. A minimum of \$20.00 has been established as a bench mark for the issuance of a receipt for funds. Records of All cash funds collected are maintained by the Ad Hoc Treasury Advisor and associated Volunteer Member.

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8. BUILDING TRUST FUND:

From time to time, Ad Hoc Member will designate a Volunteer Member to collect the Building Trust Fund. A Finance Member will issue a Receipt Book to the Volunteer Member. A receipt must be given to the Donor when receiving Funds. Funds and Yellow copy of the receipt must be handed over to Volunteer Depositor designated by the Ad Hoc Member within 48 hours upon receipt of fund.

9. OPERATING FUND:

From time to time, Ad Hoc Member will designate a Volunteer Member(s) to collect Operating Fund. Operating funds are normally collected through Juma Prayer and special events. Two Volunteer Member(s) are designated to count and record the funds. All funds collected are given to the Volunteer Depositor after completion of the necessary record keeping. A receipt must be given to the Donor when donation amount is equal or greater than \$20.00.

10. VOLUNTEER DEPOSITOR:

It is the responsibility of the Volunteer Depositor to deposit the funds within 5 banking days using the appropriate Bank Deposit Slips designated for Building Trust Account or Operating Account.

It is the responsibility of the Volunteer Depositor to inform the Ad Hoc Member (Finance) that funds have been deposited in the appropriate account so that accounting record is updated promptly.

All Deposit Slips Books must be returned to Ad Hoc Member as and when requested by the Ad hoc Member (Finance) and the Board of Trustee within 24 hours from the date of the notice of request.

Volunteer Depositor is required to ensure that copies of the cheque are made for record keeping purposes.

11. MONTHLY RECONCILIATION

It is the responsibility of the Ad Hoc Member (Finance) to complete monthly reconciliation of Operating and Building Trust Accounts and submit its report to the Ad Hoc Member(s) and the Board of Trustees. The Board of Trustee(s) are to approve the disclosure of the funding status in the Monthly Newsletter to MIC Members and donor.

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12. ACCOUNTING

Ad Hoc Member (Finance) is responsible to verify all transactional documents submitted by the Volunteer(s) to ensure that all entries are accurately made and to update the General Ledger using CRA approved Accounting System Software. Any error(s) or omission(s) of an administrative nature must be corrected within 2 banking days.

- Ad Hoc Member (Finance) is responsible to establish and implement standard accounting practices in accordance with CRA guidelines for charities funds when dealing with trust funds.
- Seek guidance from Board of Trustees to ensure compliance to constitutions and by-laws
- Engage with an independent Chartered Accountant:
 - To perform Audit,
 - File Tax Return with CRA,
 - Prepare Financial Statements,
 - Maintain accounting system
 - To be objective and independent
- Report to the Board of Trustee(s) on all financial matters.

13. MONTHLY NEWSLETTER

It is the policy of the MIC Board of Trustee to publish a monthly newsletter to its Members and Donors and update the progress of the project, funding status and operation needs. The Monthly newsletter must be pre-approved by the Board of Trustee(s) prior to release to its members, donors and public.

14. FREEDOM OF EXPRESSION:

When members have the right to freedom of expression, they must be acutely aware that their actions reflect on the Association and the MIC as a whole.

In any dealings with the press, members must emphasize that they are not acting in any capacity with MIC, but are in fact expressing their own personal opinions. Only the Ad Hoc Member and the Board of Trustees have the right to speak on behalf of MICI.

15. SUGGESTION BOX:

In order for us to serve MIC Members and Meadowvale Muslim Community better, a suggestion box will be placed in the MIC building to collect your suggestions or comments pertaining to MIC Operation and Service only.

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Content of this box will be collected bi-weekly by the Board of Trustees and will be reviewed and disposed off at our monthly meeting.

16. PRIVACY POLICY:

It is policy of the MIC to enforce compliance to Personal Information Protection & Electronic Documents Act [PIPEDA] when dealing with Members, Donors and public.

- No member, volunteer or donor shall use the personal information collected in the course of MIC for his/her personal gain.
- All information collected on behalf of the MIC must be returned, deleted and or discarded upon request of the Board of Trustees within 24 hours upon receipt of notification.
- Failure to return MIC collected information may result in legal action taken against the Member, Volunteer and/or Donor

17. EMPLOYMENT:

It is the objective of the MIC not to indulge itself in hiring paid Employee's to perform services when everybody is serving MIC voluntarily.

- MIC is a Charitable Not for Profit organization and every effort must be made to use the services of volunteers to conduct the affairs of the MIC.
- Designated Ad Hoc Member requiring goods or services must solicit their needs through the volunteer program.
- Clearly define the scope of goods or services needed and forward requirement to all members of MIC before making any procurement decision
- The Board of Trustee(s) approval is required in order to hire an Imam, teacher or an Independent Contractor to perform services for MIC.
- All compensation arrangement must be approved by the Board of Trustee(s) prior to offering to an employee or independent contractor.
- T4A will be issued for all payments made to an independent Contractor.
- All employee(s) must complete Application for Employment, submit detailed resume and or personal profile for independent contractors and sign for its accuracy, currency and completeness.
- SIN number is required prior to releasing payment to Imam, Teachers and Independent Contractors.
- Proof of Residency in Canada is required. Landed Immigration and Canadian Citizenship card are acceptable document to verify legal status of an employment or independent contractor.

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18. STUDENT FEE COLLECTION AND DEPOSIT PROCEDURE:

Ad Hoc Member (Finance) will designate two volunteers to collect and record Student Fees:

- Designated Volunteer Collector is responsible to collect Student Fee(s) and issue Cash or Cheque Receipt to the Donor immediately upon receipt of funds.
- Distribute the original receipt to the Donor, Yellow copy and funds to be handed over to the Volunteer Depositor within 48 hours for deposit in the Operating Account.

19. RECEIPT BOOKS:

It is responsibility of the Ad Hoc Member and Treasury Advisor to Monitor and implement Receipt Book control system to ensure all printed receipt books are accounted for and maintained in a log book for issue and return.

- The Volunteer Collector is required to safeguard Receipt Book issued to him/her and return the unused Receipt Book when demanded by the Ad Hoc Member (Finance) or Board of Trustee(s).
- Each Receipt is valued at \$20.00 per receipt. In the event of a lost Receipt Book, the Volunteer Collector who signed for the receipt book will be required to donate \$20.00 for each missing receipt to the Meadowvale Islamic Centre.

20. PROCUREMENT POLICY:

Designated Ad Hoc Member is responsible to ensure that proper competitive procurement procedures are followed when issuing purchasing orders to provide goods and services to Meadowvale Islamic Centre.

- To avoid any Conflict of Interest, Full Disclosure is required prior to accepting any quotation or proposal from the Service Providers.
- Full and Open Competition must be held for goods and services required for MIC program.
- Sole Source Justification must be provided for non-competitive procurement.
- Scope of Work must be clearly defined prior to seeking quotation or Request for Proposal.
- Legal opinion may be requested for high dollar value contract prior to recommending an award of contract to the Board of Trustee(s)
- A fund commitment letter must be obtained from Board of Trustees prior to signing the Agreement to Purchase Goods or Services.

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- A requisition must be prepared and approved by the Ad Hoc Committee to ensure that funds are committed for the intended purpose prior to issuance of a Request for Quotation
- A Written Purchase Order must be issued after obtaining necessary approvals and fund commitment.
- Justification for award of a purchase must be made prior to signing the Purchase Order.
- The Board of Trustees approval is required prior to signing any Purchase Order on behalf of the Meadowvale Islamic Centre.

All procurement equal or greater than \$7,000.00 including taxes falls under the jurisdiction of the Board of Trustees and thus will be forwarded for their approval and final signing of the agreement.

21. EXPENSE APPROVAL

Ad Hoc Member requiring goods or services require prior approval by the Board of Trustee:

- to generate a requisition and secure the Board of Trustee approval through the Ad Hoc Member (Finance) prior to making any commitment on behalf of MICI.
- No payment will be authorized if any Ad Hoc Member or Board of Trustee(s) violates this policy.
- Ad Hoc Member (Finance) must review and ensure that adequate funds are set a side for the intended purpose prior to forwarding to Board of Trustee(s) for approval.
- No commitment is to be made if funds are not secured for the intended goods or services.

22. VOLUNTEERING

Designated Ad Hoc Member is required:

- To seek volunteers to assist in the successful implementation of assigned responsibilities as defined in this Standard Operating Procedure.
- Encourage MIC Members to become Volunteer Member of the respective committee.
- Ad Hoc Member shall induct new Member(s) to its committee as they deem appropriate.
- Inactive volunteers are requested to resign from the position to allow new member the opportunity to actively participate in the MIC affairs.

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23. **COLLECTION BOXES:**

Ad Hoc Treasury Advisor will designate the following boxes for fund collection:

- **BUILDING TRUST FUND:** Funds when collected will be deposited in the Building Trust Fund.
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- **MASJID DONATION;** these funds when collected will be deposited in the Operating Account.
- **SADQAH FUND;** these funds will be deposited in the Operating Account and to be disbursed as per Shariah Law with the approval of the Board of Trustees.
- **FITRA FUND;** these funds will be deposited in the Operating Account and to be disbursed as per Shariah Law with the approval of the Board of Trustees.
- **ZAKAT FUND;** these funds will be deposited in the Operating Account and to be disbursed as per Shariah Law with the approval of the Board of Trustees.
- **DONATION BOXES:** Ad Hoc Treasury Advisor (Finance) will be responsible to locate all the donation boxes assigned to various retail locations by the Board of Trustees and assign a tracking number to control boxes and the funds collected.

24. **BUDGET:**

- The Ad Hoc Treasury Advisor will be responsible to prepare the operational budget for the Ad Hoc Committee and present to the Board of Trustees for approval.
- The Ad Hoc Treasury Advisor will provide a Monthly Financial Update on Operating funds as well as status of the Building Trust Funds to the Ad Hoc Committee and Board of Trustees for publishing in the Monthly Newsletter.

25. **PROJECT STATUS**

Ad Hoc Member responsible for the Project will perform the following services:

- Update Members and the Board of Trustees on the status of the Building Trust Funds

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- Coordinate with Members and Meadowvale Muslim Community to develop a final list of drawings/design improvements.
- Meet with the Architect and negotiate a written contract for his/her services and compensation consistent with the market standard
- Prepare justification and recommend the contract award to the Architect.
- Submit all necessary paperwork to the City of Mississauga and seek their approval of the project and Permit for Construction
- Submit Concept and Fundraising Strategy campaign and seek the Board of Trustees approval
- Secure funds for both the Project and adjacent land
- Issue tender and seek full and open competition
- Negotiate construction, mechanical, electrical, HVAC, grading, utilities contracts with contractors.
- Monitor construction of the Project
- Recommend release of progress payments
- Conduct Inspection of the project
- Issue substantial completion certificates
- Hold 10% of the total contract amount until warranty is finished and deficiencies are corrected.
- Follow up on deficiencies lists
- Complete and handover the Project to The Board of Trustees
- Monitor warranty work
- Make Final Inspection and Recommend release of Final Payment
- Hand over the project to MIC Board of Trustees
- Close the Project File

26. PAYMENTS

- No Cash Payment will be allowed for goods or services pertaining to MIC activities.
- Payment must be authorized only upon receipt of an original invoice from the Supplier(s) and or service provider(s).
- An MIC Expense Receipt Form can be used to seek payment if an independent contractor is involved and no invoice is can be produced.
- GST registration is required for Corporation
- WSIB Clearance Certificate is required for all Sub-Contractors prior to release of any funds
- SIN is required for issuance of T4A for Income Tax purposes
- All invoices for payment must be pre-approved by Ad Hoc Committee and Board of Trustee(s) prior to preparation of a cheque.
- All payment must be made by cheque that is to be signed by Two Board of Trustees.
- No cheque will be signed by Ad Hoc Member.

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27. CHEQUE LOG AND CANCELLED CHEQUES:

- Ad Hoc Advisor (Finance) will be responsible to maintain Cheque log and record of cancelled cheques issued for goods or services.
- All cheques to be prepared by the Ad Hoc Advisor (Finance) and submit to Ad Hoc Member Committee for review prior to forwarding to the Board of Trustees for signature.

28: COMMITTEES:

Ad Hoc Member(s) will establish Committees in accordance with Article 19.0 of MIC Constitution and By-Laws:

- **Recreation and Programs Committee - Per Article 19.2**
- This shall be a permanent Recreation Committee responsible for providing cultural, recreational, and sport facilities, programs and services to the MIC and its members. Assigned Ad Hoc Member will be chairperson for the committee. All funds collected to be immediately given to the Finance Committee.

- **Strategic and Planning Committee - Per Article 19.3**
- There shall be a permanent Strategic Planning Committee responsible for developing medium and long term MIC goals and objectives and initialise such undertaking as are approved by the Board of Trustees. Ad Hoc Members will be appointed to the position for Strategic Planning Committee.
- This committee shall develop its own budget, revenue sources and shall provide regular reports to the Board of Trustee of its programs and cash flows.

- **Education Committee - Per Article 19.5.1**
- There shall be a permanent educational committee responsible for the children's evening classes, adult classes, special seminars and women's education and events. Ad Hoc Member or Trustees will be appointed to the position of Chairperson of the Education Committee.

- **Other Committees Per Article 19.6**

- **Administration and Finance Committee:** This committee continue to function as presently working. However, there will be no team lead for the committee.
- Assigned Ad Hoc Member will be chairperson for the committee. The Finance Committee will be responsible to collect funds and deposit in the appropriate account.

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- Administration and Finance Committee shall establish policy to maintain Record of all Receipt Book printed distribution and Control.
- Update all the transaction records and closely work with the Ad Hoc Treasury Advisor to maintain accounts records and report requirements of CRA.
- This committee also review applicant's personal information and verify for accuracy.
- Review invoices against the Purchase Order terms and conditions obtain work completion report; obtain signed delivery receipt prior to making paperwork for payment.
- All payment must be verified by the Ad Hoc Committee prior to making payment to Suppliers and Service Providers.

- **Public Relations and Fund Raising Committee:** This committee will be established in consultation with the Board of Trustees.

- **Project Committee:** This committee continue to function as presently working. However, there will be no team lead for the committee. Assigned Ad Hoc Member will be chairperson for the committee. Focus of this committee is to complete Project Design review, coordination with Architect & negotiate contract terms and conditions with the Architect, Coordinate with City of Mississauga to secure approval and permits, prepare RFP Negotiating Tendering process, contract award and administration.
- The Project Committee will implement Board of Trustees' vision Into the Project concept and try to implement it best of their abilities. All contract documents will be signed by the Board of Trustees upon recommendation of this committee.
All funds collected to be immediately given to the Finance Committee.

- **Sisters Committee:** This committee continue to function as presently working. However, there will be no team lead for the committee.
- Assigned Ad Hoc Member will be chairperson for the committee.
- All funds collected to be immediately given to the Finance Committee

29. MIC PREMISES:

Meadowvale Islamic Centre premises can only be used for religious and social gathering only. Unauthorized use is strictly prohibited.

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30. BULLETIN BOARD:

- Active Member is allowed to place an advertisement on the Bulletin Board located in the Meadowvale Islamic Centre.
- A nominal Monthly fee of \$50.00 will be charged for this purpose.
- Funds must be donated to the Mosque in order to use this privilege
- Finance Committee will give a receipt for cash donation prior to placing the advertisement on the board.
- The advertising material must be pre-approved by the Ad Hoc Committee prior to placing on the Bulletin Board.

31. PROMOTIONAL SALE:

- Members are allowed to sell consumer products or services through special events at Meadowvale Islamic Centre.
- Vendor will be required to donate a nominal fee to MIC for this purpose.
- Written MIC Ad Hoc Committee pre-approval is required to reserve a display stand for this purpose.
- Buyer be aware that MIC management takes no responsibility for goods or services purchased or sold at MIC premises.

32. DISCIPLINARY ACTION:

The Board of Trustees reserves the right to terminate MICI membership and or take legal action against a person, member, Director, Trustees if it determined through independent investigation that the person involved has violated:

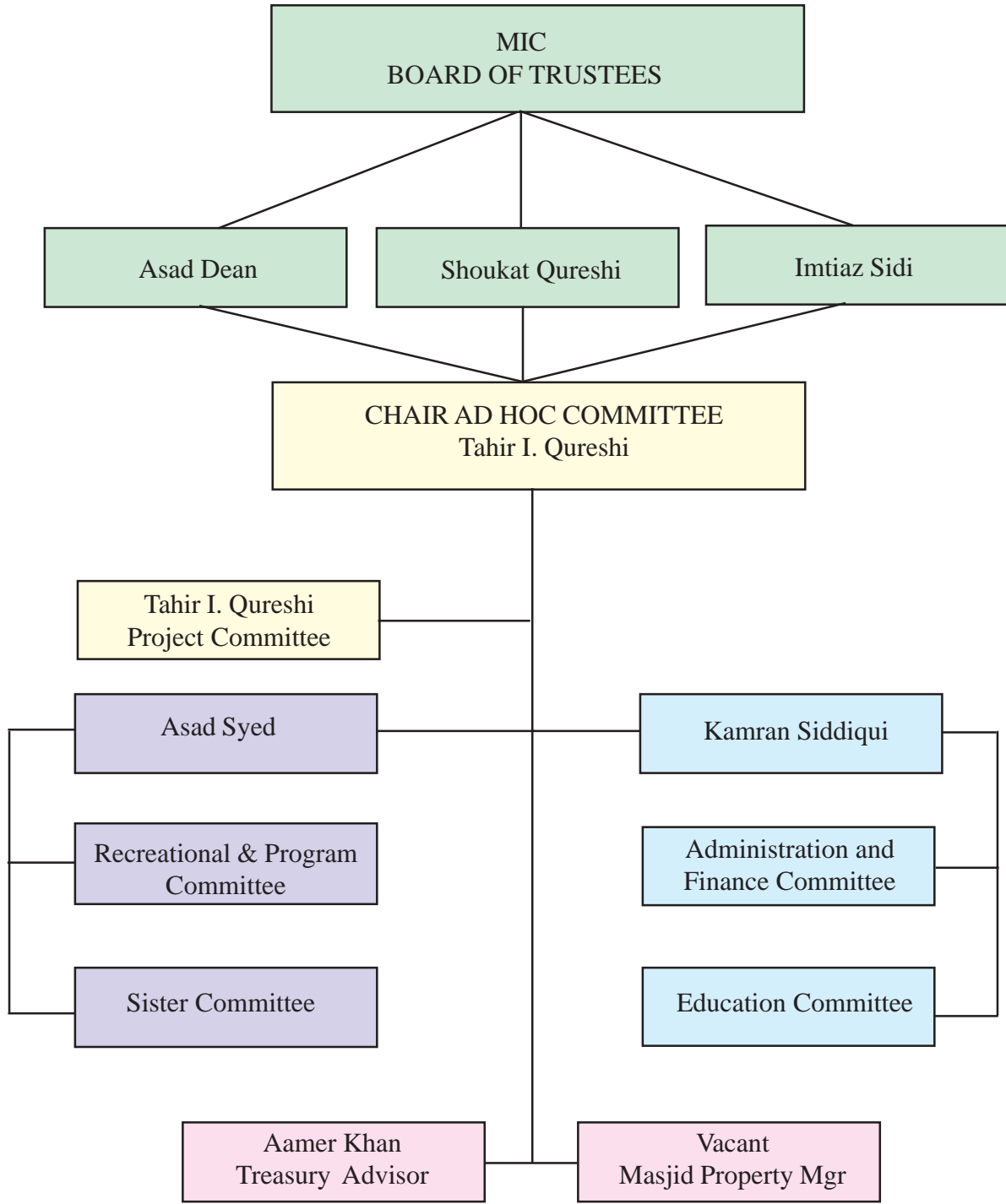
- The MIC constitutions and by-laws as amended from time to time,
- Created Fitna at MIC premises for no reason
- Indulges in unauthorized activities that interfere with affairs of MIC
- Use derogatory remarks against any Ad Hoc Member(s) or Board of Trustees
- Bring personal vendetta and agenda to interfere with MIC affairs
- Unauthorized use of personal information obtained through illegal means
- Not surrendering the MIC documents, information in digital or paper format upon the request of the Board of Trustees
- Using MIC collected private and confidential information for personal gain
- Violating Personal Information Protection and Electronic Documents Act (PIPEDA)

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- Distributing information to MIC Membership without written authorized from the Board of Trustees

33. CONSTITUTION AND BY-LAWS

This SOP was created as a guideline for ease of interpretation and for clarification only. The Ad Hoc Members and Board of Trustee(s) must follow MIC constitution and by-laws when performing volunteering services as member of the MIC.



Schedule A to Ad Hoc Committee Standard Operating Procedures

MICI Ad Hoc Committee Suggestion Form



We Welcome Your Suggestions!

What did we do well?	How can we improve MIC Services to you and your family?

Please provide your comments regarding MIC affairs only. If you would like to discuss your experience with MIC Ad Hoc Committee and or the Board of Trustees, please leave your name, telephone number, and a preferred time for our call.

Name: _____ Phone: _____ Date/Time _____

Thank you for being a Member of MICI and taking time to provide feedback.

Please place your Suggestion Form in the Comment Box. This will be collected by the Board of Trustees Bi-weekly. By providing your personal information, you have given expressed consent to MICI management to call you via phone.