



# Trustees' Annual Report for the period

		Period start date					Period end date		
From		Day	Month	Year	To		Day	Month	Year
		01	01	2018			31	12	2018

## Section A Reference and administration details

**Charity name** GURU NANAK GURDWARA & SIKH CULTURAL CENTRE

**Registered charity number (if any)** 1131137

**Charity's principal address** 61 LIVERPOOL ROAD  
STOKE ON TRENT  
STAFFORDSHIRE  
**Postcode** ST4 1AQ

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Santokh Singh Garcha	Gen Secretary		
Kashmir Singh	President		
Parminder Singh Cheema			
Prithpal Singh			
Manjit Singh	Treasurer		
Parkash Kaur			
Kaka Singh Malhi	Treasurer		
Jagjit Singh Brar	Vice President	Dec 2018	
Sukhdev Singh			
Amrik Singh			
<b>Names of the trustees for the charity, if any, (for example, any custodian trustees)</b>			
Name	Dates acted if not for whole year		
Joginder Singh Kallar			
Sohan Singh Grewal			
Lal Singh Dhillon			
Surjit Singh			
Kewal Singh Purewal			

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTION BY MEMBER VOTING

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

1. To advance the Sikh religion in particular but not exclusively through the observation and promotion of the principles of the Guru Granth Sahib Ji.
2. To educate the public in the Sikh faith and the principles of the rehat Maryada.
3. To promote any charitable purpose for the benefit of the community in the area of benefit and in particular, without prejudice to the foregoing, the Sikh community, by associating together the Sikh community and local authorities and other organisations in a common purpose to advance education and to provide facilities for leisure and other leisure time occupation with the object of improving the condition of life of the said community.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- Contribution made by volunteers.

The elected committee and trustees are all volunteers.

The temple is run on voluntary contributions with little other income

The temple has links with local schools to provide informational tours to their students when requested.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The charity held successfully their 4<sup>th</sup> Nagar Kirtan to raise the awareness among the community about the teaching and festivals of Sikhism. The response was as usual very positive from the community and the charity intend to organise the event of Nagar Kirtan annually.

The donation received were about £3,000 more than last year without GiftAid income. The reason because of loss of Priest. We are still looking for a permanent solution to fill the vacancy.

The GiftAid claim has resulted in extra income of £13,201

Punjabi education classes were still held as previous year even though there was no grant available from the local council this year.

The free membership of the charity has increased significantly over the year and still growing.

Strengthen our connections with the local authorities and other statutory bodies to charity raise profile with the organisation of Nagar Kirtan.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- Investment policy and objectives including any ethical investment policy adopted.

The Charity is mainly funded from Donations, without these donations much of the running and maintenance cost could not be achieved.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) Kashmir Singh

Full name(s) KASHMIR SINGH

Position (eg Secretary, Chair, etc) PRESIDENT

Date 30/10/2019

**GURU NANAK GURDWARA & SIKH CULTURAL CENTRE**

*Charity Reg no 1131137*

61 Liverpool Road, Stoke, Stoke on Trent, ST4 1AQ

Web: [www.GuruNanakTemple.co.uk](http://www.GuruNanakTemple.co.uk) Tel: 01782415670

**Accounts**

31st December 2018

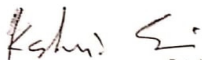
**RASHID, CHARTERED CERTIFIED ACCOUNTANTS**

*Accountancy Taxation Advisory*

153 Leek Road , Shelton Stoke on Trent, Staffordshire, ST4 2BW, UK. 01782 431995

**Approval Statement  
for the year ended 31st Dec 2018**

We approve the accounts which comprise of Receipts and Payments Account and related notes. We acknowledge our responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing RASHID ACCOUNTANTS with all information and explanations necessary for their compilation.

  
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Mr Kashmir Singh  
President

31/10/2019

  
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Mr Kaka Singh  
Treasurer

31-10-19

and on behalf of Management Committee, Guru Nanak Gurdwara & Sikh Cultural Centre



## Guru Nanak Sikh Temple Receipts & Payments account for y/e 31/12/2018

	Notes	2018	2017	2016	2015	2014	2013	2012	2011
Donations Received	2	£44,515	£41,405	£49,996	£47,002	£49,729	£47,967	£48,151	£0
GiftAids Claimed	2	£13,201	£0	£0	£16,674	£0	£5,780	£0	£0
<b>Total Donations</b>		<b>£57,716</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,676</b>	<b>£49,729</b>	<b>£53,747</b>	<b>£48,151</b>	<b>£0</b>
<u>Less: Expenditures</u>									
Priests Cost & Expenses	3	£8,936	£19,206	£13,910	£13,048	£14,079	£11,025	£10,413	£10,987
Premises Cost-Heat & Light	4	£11,761	£9,073	£9,172	£11,698	£10,375	£9,371	£9,320	£10,972
Premises Cost-Repairs	5	£4,322	£1,190	£5,110	£1,369	£2,289	£2,351	£1,170	£709
Insurance	6	£1,027	£1,523	£1,465	£1,344	£1,298	£1,190	£1,158	£1,127
Food	7	£3,051	£2,571	£1,101	£1,198	£795	£1,129	£1,614	£836
Telephone	8	£661	£453	£364	£338	£312	£192	£405	£370
Post & Stationery	9	£16	£57	£1,183	£101	£242	£522	£425	£415
Travelling	10	£250	£0	£0	£175	£0	£350	£0	£0
Household & Cleaning	11		£1,369	£1,378	£1,215	£1,033	£1,385	£544	£333
Accountancy	12	£1,000	£0	£650	£800	£825	£435	£185	£60
Legal Fees	13	£416	£221	£350	£700	£0	£0	£3,180	£10,000
Website/Advertising	14	£0	£0	£0	£0	£8	£430	£308	£198
Donations	15	£700	£350	£1,061	£2,421	£400	£500	£0	£123
Bank Charges	16	£0	£0	£0	£0	£0	£0	£100	£170
Nagar Kirtan	17	£9,254	£7,606	£8,783	£8,401	£7,362		£0	£145
Equipments & Assets	18	£788	£1,411	£1,412	£600	£3,125			
Settlements	*	£0	£0	£3,300	£2,679				
Misc		£0							
<b>Total Payments</b>		<b>£42,182</b>	<b>£45,028</b>	<b>£49,237</b>	<b>£46,086</b>	<b>£42,144</b>	<b>£28,881</b>	<b>£28,822</b>	<b>£36,447</b>
<b>Net Receipts/(-Payments)</b>		<b>£15,534</b>	<b>-£3,623</b>	<b>£758</b>	<b>£17,590</b>	<b>£7,585</b>	<b>£24,865</b>	<b>£19,328</b>	<b>-£36,447</b>

**STATEMENT OF ASSETS AND LIABILITIES for year end 31 Dec 2017**

			Notes	2018	2017	2016	2015	2014	2013	2012	2011
<b>Opening Cash Funds</b>											
Barclays A/C	1st January			£65,670	£69,942	£69,184	£48,891	£41,306	£15,938	£662	£5,940
Britannia A/C	1st January			£0	£0	£0	£24	£24	£24	£173	£2,173
Cash in Hand ( <i>estimated</i> )	1st January	20		£0	£0	£0	£0	£0	£503	£4,600	£1,443
Disputed Amount	1st January			<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£2,679</b>	<b>£2,679</b>	<b>£2,679</b>		
<b>Add</b>	Cash Donations Received	2		£57,716	£41,405	£49,996	£63,676	£49,729	£53,747	£48,151	£32,326
<b>Less</b>	Expenditures	19		<b>-£42,182</b>	<b>-£45,028</b>	<b>-£49,237</b>	<b>-£46,086</b>	<b>-£42,144</b>	<b>-£28,881</b>	<b>-£28,822</b>	<b>-£36,447</b>
	Intransit Cheques/Liabilities Cleared		<b>Liabilities</b>		<b>-£650</b>						
<b>Total Cash Funds at year end</b>			21	<b>£81,204</b>	<b>£65,669</b>	<b>£69,942</b>	<b>£69,184</b>	<b>£51,594</b>	<b>£44,009</b>	<b>£24,763</b>	<b>£5,435</b>
<b>Closing Cash Funds</b>											
Barclays A/C	31st December			£81,203	£65,670	£69,942	£69,184	£48,891	£41,306	£15,938	£662
Britannia A/C	31st December							£24	£24	£24	£173
Cash in Hand	31st December	20				£0	£0	£0	£0	£503	£4,600
Disputed Amount*	31st December							<b>£2,679</b>	<b>£2,679</b>	<b>£2,679</b>	
				<b>£81,203</b>	<b>£65,670</b>	<b>£69,942</b>	<b>£69,184</b>	<b>£51,594</b>	<b>£44,008</b>	<b>£19,144</b>	<b>£5,435</b>
<b>Difference</b>				<b>-£0</b>	£0	£0	<b>-£0</b>	£0	<b>-£0</b>	<b>-£5,620</b>	£0

* Settlements	
Gulzar Singh	£3,300

Estimated Cash in Hand @ 12 May 2012		£5,859
Total Disputed Amount	£2,679	£5,859
<b><i>Paid to Aspect Law 2012 (Note 13)</i></b>		£3,180
Balance	£2,679	£2,679

Liabilities		2018	2017	2016	2015	2014	2013	2012
	Npower (Electricity)					£0.02	£0.00	£113.57
	Wages							£149.52
Chq	Allied Catering						£342.40	
Chq	Punjabi Classes Payments						£175.00	
Chq	Accountancy Fee			£650.00			£300.00	
		£0	£0	£650	£0	£0	£817	£263

# Guru Nanak Sikh Temple Receipts & Payments account for y/e 31/12/2018

## Notes to the Accounts

### 1 Accounting basis

The accounts have been compiled on the Receipt and Payment basis.

### Receipts and Payments account analysis

	2018	2017	2016	2015	2014	2013	2012
<b>2 Donation Received</b>							
Golak (Donation Boxes)	£9,261	£10,846	£11,131	£10,275	£11,091	£16,049	£19,491
Ardas	£30,999	£24,939	£32,662	£27,133	£27,676	£25,171	£18,522
Kirtan	£2,930	£2,941	£4,246	£3,514	£3,209	£647	£1,289
Nagar Kirtan	£0	£2,079	£0	£1,430	£4,390		
Home Visits	£0	£0	£91	£1,395	£0	£0	£1,380
Building Fund	£0	£600				£1,211	£315
Other Donations	£1,045	£0	£1,865	£2,867	£813	£3,219	£50
Punjabi Classes Funds					£1,700	£1,570	£1,044
WEA (Exercise Classes)	£0	£0	£0	£378	£520	£100	£200
Gift Aid Claimed	£13,201	£0	£0	£16,674	£0	£5,780	
	<b>£57,436</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,665</b>	<b>£49,398</b>	<b>£53,747</b>	<b>£42,292</b>
	£280			£11	£331		£5,859
Adjusted Receipts	<b>£57,716</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,676</b>	<b>£49,729</b>	<b>£53,747</b>	<b>£48,151</b>
<b>3 Priests Cost &amp; Expenses</b>							
Akand Path	£1,970	£1,617	£3,224	£1,893		£315	£725
Kirtan	£195	£1,900	£1,060	£1,547	£1,435	£4,791	£2,691
Pathi Exp	£4,752	£1,042		£70	£2,488	£475	£869
Wages - Sawinder Singh						£1,431	£5,995
Wages - Gurnam Singh		£9,827	£7,369	£7,800	£7,800	£2,100	
PAYE		£917			£285	£89	£134
Punjabi Classes	£2,019	£3,902	£2,257	£1,738	£2,071	£1,825	
	<b>£8,936</b>	<b>£19,206</b>	<b>£13,910</b>	<b>£13,048</b>	<b>£14,079</b>	<b>£11,025</b>	<b>£10,413</b>
<b>4 Premises Cost-Heat &amp; Light</b>							
British Gas					£3,179	£5,262	£4,443
Npower				£1,834	£5,241	£4,019	£4,788
Severn Trent Water		£53	£116	£47	£92	£91	£88
Gazprom	£656	£1,084	£1,863	£3,845	£1,863		
E-ON	£896	£7,936	£7,192	£5,972			
Total Gas & Power	£10,208						
	<b>£11,761</b>	<b>£9,073</b>	<b>£9,172</b>	<b>£11,698</b>	<b>£10,375</b>	<b>£9,371</b>	<b>£9,320</b>
<b>5 Premises Cost-Repairs</b>							
Locksmith						£100	£31
Installations (PA System)						£525	
MKD Security						£300	
ADB Alarms						£153	
North Staffs Fire		£112	£121	£149	£96	£85	
Sundries & Cleanings	£2,866	£950	£1,941	£570	£1,241	£1,188	£1,140
Stoke Council	£1,236				£952		
Central Heating			£2,808				
Heatwave		£128	£240				
Heatman				£650			
Gas Care	£60						
3 Counties Services	£160						
	<b>£4,322</b>	<b>£1,190</b>	<b>£5,110</b>	<b>£1,369</b>	<b>£2,289</b>	<b>£2,351</b>	<b>£1,170</b>
<b>6 Insurance</b>							
Gill Insurance	£1,027	£1,523	£1,465	£1,344	£1,298	£1,190	£1,158
<b>7 Food</b>							
Rashan	£3,051	£2,571	£1,101	£1,198	£795	£1,129	£1,614
<b>8 Telephone</b>							
PlusNet Broadband	£372	£357	£364	£338	£312	£192	£324
Post Office Phone							£67
Hyperoptic	£289	£96					
	<b>£661</b>	<b>£453</b>	<b>£364</b>	<b>£338</b>	<b>£312</b>	<b>£192</b>	<b>£391</b>

	2018	2017	2016	2015	2014	2013	2012
<b>9 Post &amp; Stationery</b>							
Stationery	£16	£57	£467	£20		£490	£387
Paper					£12		
Books				£81	£11		
PVC Tape					£5		
Staples					£5		
Trophies			£570		£100		
Priner Warranty			£20				
Postage & Stamps			£126		£96	£32	£39
Batteries & Bell					£13		
	<b>£16</b>	<b>£57</b>	<b>£1,183</b>	<b>£101</b>	<b>£242</b>	<b>£522</b>	<b>£425</b>
<b>10 Travelling Cost</b>							
Vasaki Coach Cost						£300	
Trips to Manchester	250			£175		£50	
	<b>£250</b>	<b>£0</b>	<b>£0</b>	<b>£175</b>	<b>£0</b>	<b>£350</b>	<b>£0</b>
<b>11 Household &amp; Cleaning</b>							
Stoke Council		£740	£724	£656	£430	£943	£448
Sundries & Cleaning		£628	£653	£559	£12	£442	£97
BHF					£15		
Kitchen Services					£600		
	<b>£0</b>	<b>£1,369</b>	<b>£1,378</b>	<b>£1,215</b>	<b>£1,033</b>	<b>£1,385</b>	<b>£544</b>
<b>12 Accountancy</b>							
R A Millor Accountants							£185
Paye					£175	£85	
Gift Aid Claim	350			£350		£350	
Independent Examination	650		£650	£450	£650		
	<b>£1,000</b>	<b>£0</b>	<b>£650</b>	<b>£800</b>	<b>£825</b>	<b>£435</b>	<b>£185</b>
<b>13 Legal Fees</b>							
Aspect Law Solicitors							£3,180
BJB Survey				£700			
Wooscroft Solicitors	£416	£108	£300				
Khan Solicitors		£113	£50				
	<b>£416</b>	<b>£221</b>	<b>£350</b>	<b>£700</b>	<b>£0</b>	<b>£0</b>	<b>£3,180</b>
<b>14 Website/Advertising</b>							
Website			£25				£300
Domain Name					£8		£8
Des Pardes Weekly						£70	
Leaflets						£360	
	<b>£0</b>	<b>£0</b>	<b>£25</b>	<b>£0</b>	<b>£8</b>	<b>£430</b>	<b>£308</b>
<b>15 Donations</b>							
The Sikh Channel					£400	£500	
SAS Council Charity				£101			
Global Hospital				£320			
Sikh Welfare Society			£960				
Sikh Helpline			£101				
Gururanak Caritable Trust							
British Sikh Council	£500	£250		£2,000			
World Cancer Care	£100						
Douglas Macmillan	£100						
	<b>£700</b>	<b>£250</b>	<b>£1,061</b>	<b>£2,421</b>	<b>£400</b>	<b>£500</b>	<b>£0</b>
<b>16 Bank Charges</b>							
Unpaid Cheque Charges							£70
Interest							£0
Commission							£30
	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£100</b>
<b>17 Nagar Kirtan</b>							
Traffic Control	£1,500	£500	£1,550	£1,650	£2,200		
Ambulance	£524	£491	£524	£491	£466		
Radio hire					£360		
Coach Hire	£330	£505	£855	£832	£625		
Jathas		£695	£250	£325	£370		
Prasads		£100	£65	£176	£730		
Gatka Players	£575	£300	£250	£300	£400		
Truck Hire	£1,500		£1,856	£1,600	£1,900		
Priest Costs				£416	£111		
Stationery & Leaflets	£200	£385	£246	£300	£200		
Hi Vis Vest+Shoes etc		£50	£56	£130			
Stage Preparation	£2,000	£2,000	£2,000	£1,200			
Sundries & Cleaning	£1,050		£451				
Forklifts		£1,600					
Akaal TV		£300		£400			
Tent Hire	£975	£679	£679	£581			
Advertising	£600						
	<b>£9,254</b>	<b>£7,606</b>	<b>£8,783</b>	<b>£8,401</b>	<b>£7,362</b>	<b>£0</b>	<b>£0</b>
<b>18 Equipment &amp; Assets</b>							
DJ Controller					£280		
Audio System		£1,411		£400	£170		
Microphone					£24		
Instruments					£125		
Laminator					£50		
Freezer					£2,000		
Washing Machine			£400				
Printer			£200				
Folding Tables x16			£672				
Router Extender					£35		
Pioneer Speaker					£179		
CCTV			£140	£200	£262		
Projector	£376						
Tumble Dryer	£289						
Cooker	£123						
	<b>£788</b>	<b>£1,411</b>	<b>£1,412</b>	<b>£600</b>	<b>£3,125</b>	<b>£0</b>	<b>£0</b>
<b>19</b>							
<b>Total Payments</b>	<b>£42,182</b>	<b>£44,928</b>	<b>£45,963</b>	<b>£43,407</b>	<b>£42,144</b>	<b>£28,881</b>	<b>£28,809</b>

**21 Total Cash Funds at year end**

		2018	2017	2016	2015	2014	2013	2012	2011
Declared	31st December	£81,203	£65,670	£69,942	£69,184	£51,594	£44,008	£19,144	£5,435
Estimated	31st December	£81,204	£65,669	£69,942	£69,184	£51,594	£44,009	£24,763	£5,435

**22 Npower (Electricity)**

Bills total received					£1,834	£5,241	£3,905	£6,078	
Less Less Prepayments								£1,176	
Add Add Balance					£0	£0	£114		
Less Paid via Direct Debits					£1,433	£5,241	£4,019	£4,788	
Less Paid Cash					£401				
Balance	31st December	£0	£0	£0	£0	£0	£0	£114	

**23 Gazprom**

Bills total received		-£42	£1,084	£1,863	£3,845	£1,863			
Less Less Prepayments			£10						
Add Add Balance			£10	£0	£0	£0			
Less Paid via Bank		£656	£1,084	£1,874	£3,845	£1,863			
Balance	31st December	-£698	£0	-£10	£0	£0			

**24 E-ON**


Bills total received		£2,088	£8,248	£7,524	£4,137				
Less Less Prepayments									
Add Add Balance		-£1,191	-£1,503	-£1,835	£0				
Less Paid via Direct Debits		£896	£7,936	£7,192	£5,972				
Less Paid Cash									
Balance	31st December	£0	-£1,191	-£1,503	-£1,835				

**24 Total Gas & Power**

Bills total received		£266							
Less Less Prepayments									
Add Add Balance		£0							
Less Paid via Direct Debits		£10,208							
Less Paid Cash									
Balance	31st December	-£9,943	£0	£0	£0				

**Accountant Report**

As requested I have also prepared the statutory accounts without any audit for y/e 31/12/2018 from the accounting records and explanation I have been provided initially to carry out the Independent Examination of this charity for the year 2018. The trustees and management committee have adjusted the income with £280 to balance the Cash in Hand on 31/12/2018 to Zero.

  
Mr R Jalal (FMAAT,FCCA)

Rashid, Chartered Certified Accountants, 153 Leek Road, Stoke on Trent, ST4 2BW  
31-Oct-19

## **Independent examiner's report to the trustees of Guru Nanak Sikh Temple Charity no 1131137**

I report on the accounts of the Charity for the years ended 31 December 2018, which are set out on pages 3 to 7.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

The trustees have prepared receipts and payments accounts showing cash received in the year of £57716.03 that's included an adjustment of £280 to balance the cash in hand to Zero on 31st Dec 2018. The payments to teachers and priests are still not supported adequately i.e. no invoices were provided for payment however petty cash vouchers were presented. No digital records are kept there does not seem to be a competent individual to record the financial transactions on a timely basis. The trustees have informed me that a new member has been put in charge of bookkeeping to keep proper record now and will be put in place a requirement to demand invoices or will self invoices before making any payments to third parties

In connection with my examination, no matter has come to my attention, other than that referred to in the above paragraph;

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Rashid Jalal (FMAAT, FCCA)

Signatures:



Rashid, Chartered Certified Accountants, 153 Leek Road, Stoke on Trent, ST4 2BW

Date: 31-Oct-19

**GURU NANAK GURDWARA & SIKH CULTURAL CENTRE**

*Charity Reg no 1131137*

61 Liverpool Road, Stoke, Stoke on Trent, ST4 1AQ

Web: [www.GuruNanakTemple.co.uk](http://www.GuruNanakTemple.co.uk) Tel: 01782415670

**Accounts**

31st December 2018

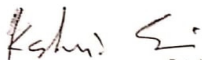
**RASHID, CHARTERED CERTIFIED ACCOUNTANTS**

*Accountancy Taxation Advisory*

153 Leek Road , Shelton Stoke on Trent, Staffordshire, ST4 2BW, UK. 01782 431995

**Approval Statement  
for the year ended 31st Dec 2018**

We approve the accounts which comprise of Receipts and Payments Account and related notes. We acknowledge our responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing RASHID ACCOUNTANTS with all information and explanations necessary for their compilation.

  
Dated  
Mr Kashmir Singh  
President

31/10/2019

  
Dated  
Mr Kaka Singh  
Treasurer

31-10-19

and on behalf of Management Committee, Guru Nanak Gurdwara & Sikh Cultural Centre



## Guru Nanak Sikh Temple Receipts & Payments account for y/e 31/12/2018

	Notes	2018	2017	2016	2015	2014	2013	2012	2011
Donations Received	2	£44,515	£41,405	£49,996	£47,002	£49,729	£47,967	£48,151	£0
GiftAids Claimed	2	£13,201	£0	£0	£16,674	£0	£5,780	£0	£0
<b>Total Donations</b>		<b>£57,716</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,676</b>	<b>£49,729</b>	<b>£53,747</b>	<b>£48,151</b>	<b>£0</b>
<u>Less: Expenditures</u>									
Priests Cost & Expenses	3	£8,936	£19,206	£13,910	£13,048	£14,079	£11,025	£10,413	£10,987
Premises Cost-Heat & Light	4	£11,761	£9,073	£9,172	£11,698	£10,375	£9,371	£9,320	£10,972
Premises Cost-Repairs	5	£4,322	£1,190	£5,110	£1,369	£2,289	£2,351	£1,170	£709
Insurance	6	£1,027	£1,523	£1,465	£1,344	£1,298	£1,190	£1,158	£1,127
Food	7	£3,051	£2,571	£1,101	£1,198	£795	£1,129	£1,614	£836
Telephone	8	£661	£453	£364	£338	£312	£192	£405	£370
Post & Stationery	9	£16	£57	£1,183	£101	£242	£522	£425	£415
Travelling	10	£250	£0	£0	£175	£0	£350	£0	£0
Household & Cleaning	11		£1,369	£1,378	£1,215	£1,033	£1,385	£544	£333
Accountancy	12	£1,000	£0	£650	£800	£825	£435	£185	£60
Legal Fees	13	£416	£221	£350	£700	£0	£0	£3,180	£10,000
Website/Advertising	14	£0	£0	£0	£0	£8	£430	£308	£198
Donations	15	£700	£350	£1,061	£2,421	£400	£500	£0	£123
Bank Charges	16	£0	£0	£0	£0	£0	£0	£100	£170
Nagar Kirtan	17	£9,254	£7,606	£8,783	£8,401	£7,362		£0	£145
Equipments & Assets	18	£788	£1,411	£1,412	£600	£3,125			
Settlements	*	£0	£0	£3,300	£2,679				
Misc		£0							
<b>Total Payments</b>		<b>£42,182</b>	<b>£45,028</b>	<b>£49,237</b>	<b>£46,086</b>	<b>£42,144</b>	<b>£28,881</b>	<b>£28,822</b>	<b>£36,447</b>
<b>Net Receipts/(-Payments)</b>		<b>£15,534</b>	<b>-£3,623</b>	<b>£758</b>	<b>£17,590</b>	<b>£7,585</b>	<b>£24,865</b>	<b>£19,328</b>	<b>-£36,447</b>

**STATEMENT OF ASSETS AND LIABILITIES for year end 31 Dec 2017**

			Notes	2018	2017	2016	2015	2014	2013	2012	2011
<b>Opening Cash Funds</b>											
Barclays A/C	1st January			£65,670	£69,942	£69,184	£48,891	£41,306	£15,938	£662	£5,940
Britannia A/C	1st January			£0	£0	£0	£24	£24	£24	£173	£2,173
Cash in Hand ( <i>estimated</i> )	1st January	20		£0	£0	£0	£0	£0	£503	£4,600	£1,443
Disputed Amount	1st January			£0	£0	£0	£2,679	£2,679	£2,679		
<b>Add</b>	Cash Donations Received	2		£57,716	£41,405	£49,996	£63,676	£49,729	£53,747	£48,151	£32,326
<b>Less</b>	Expenditures	19		-£42,182	-£45,028	-£49,237	-£46,086	-£42,144	-£28,881	-£28,822	-£36,447
	Intransit Cheques/Liabilities Cleared		<b>Liabilities</b>		-£650						
<b>Total Cash Funds at year end</b>			21	<b>£81,204</b>	<b>£65,669</b>	<b>£69,942</b>	<b>£69,184</b>	<b>£51,594</b>	<b>£44,009</b>	<b>£24,763</b>	<b>£5,435</b>
<b>Closing Cash Funds</b>											
Barclays A/C	31st December			£81,203	£65,670	£69,942	£69,184	£48,891	£41,306	£15,938	£662
Britannia A/C	31st December							£24	£24	£24	£173
Cash in Hand	31st December	20				£0	£0	£0	£0	£503	£4,600
Disputed Amount*	31st December							£2,679	£2,679	£2,679	
				<b>£81,203</b>	<b>£65,670</b>	<b>£69,942</b>	<b>£69,184</b>	<b>£51,594</b>	<b>£44,008</b>	<b>£19,144</b>	<b>£5,435</b>
<b>Difference</b>				<b>-£0</b>	<b>£0</b>	<b>£0</b>	<b>-£0</b>	<b>£0</b>	<b>-£0</b>	<b>-£5,620</b>	<b>£0</b>

* Settlements	
Gulzar Singh	£3,300

Estimated Cash in Hand @ 12 May 2012		£5,859
Total Disputed Amount	£2,679	£5,859
<b><i>Paid to Aspect Law 2012 (Note 13)</i></b>		£3,180
Balance	£2,679	£2,679

Liabilities		2018	2017	2016	2015	2014	2013	2012
	Npower (Electricity)					£0.02	£0.00	£113.57
	Wages							£149.52
Chq	Allied Catering						£342.40	
Chq	Punjabi Classes Payments						£175.00	
Chq	Accountancy Fee			£650.00			£300.00	
		£0	£0	£650	£0	£0	£817	£263

# Guru Nanak Sikh Temple Receipts & Payments account for y/e 31/12/2018

## Notes to the Accounts

### 1 Accounting basis

The accounts have been compiled on the Receipt and Payment basis.

### Receipts and Payments account analysis

#### 2 Donation Received

	2018	2017	2016	2015	2014	2013	2012
Golak (Donation Boxes)	£9,261	£10,846	£11,131	£10,275	£11,091	£16,049	£19,491
Ardas	£30,999	£24,939	£32,662	£27,133	£27,676	£25,171	£18,522
Kirtan	£2,930	£2,941	£4,246	£3,514	£3,209	£647	£1,289
Nagar Kirtan	£0	£2,079	£0	£1,430	£4,390		
Home Visits	£0	£0	£91	£1,395	£0	£0	£1,380
Building Fund	£0	£600				£1,211	£315
Other Donations	£1,045	£0	£1,865	£2,867	£813	£3,219	£50
Punjabi Classes Funds					£1,700	£1,570	£1,044
WEA (Exercise Classes)	£0	£0	£0	£378	£520	£100	£200
Gift Aid Claimed	£13,201	£0	£0	£16,674	£0	£5,780	
	<b>£57,436</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,665</b>	<b>£49,398</b>	<b>£53,747</b>	<b>£42,292</b>
	£280			£11	£331		£5,859
Adjusted Receipts	<b>£57,716</b>	<b>£41,405</b>	<b>£49,996</b>	<b>£63,676</b>	<b>£49,729</b>	<b>£53,747</b>	<b>£48,151</b>

*Adjusted Other donations*

#### 3 Priests Cost & Expenses

Akand Path	£1,970	£1,617	£3,224	£1,893		£315	£725
Kirtan	£195	£1,900	£1,060	£1,547	£1,435	£4,791	£2,691
Pathi Exp	£4,752	£1,042		£70	£2,488	£475	£869
Wages - Sawinder Singh						£1,431	£5,995
Wages - Gurnam Singh		£9,827	£7,369	£7,800	£7,800	£2,100	
PAYE		£917	£285			£89	£134
Punjabi Classes	£2,019	£3,902	£2,257	£1,738	£2,071	£1,825	
	<b>£8,936</b>	<b>£19,206</b>	<b>£13,910</b>	<b>£13,048</b>	<b>£14,079</b>	<b>£11,025</b>	<b>£10,413</b>

#### 4 Premises Cost-Heat & Light

British Gas					£3,179	£5,262	£4,443
Npower				£1,834	£5,241	£4,019	£4,788
Severn Trent Water		£53	£116	£47	£92	£91	£88
Gazprom	£656	£1,084	£1,863	£3,845	£1,863		
E-ON	£896	£7,936	£7,192	£5,972			
Total Gas & Power	£10,208						
	<b>£11,761</b>	<b>£9,073</b>	<b>£9,172</b>	<b>£11,698</b>	<b>£10,375</b>	<b>£9,371</b>	<b>£9,320</b>

#### 5 Premises Cost-Repairs

Locksmith						£100	£31
Installations (PA System)						£525	
MKD Security						£300	
ADB Alarms						£153	
North Staffs Fire		£112	£121	£149	£96	£85	
Sundries & Cleanings	£2,866	£950	£1,941	£570	£1,241	£1,188	£1,140
Stoke Council	£1,236				£952		
Central Heating			£2,808				
Heatwave		£128	£240				
Heatman				£650			
Gas Care	£60						
3 Counties Services	£160						
	<b>£4,322</b>	<b>£1,190</b>	<b>£5,110</b>	<b>£1,369</b>	<b>£2,289</b>	<b>£2,351</b>	<b>£1,170</b>

#### 6 Insurance

Gill Insurance	£1,027	£1,523	£1,465	£1,344	£1,298	£1,190	£1,158
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#### 7 Food

Rashan	£3,051	£2,571	£1,101	£1,198	£795	£1,129	£1,614
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#### 8 Telephone

PlusNet Broadband	£372	£357	£364	£338	£312	£192	£324
Post Office Phone							£67
Hyperoptic	£289	£96					
	<b>£661</b>	<b>£453</b>	<b>£364</b>	<b>£338</b>	<b>£312</b>	<b>£192</b>	<b>£391</b>

	2018	2017	2016	2015	2014	2013	2012
<b>9 Post &amp; Stationery</b>							
Stationery	£16	£57	£467	£20		£490	£387
Paper					£12		
Books				£81	£11		
PVC Tape					£5		
Staples					£5		
Trophies			£570		£100		
Priner Warranty			£20				
Postage & Stamps			£126		£96	£32	£39
Batteries & Bell					£13		
	<b>£16</b>	<b>£57</b>	<b>£1,183</b>	<b>£101</b>	<b>£242</b>	<b>£522</b>	<b>£425</b>
<b>10 Travelling Cost</b>							
Vasaki Coach Cost						£300	
Trips to Manchester	250			£175		£50	
	<b>£250</b>	<b>£0</b>	<b>£0</b>	<b>£175</b>	<b>£0</b>	<b>£350</b>	<b>£0</b>
<b>11 Household &amp; Cleaning</b>							
Stoke Council		£740	£724	£656	£430	£943	£448
Sundries & Cleaning		£628	£653	£559	£12	£442	£97
BHF					£15		
Kitchen Services					£600		
	<b>£0</b>	<b>£1,369</b>	<b>£1,378</b>	<b>£1,215</b>	<b>£1,033</b>	<b>£1,385</b>	<b>£544</b>
<b>12 Accountancy</b>							
R A Millor Accountants							£185
Paye					£175	£85	
Gift Aid Claim	350			£350		£350	
Independent Examination	650		£650	£450	£650		
	<b>£1,000</b>	<b>£0</b>	<b>£650</b>	<b>£800</b>	<b>£825</b>	<b>£435</b>	<b>£185</b>
<b>13 Legal Fees</b>							
Aspect Law Solicitors							£3,180
BJB Survey				£700			
Wooscroft Solicitors	£416	£108	£300				
Khan Solicitors		£113	£50				
	<b>£416</b>	<b>£221</b>	<b>£350</b>	<b>£700</b>	<b>£0</b>	<b>£0</b>	<b>£3,180</b>
<b>14 Website/Advertising</b>							
Website			£25				£300
Domain Name					£8		£8
Des Pardes Weekly						£70	
Leaflets						£360	
	<b>£0</b>	<b>£0</b>	<b>£25</b>	<b>£0</b>	<b>£8</b>	<b>£430</b>	<b>£308</b>
<b>15 Donations</b>							
The Sikh Channel					£400	£500	
SAS Council Charity				£101			
Global Hospital				£320			
Sikh Welfare Society			£960				
Sikh Helpline			£101				
Gururanak Caritable Trust							
British Sikh Council	£500	£250		£2,000			
World Cancer Care	£100						
Douglas Macmillan	£100						
	<b>£700</b>	<b>£250</b>	<b>£1,061</b>	<b>£2,421</b>	<b>£400</b>	<b>£500</b>	<b>£0</b>
<b>16 Bank Charges</b>							
Unpaid Cheque Charges							£70
Interest							£0
Commission							£30
	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£100</b>
<b>17 Nagar Kirtan</b>							
Traffic Control	£1,500	£500	£1,550	£1,650	£2,200		
Ambulance	£524	£491	£524	£491	£466		
Radio hire					£360		
Coach Hire	£330	£505	£855	£832	£625		
Jathas		£695	£250	£325	£370		
Prasads		£100	£65	£176	£730		
Gatka Players	£575	£300	£250	£300	£400		
Truck Hire	£1,500		£1,856	£1,600	£1,900		
Priest Costs				£416	£111		
Stationery & Leaflets	£200	£385	£246	£300	£200		
Hi Vis Vest+Shoes etc		£50	£56	£130			
Stage Preparation	£2,000	£2,000	£2,000	£1,200			
Sundries & Cleaning	£1,050		£451				
Forklifts		£1,600					
Akaal TV		£300		£400			
Tent Hire	£975	£679	£679	£581			
Advertising	£600						
	<b>£9,254</b>	<b>£7,606</b>	<b>£8,783</b>	<b>£8,401</b>	<b>£7,362</b>	<b>£0</b>	<b>£0</b>
<b>18 Equipment &amp; Assets</b>							
DJ Controller					£280		
Audio System		£1,411		£400	£170		
Microphone					£24		
Instruments					£125		
Laminator					£50		
Freezer					£2,000		
Washing Machine			£400				
Printer			£200				
Folding Tables x16			£672				
Router Extender					£35		
Pioneer Speaker					£179		
CCTV			£140	£200	£262		
Projector	£376						
Tumble Dryer	£289						
Cooker	£123						
	<b>£788</b>	<b>£1,411</b>	<b>£1,412</b>	<b>£600</b>	<b>£3,125</b>	<b>£0</b>	<b>£0</b>
<b>19</b>							
<b>Total Payments</b>	<b>£42,182</b>	<b>£44,928</b>	<b>£45,963</b>	<b>£43,407</b>	<b>£42,144</b>	<b>£28,881</b>	<b>£28,809</b>

**21 Total Cash Funds at year end**

		2018	2017	2016	2015	2014	2013	2012	2011
Declared	31st December	£81,203	£65,670	£69,942	£69,184	£51,594	£44,008	£19,144	£5,435
Estimated	31st December	£81,204	£65,669	£69,942	£69,184	£51,594	£44,009	£24,763	£5,435

**22 Npower (Electricity)**

Bills total received					£1,834	£5,241	£3,905	£6,078	
Less Less Prepayments								£1,176	
Add Add Balance					£0	£0	£114		
Less Paid via Direct Debits					£1,433	£5,241	£4,019	£4,788	
Less Paid Cash					£401				
Balance	31st December	£0	£0	£0	£0	£0	£0	£114	

**23 Gazprom**

Bills total received		-£42	£1,084	£1,863	£3,845	£1,863			
Less Less Prepayments			£10						
Add Add Balance			£10	£0	£0	£0			
Less Paid via Bank		£656	£1,084	£1,874	£3,845	£1,863			
Balance	31st December	-£698	£0	-£10	£0	£0			

**24 E-ON**


Bills total received		£2,088	£8,248	£7,524	£4,137				
Less Less Prepayments									
Add Add Balance		-£1,191	-£1,503	-£1,835	£0				
Less Paid via Direct Debits		£896	£7,936	£7,192	£5,972				
Less Paid Cash									
Balance	31st December	£0	-£1,191	-£1,503	-£1,835				

**24 Total Gas & Power**

Bills total received		£266							
Less Less Prepayments									
Add Add Balance		£0							
Less Paid via Direct Debits		£10,208							
Less Paid Cash									
Balance	31st December	-£9,943	£0	£0	£0				

**Accountant Report**

As requested I have also prepared the statutory accounts without any audit for y/e 31/12/2018 from the accounting records and explanation I have been provided initially to carry out the Independent Examination of this charity for the year 2018. The trustees and management committee have adjusted the income with £280 to balance the Cash in Hand on 31/12/2018 to Zero.

  
Mr R Jalal (FMAAT, FCCA)

Rashid, Chartered Certified Accountants, 153 Leek Road, Stoke on Trent, ST4 2BW  
31-Oct-19

## **Independent examiner's report to the trustees of Guru Nanak Sikh Temple Charity no 1131137**

I report on the accounts of the Charity for the years ended 31 December 2018, which are set out on pages 3 to 7.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

The trustees have prepared receipts and payments accounts showing cash received in the year of £57716.03 that's included an adjustment of £280 to balance the cash in hand to Zero on 31st Dec 2018. The payments to teachers and priests are still not supported adequately i.e. no invoices were provided for payment however petty cash vouchers were presented. No digital records are kept there does not seem to be a competent individual to record the financial transactions on a timely basis. The trustees have informed me that a new member has been put in charge of bookkeeping to keep proper record now and will be put in place a requirement to demand invoices or will self invoice before making any payments to third parties

In connection with my examination, no matter has come to my attention, other than that referred to in the above paragraph;

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Rashid Jalal (FMAAT, FCCA)

Signatures: 

Rashid, Chartered Certified Accountants, 153 Leek Road, Stoke on Trent, ST4 2BW

Date: 31-Oct-19