

## Young Muslims | Finance

### Official Spending Policy - January 2026

Date: [1/1/2026]

#### Purpose.

The purpose of this document is to establish an overall framework for how YM funds (donor funds) should be spent at all levels of the organization. Any payment requests that come outside of this framework will **not** be accepted and will be immediately denied.

**The Bottom Line** is that these are all donor funds and an incredible amanah. The concept of taking shura on how to use the funds of the Muslims is not uncommon. It was practiced by the Sahabah and the righteous, and is something we want to enable here. Even if it takes an extra day to get the expense through, knowing it was done through shura and common agreement is of incredible importance.

#### General Rules of Thumb:

1. Any payment request must be pre-approved by the supervising leadership.
  - a. *Supervising Leadership Defined: Direct manager / ameer / person to report to for that specific line item. Regional Coordinators for anything Regional, Neighbor-Net Coordinator for anything local, Subregional Coordinator for an SR event, and so on.*
2. It should be a planned payment that was included in the budget sheet for the event or the group.
3. A paper receipt or digital receipt with line items must exist.
4. YM will not send payments to any vendor on the [BDS](#) list.
5. If YM is expected to pay an external vendor (Merch, Food, Camp, ICNA), we require an invoice billed to 'Young Muslims'.
  - a. Accordingly, National Subscriptions should be put under the YM Business Card.
6. Only accept communications directly from Finance via Finance email or a representative of the Finance team. No middlemen.
7. If the usage of a payment system is required (Square), notify Finance immediately.
8. Finance does not accept reimbursements 21 days after the expense was made. We can be flexible, but be sure to communicate.
9. If you have joint expenses with YM Sisters (YMS), inform us immediately.
10. No one under any circumstances, unless advised by Finance, should be making \$10K+ payments on their credit card.
  - a. Finance is more than capable of making these payments securely without risking any liability to the YM member via Check, Zelle, & Domestic Wire.
  - b. Any credit card payment over \$5K on behalf of YM will be subject to scrutiny from Finance & Supervising Leadership.
11. When you are seeking 'approval' for a transaction from supervising leadership or trying to follow up on something, keep a paper trail. Avoid verbal agreements unless 'Minutes' are taken and acknowledged by both parties.
12. For large orders when it comes to food, vendors, and any external payment in the US, we should avoid paying sales tax as we are a non-profit. Reach out to finance for any documentation required.

#### General Operations: Neighbor-Net, Subregional, Regional, & National

1. Concept of a Budget:
  - a. No exceptions, every payment request must stem from an overarching pre-planned budget. Even if it's guesses, there has to be intentional thought in how money will be spent.
    - i. 01 Budget VS Expenses Template.xlsx



- ii. Neighbor-Nets, who may not have the ability to budget, must at least record the intake and exit of funds managed under the YM name.
    - 1. [+ YM \[NN Name\] Finances Sheet | TEMPLATE](#)
  - b. Once the budget has been made, it must be signed off on by the supervising leadership. For larger events (YMLC, YMC, Retreats), it must be signed off by Finance.
  - c. Any spending done with no budget backing it or spending that goes over budget is subject to intense scrutiny by National Finance & the Supervising Leadership.
  - d. **Accordingly, based on the policy outlined in this document, National Finance has full authority to approve and reject payments that are deemed not within policy.**  
Rejections must be substantiated and explained to the submitter.
2. Non-Revenue Generating: Tarbiyah Retreats, Bashes, Qiyyams, etc.
- a. All spending must be pre-planned on a budget sheet. Spending must be measured and intentional, ensuring it does not exceed or overdraw the amount of funds accessible to the team.
  - b. Even without income, we must keep costs low. Every expense will be scrutinized and benchmarked against market rates for that line item.
  - c. Neighbor-Nets must be responsible for managing their cash on hand and have cash flow documented weekly.
  - d. If sports equipment is being bought or if the Neighbor-Net chooses to cover food for the entire Neighbor-Net or a wave, the Neighbor-Net must be able to answer what value does this provide, and is this the only means of providing such value?
    - i. This is not said to deter the expense being made, but to ensure that every expense is thoughtful and has been discussed beforehand.
3. Revenue Generating: YMLC, YMC, Retreats
- a. Part of the budget must also include forecasting profits and losses.
    - i. [☰ Making a P&L Sheet - SOP 014 | YM Resources](#)
    - ii. We are not asking for every event to turn a profit, although it would be nice. We are ensuring that the event does not turn into a major financial liability.
      - 1. **To do this, the event team must ensure that revenue is proportionate to the expenses.**
  - b. If sponsorships come in, the event team must personally verify with Finance who the sponsor is, where it came from, and confirm that Finance received it.
    - i. Because Finance receives such a high volume of cash flow, Finance is not able to identify and keep track.
4. Expansion Support:
- a. Understandably, expansion support in any subregion can happen ad hoc. However, these expenses must still be planned for or, at the very least, set aside for their usage. And any expense an Expansion makes must be approved before the expense is made by the supervising leadership.
5. Honorariums:
- a. YM can pay the speaker directly - so long as there is:
    - i. A text chain OR invoice confirming the amount.
    - ii. This is pre-planned in the respective budget.
  - b. If one pays on behalf of YM and expects a reimbursement, one must meet both factors mentioned above, and share a screenshot of either the cash withdrawal to make the payment or a Zelle transfer.
  - c. It is best practice to review how much you are being charged by a speaker with your supervising leader OR team before confirming.
6. Team Gifts:
- a. On the matter of purchasing gifts in appreciation for a team:
    - i. The supervising leadership should work with their peer leadership to collectively contribute to team gifts. If YM is meant to contribute to team gifts, YM should do it in a very limited way (subsidizing a part of it), and this is something to run by your supervising leadership.



### YM Meetings:

1. For National Meetings (League, Cabinet, NS AP), YM Finance will work with the meeting owner to designate an allocated amount based on the meeting location and attendees.
  - a. No spending may occur until a budget is approved.
  - b. If any spending happens outside of the approved budget, it is expected that the meeting attendees will cover the difference.
2. Regional, Subregional, and Neighbor-Net:
  - a. Aside from regional, it is not expected that SR & NN meetings will incur travel expenses. If it needs to be covered, it must be approved by supervising leadership.
  - b. Before the meeting, it should be clear to either meeting attendees or to the respective supervising leadership that X amount is allocated to the meal, and anything over will be covered by the XYZ agreed-upon parties.
3. As of 1/1/2026, the official YM Food Coverage Amount per person is:
  - a. Breakfast: \$3 (coffee)
    - i. 4 AM EST - 11:59 AM EST
  - b. Lunch: \$12 (~ average chicken platter price)
    - i. 12 PM EST - 5 PM EST
  - c. Dinner: \$13
    - i. 5 PM EST - 9 PM EST
  - d. Total Per Person, Per Day: **\$28**
    - i. This is the **maximum amount YM will pay per person per day**.
  - e. *Just because the amount is allocated does not mean that it should all be spent. When you are buying in bulk, aim to secure discounts and bring the cost down for the overall group.*

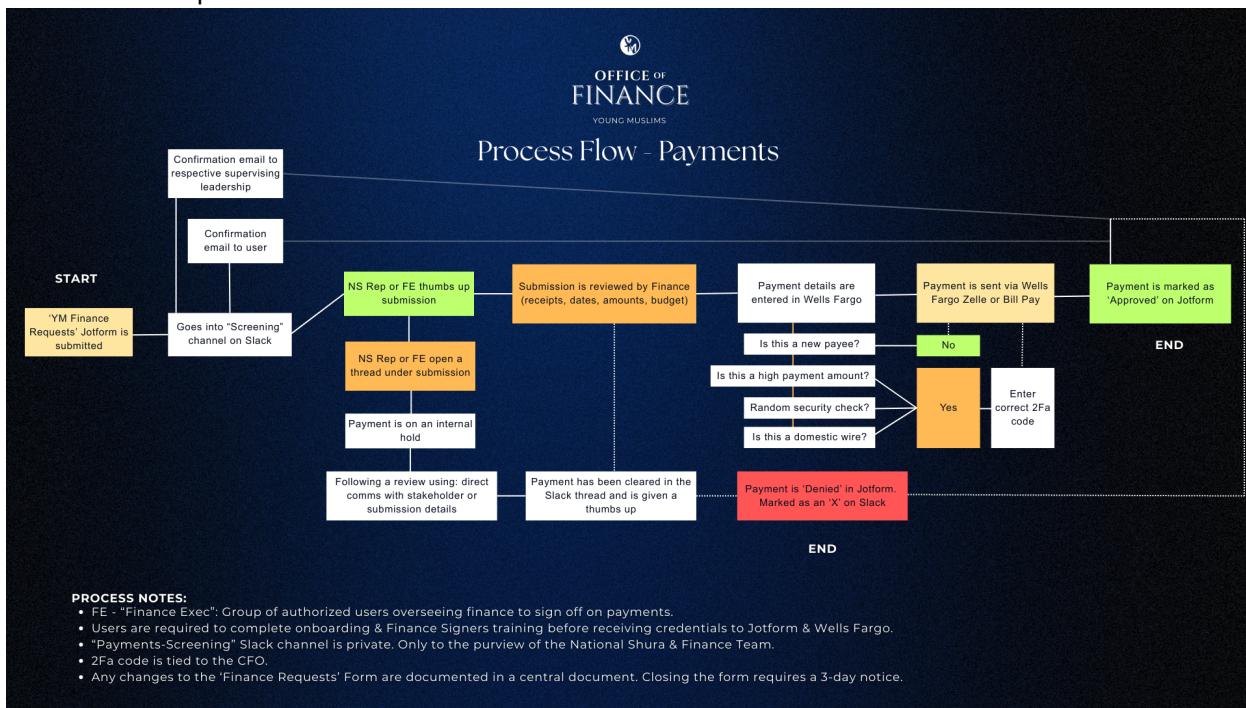
### Traveling for YM:

1. Flights:
  - a. If traveling for YM via flight, the flight should be booked no later than 21 days prior to the expected arrival date. Any flight booked under 21 days is expected to undergo scrutiny from Finance to seek personal coverage (the person should cover the difference between the market rate).
  - b. You are expected to choose the market-rate flight at the cheapest possible option.
    - i. Not expected to take a 10-hour layover in a random state. Choose the budget airline non-stop flight at an airport convenient to you.
  - c. If the flight is canceled, notify Finance and work towards a solution where the credit/cash given back is documented for future use.
2. Driving:
  - a. Rideshare Apps: If, for whatever reason, a taxi is required or food delivery (DoorDash, GrubHub), choose the cheapest option.
  - b. Rentals: Book rentals at market rate. Consult with supervising leadership on whether insurance will be required. Some credit cards automatically apply it.
  - c. If using one's personal vehicle to travel for YM: YM will only cover the miles driven (gas) and tolls. In submission, the submitter must share the # amount of miles driven and the complete route.
3. Food:
  - a. If traveling for YM, outside of a regular meeting, it is expected that the person will cover their own food expenses. If that is not possible, it must be communicated to the supervising leadership.
4. Incidentals: tips, fees
  - a. YM is not responsible for tipping, and any unplanned fees are subject to review with supervising leadership.



## Payment Requests Form: [bit.ly/ym-paid](http://bit.ly/ym-paid)

1. This is the only acceptable tool for requesting a payment or withdrawing funds from YM.
  - a. YM will also make payments via email if the organization sends an invoice to finance.
2. When submitting a request, it is extremely critical that you submit it in a way that provides as much context as possible. This will limit any follow-up from Finance. To do this, one should:
  - a. Upload any relevant documents/budget sheets.
  - b. Upload any text approvals.
  - c. Give context on what event the expense is for.
  - d. If the expense seems abnormal, explain why.
  - e. **Best way to check if your submission is good:** If someone with 0 context opened the submission, would it make sense to approve? Would the submission have all the context & attachments?
3. YM will always prefer to reimburse **only** after the expense is incurred, not before. If a funds withdrawal is requested, it will be subject to heavy scrutiny, with specific details of future purchases required.
4. See the process flow below:



## Document Approval.

The National Shura has reviewed and approved this document on [1/9/2026]

The residing heads of Finance & the YM National Coordinator.

Shaheer Iqbal, CFO - [1/9/2026]

Aqil Farooqui, NC - [1/9/2026]