



Financial transactions policy:

PAMA board authorizes PAMA executives “president, vice president, and treasurer, fundraising and communication associate” to manage PAMA finances according to the below guidelines:

1. Fundraise on behalf of PAMA only for causes and projects approved by the board.
2. Donations must be spent to designated causes.
3. Unrestricted donations must be spent to approved projects, wherever it is most useful.
4. PAMA expenses must comply with Charity Navigator guidelines, as follows:
 - a. Program expense percentage should be at least 75% of total functional expense
 - b. Administrative expense percentage should be at most 15% of total functional expense
 - c. Fundraising expense percentage should be at most 10% of total functional expense
5. Administrative and fundraising expenses should be deducted only from unrestricted revenues if possible, and never deducted from zakat revenues.
6. Zakat donations must be spent only to zakat eligible projects.
7. Starting Jan 1st, 2020, all wires transfer to Gaza and West Bank has to go through PAMA bank account in Palestine, and then delivered to beneficiaries according to Palestinian ministry of interior procedures.
8. Grants can be accepted and directed to new projects after approval from the board.
9. Sponsorships can be accepted for PAMA events and according to PAMA sponsorships guidelines.
10. Cash donations should be kept to minimum and must be collected by PAMA executive firsthand.

Approved by PAMA board on Feb 11, 2020