

FUND RAISING & ACCOUNTING/ACCOUNT OPENING & HANDLING
PROCEDURES-POLICY UPDATED

Dear All

Please organize fund raising teams and fund management teams [i.e. two teams] on the following lines....

[1] All Country chapters must have an Account Management Board/ Team (AMT). This AMT should have Chapter's Secretary Finance/ Treasurer plus 4, 6 and/or 8 other Board members. Accounts are to be operated by Secretary Finance/Treasurer plus any one person from other board members as authorized by the Central Secretary Finance / the Central Finance Board.

(a) The Account Management Teams/Board, will not be part of any electoral process or political activity of their respective country/chapter. Their assignment is purely professional account handling.

(b) No single signature account operation is allowed. This team will also be responsible for all matters pertaining to operating of accounts plus internal audit controls and reports/returns to the concern departments of the respective countries. The management team will be responsible for all issues jointly in matters relating to accounts. The Central Secretary Finance must be informed with updated position of collections and transfers/occurring of any activity related to accounts.

[2] All Chapters need to have Fund raising teams, keeping in view the geographical spread of the respective areas- the teams can have area wise representations. Only designated people from the team must take the responsibility to raise funds for PTI. Depositing funds in anyone's personal or business accounts temporarily or permanently is strictly not allowed and can be the bases of the termination from the membership of the party. The team heads, must strive to have innovative ways and methods for meeting fund collection targets as assigned by the local chapter. Fund raising is an on going requirement and should NOT be restricted to Chairman's or visits of the 'notables' from Pakistan.

[3] Amounts should be paid ONLY into the defined PTI accounts, and all payments received must be properly accounted for/given receipts and should correspond to bank deposit[i.e. amount collected and deposit tally has to be maintained].

[4] At the end of each financial year there must be an audit conducted by a reputable firm in the host country and signed statement must be sent to the Secretary Finance within three months of the year end closing.

[5] PTI Central account, PTI disaster account, PTI UK , PTI A/C Canada, Australia and PTI USA LLc accounts are the only official accounts. Secretary Finance in consultation with they Central Finance Board may allow the formation of new accounts in different countries as need arises, notification of such shall be published.

[6] In countries where local laws do not permit opening party account, all payments/collection have to be remitted directly into the official PTI Central account or as instructed by the Central Finance Board.

[7] At the central secretariat, Mr. Arshad central accounts officer (email: marshadcma@yahoo.com) will provide receipts for the deposits at the central level. All personnel whose names and contact details are displayed on the web as designated handlers for account in the respective chapters should be followed up for obtaining of the receipts.

[8] All Fund handling teams should be answerable to respective Account Management Team (AMT) and all functions have to be carried out by adopting proper institutional methodology and according to the laws of the host country. In short all functions related to accounts must strictly follow rules and procedures given by their respective AMTs and applicable law of the land.

[9] There will be changes made in "PTI accounts" and "Relief accounts" for International chapters as already done at the central level in Pakistan. These accounts when opened shall be notified immediately. The procedure for all accounts operations [PTI OR RELIEF] has to follow the same joint signatory methodology without exceptions.

[10] Any and All other collections must be sent directly to respective head of Central accounts.

[11] No Fund Collection appeal should be entertained if not endorsed by the Central Secretary Finance. All/any appeal without authorization/approval is made by any person/body directly to any chapter, the respective account management team/Board must notify that it is not a valid fund raising drive/appeal.

[12] No direct remittances should be made to any Person/Office/Chapter, EXCEPT THE CENTRAL OFFICIAL PTI ACCOUNT OR as instructed by the Central Finance Secretary/Central Finance Board.

[13] As per policy, all funds of any form, i.e. membership, donations and special fund raising drives must be remitted to official PTI central account in Pakistan. Any Fund raising event must be in line with fund raising policy and with COST VERSUS BENEFIT ANALYSIS. Chapters are allowed to retain permitted percentage of the amount for usage as per the direction of their Account Management Team (AMT) with the authorization of the Central Finance Secretary. AMTs must submit a separate detail of those expenditures to the Central Secretary Finance on quarterly basis. Credit into PTI Central account should be done urgently/automatically without request/reminders from Central office.

[14] No amount from membership fee/etc., i.e. from PTI recognized accounts shall be allowed to be used for hosting/advertising/organizing fund raising activity/event. You can bridge the gap initially to help organize the fund raising event by submitting the feasibility report of the event and getting approval from the Central Finance Secretary. The cost has to be borne from the proceeds of the said EVENT. The amount paid to bridge the gap has to be given back/credited into PTI designated account immediately after the event.

[15] All Account Management Teams/ Members Finance Boards/Finance teams of respective International' Chapters will send Audit report every year to the Central office.

[16] All Account Management Teams/ Members Finance Boards/Finance teams of respective International' Chapters will sign "NON DISCLOSURE" as part of the policy. No detail relating to accounts/donations/donors etc. are to be shared with anyone other than authorized personnel. This shall apply to all personnel handling accounts national and international PTI accounts.

[17] For opening of new account apart from all rules enlisted above ,following steps are to be ensured.

[A] First requirement is formation of the Chapter in consultation with Secy international affairs. Followed by Appointment of membership coordinator/s

[B] Meet the requirement of minimum numbers of members as notified by Secy International affairs.

[C] After the Chapter is notified by Secy Gen, Register PTI as nonprofit entity/or other form as per applicable laws of the land.

[D] Make a Account handling team/Board and have it approved from Central Secretary Finance/ Board.

[E] Open Bank account in the name of registered entity: i.e. PTI
[F] All/Any collections will be directly remitted into Pakistan Tahreek e Insaf's
Central account without exceptions

In addition, all other procedures/ policy as given above at ser (1) to (16) have to
be followed.

All above is to be implemented urgently. Any further policy changes will be
notified as and when required.

Thank you & regards
Sardar Azhar Tariq Khan
Central Secretary Finance,
& Central Finance Board
PTI CENTRAL OFFICE.
Islamabad