



Muslim Community Association of Ann Arbor and Vicinity

2301 Plymouth Road, Ann Arbor MI 48105
Web: www.mca-aa.org Phone: (734) 665-6772

Zakat Distribution Process

Zakat Committee Members: Treasurer, Director-Imam, and Social Chair

- 1- The applicant downloads the form and fills it out, attaching all the necessary documents. Submission can be done online.
- 2- Office Manager makes sure the file is complete (checklist), run the zakat assessment sheet (software)
- 3- Office Manager will then inform the treasurer and other Zakat Committee members
- 4- Committee members check the file and approve or disapprove the request based on the Zakat criteria (Software) after contacting applicant/references if needed.
- 5- Office Manager will contact the applicant for the decision and provide check if zakat is approved. The whole process (step 2-5) is expected to be finished within 2-3 business days with a maximum of 1 week.
- 6- If Office Manager is not present, zakat committee members shall perform his duties

Special Cases

- For quick need (incomplete application, someone stopping by the masjid asking), President, Treasurer, or any of zakat committee members may take a quick decision on approving charity by means of food or gas voucher (vouchers should be available in the office) to be provided by the office manager or who is available at the office, no check is to be provided without an approved zakat application.
 - The person's full information should be recorded with the provided charity, zakat application will be provided (travellers who need help, information need to be recorded but zakat application is not needed to be filled)
- New Muslims would be provided by a Masjid gift {translated Quran, prayer rug, hijab (if a sister) or a koofi (if a brother), book and other materials}. This would come out of Dawah budget unless the person is poor and charity would be the option, gift should be ready at the office. Dawah chair may suggest giving new Muslims a donation in a form of check (would be considered zakat).

Leftover Zakat Funds

Each year in the month of Shaban, all what is left over from the zakat money (except \$2,000) will be transferred to MIA for tuition assistance for Muslim needed families. MIA administration team will perform this process.



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Addendum:

- Zakat Committee is authorizing AbdelHakim (MCA Treasurer) to decide on process
 - He may contact Zakat Committee if there are irregularities or if he does not feel comfortable
- He should notify the rest of the committee about All zakat decisions

Approved on EC Meeting 07/14/2014