

GURU GOBIND SINGH GURDWARA, BEDFORD

152-156 Bedford Road, Kempston, Bedford, MK42 8BH

Registered Charity Number: 1078040

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st October 2020

Guru Gobind Singh Gurdwara, Bedford

ANNUAL REPORT FOR THE YEAR ENDED 31st OCTOBER 2020

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GURU GOBIND SINGH GURDWARA, BEDFORD

ANNUAL REPORT FOR THE YEAR ENDED 31ST OCTOBER 2020

The Trustees present their annual report & accounts (financial statements) for the year ended 31/10/2020.

Name of Charity: Guru Gobind Singh Gurdwara

Registered Charity No: 1078040

Registered Address: 152-156 Bedford Road, Kempston, Bedford, MK42 8BH

Governing Document: Constitution

Trustees: The following persons served as Members of the Committee (Managing Trustees) of the Guru Gobind Singh Gurdwara:

- | | | |
|-----|-------------------------|-----------------------|
| 1) | Mr. Gurnam S Sucha | - President |
| 2) | Mr. Parmjit S Sohal | - General Secretary |
| 3) | Mr. Sarwan S Mander | - Treasurer |
| 4) | Mr. Balbir S Atwal | - Assistant Treasurer |
| 5) | Mr. Gurmit S Kalirai | - Vice-President |
| 6) | Mr. Balwant S Gill | - Committee Member |
| 7) | Mr. Gurdial S Mander | - Committee Member |
| 8) | Mr. Gian S Sidhu | - Committee Member |
| 9) | Mr. Ranjit S Sohal | - Committee Member |
| 10) | Mr. Balbir S Randhawa | - Committee Member |
| 11) | Ms Jasminder K Sagoo | - Committee Member |
| 12) | Mr. Gurcharan S Rai | - Committee Member |
| 13) | Mr. Hardev Singh | - Committee Member |
| 14) | Mr. Jaskaran S Fagura | - Committee Member |
| 15) | Mr. Kalvinder S Klair | - Committee Member |
| 16) | Mr. Perminder S Rahi | - Committee Member |
| 17) | Mr. Gurcharan S Kalirai | - Committee Member |
| 18) | Mr. Balbir S Dhindsa | - Committee Member |
| 19) | Mr. Gurmukh Singh | - Committee Member |

In addition to the above, the following members act as Special Holding (Custodian) Trustees of the Charity, who will take over if the Committee is dissolved:

- 1) Mr. Shaminder Singh Garcha
- 2) Mr. Kashmir Singh Basra
- 3) Mr. Mohinder Singh Sohal
- 4) Mr. Ranbir Singh Kalirai

Bankers: National Westminster Bank, 81 High Street, Bedford, MK40 1NE
The charity also holds accounts with Alliance Leicester and Nationwide.

Accountants/Independent Examiners: Hallbrookes (Accountancy) Ltd
14 Elstow Road, Bedford, MK42 9LA

GURU GOBIND SINGH GURDWARA, BEDFORD

ANNUAL REPORT FOR THE YEAR ENDED 31ST OCTOBER 2020

Structure, Governance and Management

The charity is an unincorporated organisation. It is governed by the regulations set out in its constitution. New Board members are elected every two years at the Annual General Meeting (AGM).

The management board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, governance and compliance with law and regulations.

Objectives and Activities for the Public Benefit

The Guru Gobind Singh Gurdwara has been in existence ever since 15th November 1988 as a Place of Worship/Community Centre for the Sikh Community.

Objects: The objects of the Gurudwara (Charity) are to advance, permit and propagate the Sikh religion in Bedford and surrounding areas (a Place of Worship).

1. by celebrating the principal Sikh Religious Festivals.
2. by extending a welcome to all Sikhs newly arrived in or visiting Bedford and
3. to manage the Gurudwara in accordance with Sikh tenets and local Government rules and regulations.

The charities trustees have regarded that the services undertaken do benefit the public. All the charitable activities focus on the advancement of the Sikh religion, counselling advice and information to the community.

Achievements and Performance

All the objects listed above were carried out to the fullest by the trustees in the year to 31/10/2020.

The Gurdwara assisted many families with shopping and providing essential supplies during the Covid-19 lockdown. Renovation of Gurdwara property at 158 Bedford Road was completed.

Financial Review

The charitable organisation services are mainly reliant on voluntary income from the congregation. The trustees feel that, a challenging year due to the Gurdwara being closed or only partly open due to Covid-19 restrictions.

A summary statement of the financial activities for the year is shown on page 6 of the accounts. This shows that during year total income of £ 88,506 was received and after expenses the net surplus of £7,250 was added to reserves.

The Gurdwara's current reserves policy is simply to maintain sufficient cash flow for known commitments and running costs for the next 6 months. The trustees have forecast the level of free reserves (bank and cash reserves) as being £53,318 which are all in the form of unrestricted funds.

Plans for future periods and Public Benefit

To carry out all the objects as outlined in the constitution to the fullest extent. Also, to hold Gurmat and Punjabi lectures annually.

GURU GOBIND SINGH GURDWARA BEDFORD

ANNUAL REPORT FOR THE YEAR ENDED 31ST OCTOBER 2020

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware – there is no relevant information of which the charity's examiners are unaware; and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiners are aware of that information.

Accountants

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants/Independent Examiners for the ensuing year 2020/2021.

Approval

This report was approved by the trustees on and signed on their behalf.

.....
(Mr. Gurnam Singh Sucha)
President

.....
(Mr. Balbir Singh Atwal)
Assistant Treasurer

GURU GOBIND SINGH GURDWARA BEDFORD

ANNUAL REPORT FOR THE YEAR ENDED 31ST OCTOBER 2020
INDEPENDENT EXAMINER'S REPORT

To the Trustees of the Guru Gobind Singh Gurdwara, Bedford:

We report on the accounts of the Guru Gobind Singh Gurdwara Charity for the year ended 31st October 2020.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- 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 Commissioners. 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 I do not provide an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

(1) which give me reasonable cause to believe that in, any material respect, the Trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
F. Singh FFA, FIPA, FAIA, MAAT
Hallbrookes (Accountancy) Limited
14 Elstow Road
Bedford, MK42 9LA
Email: services@hallbrookes.com

Date:

GURU GOBIND SINGH GURDWARA BEDFORD**Statement of Financial Activities – Year ended 31/10/20****INCOME AND EXPENDITURE**

	<u>Notes</u>	<u>Unrestricted Fund 31/10/2020</u>	<u>Restricted Fund 31/10/2020</u>	<u>Total Fund 31/10/2020</u>	<u>Total Fund 31/10/2019</u>
<u>Income</u>		£	£	£	£
Donations and Legacy	2	68,351	-	68,351	110,401
Other Income	3	20,155	-	20,155	10,923
Total Incoming resources		88,506	-	88,506	121,325
Resources Expended					
Expenditure on raising funds		-	-	-	-
Charitable activities: (includes governance costs)		81,256	-	81,256	58,276
Total Resources Expended	4	81,256	-	81,256	58,276
Net movements in funds		7,250	-	7,250	63,049
Funds at 31st October 2019		1,363,436	-	1,363,436	1,300,387
Total Funds at 31st October 2020	13	1,370,686	-	1,370,686	1,363,436

GURU GOBIND SINGH GURDWARA BEDFORD**BALANCE SHEET as at 31/10/2020**

	<u>Notes</u>	<u>2020</u>	<u>2019</u>
		£	£
<u>Fixed Assets</u>			
Tangible Assets	8	1,432,283	1,419,953
<u>Current Assets</u>			
Stocks		500	500
Debtors and Prepayments	11	12,735	22,791
Cash in Bank and in Hand		53,318	70,506
		<u>66,553</u>	<u>93,797</u>
<u>Creditors: amounts due within one year</u>	9	2,150	1,814
<u>Creditors: amounts due more than one year</u>	10	<u>126,000</u>	<u>148,500</u>
Net Current Assets		(61,597)	(56,517)
Net Assets	12	<u><u>1,370,686</u></u>	<u><u>1,363,436</u></u>
<u>Financed by</u>			
Restricted Funds		-	-
General Funds		1,370,686	1,363,436
<u>Total Funds</u>	13	<u><u>1,370,686</u></u>	<u><u>1,363,436</u></u>

Approved by us on for and on behalf of all the trustees.

.....
(Mr. Gurnam Singh Sucha)
President

.....
(Mr. Sarwan Singh Mander)
Treasurer

GURU GOBIND SINGH GURDWARA BEDFORD

NOTES to the Financial Statements for the Year ended 31st October 2020

1) ACCOUNTING POLICIES

Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities (FRS 102) and the Charities Act 2011. The accounts (financial statements) have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”.

Incoming Resources

Incoming resources are recognised in the statement of financial activities when entitlement has passed to the charity and the amounts are certain and, measurable. Any incoming resources received that relate exclusively to future periods are deferred on the Balance Sheet.

Resources Expended

Expenditure is recognised in the statement of financial activities when a liability is incurred or increased without a commensurate increase in recognised assets or a reduction in liabilities. All expenditure is accounted on an accruals basis.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are allocated to the relevant activity.

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing balance over their useful lives. The rates applied are as follows:

Office Equipment	-	15% on rbb
Fixtures & Fittings	-	15% on rbb

The land has not been depreciated.

Taxation:

The organisation is exempt from tax on its charitable activities.

GURU GOBIND SINGH GURDWARA BEDFORD**NOTES to the Financial Statements for the Year ended 31st October 2020**

	<u>2020</u>	<u>2019</u>			
	£	£			
2) <u>Donations and legacies</u>					
General Donations	67,851	95,801			
Gift Aid	0	12,600			
Donations in Kind (Food)	500	2,000			
	<u>68,351</u>	<u>110,401</u>			
3) <u>Other Income</u>					
Rent Received (O2)	10,736	10,736			
Covid Grants	9,382	-			
Interest Received	37	187			
	<u>20,155</u>	<u>10,923</u>			
4) <u>TOTAL RESOURCES EXPENDED</u>					
<u>Costs directly allocated to activities</u>	<u>Basis of allocation</u>	<u>Religious Services</u>	<u>Governance</u>	<u>Total 2020</u>	<u>Total 2019</u>
		£	£	£	£
Salaries costs	Direct	23,828		23,828	17,816
Repairs, Renewals and cleaning	Direct	7,396		7,396	3,720
Sundries/Food	Direct	1,070		1,070	3,997
Light/Heat & Water Rates	Direct	10,676		10,676	10,768
Religious Function	Direct	707		707	6,115
Donations	Direct	28,020		28,020	4,680
Bank charges / Loan interest	Direct	24		24	37
Depreciation/loss on disposals	Direct	3,555		3,555	4,112
Fireworks	Direct	300		300	325
<u>Support Costs allocated to activities</u>					
Premises & Administration	Usage	855		855	665
General office	Usage	2,845		2,845	3,324
Legal and Professional	Usage	0	1,980	1,980	2,718
		<u>79,276</u>	<u>1,980</u>	<u>81,256</u>	<u>58,277</u>

GURU GOBIND SINGH GURDWARA, BEDFORD:**NOTES to the Financial Statements for the Year ended 31/10/2020** continued.../**5) NET MOVEMENTS OF FUNDS FOR THE YEAR****This is stated after charging:**

	<u>31/10/2020</u>	<u>31/10/2019</u>
	£	£
Depreciation	3,555	4,112

6) STAFF COSTS AND TRUSTEES REMUNERATION

	<u>31/10/2020</u>	<u>31/10/2019</u>
	£	£
<u>Staff Costs and Trustee's Remuneration</u>		
Wages and Salaries (including Social Security Costs)	23,828	17,816
No employee earned more than 60,000 per annum.		

The trustees were not remunerated for the year ended 31st October 2020 except for reimbursements in certain circumstances.

7) STAFF NUMBERS

The average monthly number of employees during the year were 2 (2019: 2).

GURU GOBIND SINGH GURDWARA, BEDFORD:**NOTES to the Financial Statements for the Year ended 31/10/2020** continued.../**8) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31/10/2020**

	<u>Land & Buildings/ Improvements</u>	<u>Fixtures/Fittings & Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Cost b/fwd	1,396,651	109,458	1,506,109
Additions	15,489	394	15,883
Cost at 31/03/2020	1,412,140	109,852	1,521,992
Depreciation b/fwd	---	86,155	86,155
Charge for the year	---	3,554	3,554
At 31/03/2020	---	89,709	89,709
Net Book Value			
At 31/10/2019	1,396,651	23,303	1419,953
At 31/10/2020	1,412,140	20,143	1,432,283

9) CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Accruals	1,575	1700
Other Creditors	575	114
	2,150	1,814

10) CREDITORS: AMOUNTS FALLING DUE MORE THAN ONE YEAR

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Loans	123,500	148,500
Other Creditors	2,500	-
	126,000	148,500

GURU GOBIND SINGH GURDWARA, BEDFORD:**NOTES to the Financial Statements for the Year ended 31/10/2020** continued.../**11) DEBTORS AND PREPAYMENTS**

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Debtors - Gift Aid reclaim	<u>12,735</u>	<u>22,791</u>

12) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible Fixed Assets	1,432,283	-	1,432,283
Stock	500	-	500
Debtors	12,735	-	12,735
Cash at Bank/in Hand	53,318	-	53,318
Current Liabilities	(128,150)	-	(128,150)
	-	-	-
Net Assets as at 31/10/2020	<u>1,370,686</u>	<u>-</u>	<u>1,370,686</u>

13) CAPITAL COMMITMENTS

Authorised but not contracted

MOVEMENTS IN FUNDS

	<u>Balance b/fwd 31/10/2019</u>	<u>Incoming Resources</u>	<u>Resources Expended</u>	<u>Balance c/fwd 31/10/2020</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Restricted Funds	-	-	-	-
Unrestricted Funds	1,363,436	88,506	81,256	1,370,686
Total Funds	<u>1,363,436</u>	<u>88,506</u>	<u>81,256</u>	<u>1,370,686</u>

14) GOVERNANCE COSTS

The figure of £1980 is the accountancy costs for the organisation.

15) UNRESTRICTED FUNDS

All funds are used for unrestricted purposes to spend on activities that further any of the purposes of the charity.