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SRI NABH KAMAL RAJA SAHEB TRUST
SIKH TEMPLE CULTURAL & COMMUNITY CENTRE OF NOTTINGHAM

1. NAME

This Charity is called SRI NABH KAMAL RAJA SAHEB TRUST
(Hereinafter called "the Temple")

2. OBJECTIVES

The objects of the Temple are: -

- i to advance the SIKH Religion and Culture in Nottingham, and its environs and for this purpose but not further or otherwise;
 - (a) to promote spiritual teaching and the observances that serve to promote and manifest the said religion.
 - (b) to educate children and adults in the principles of the said religion.
 - (c) to provide a place of worship for the conduct of marriages, funerals and other services according to the rites of the said religion.
- ii to advance the education of the SIKH Community in Nottingham and its environs including the social and physical training of such persons who are under the age of 25 years, in a manner consistent with the principles of the said religion.
- iii to relieve aged members of the SIKH Community in Nottingham and its environs.

3. MEMBERSHIP

Members shall be classified as follows: -

- i **Ordinary Paid Member;** - Any person over 18 who is practicing SIKH.
- ii **Junior Members-** a person under the age of 18 who will exercise no voting rights and will be exempt from the membership fees.
- iii **Life Member** - a person of the SIKH faith who has paid the sum of £1 to the Temple for membership.
- iv **Honorary Life Members-** a distinguished person appointed at the discretion of the Executive Committee who is known for his/her contributions to the SIKH Temple.
- v **Patron** - a person who has signed a subsisting deed of covenant appointed at the discretion of the Executive Committee.

4 APPLICATION FOR MEMBERSHIP

- i An application must be made in writing in such form as the Executive Committee may prescribe, must be signed by the applicant and counter-signed by a proposer who has been a member of the Temple for at least six months. Applications for membership shall be considered and approved by the Executive Committee.
- ii **Membership subscription:-**
Ordinary members shall pay annual membership subscription, except the spouses of Patrons who shall have been deemed to have paid their subscription already. Such annual membership subscription shall be fixed by the Executive Committee and recommended to the next AGM or SGM. Annual membership subscription shall become due on 1st January each year. An ordinary member whose subscription remains unpaid on 30th May after it becomes due shall be deemed to have lapsed from membership.

iii **Membership register: -**

The Executive Committee shall maintain a register of members of the Temple. The register will be open for inspection by all members and will contain the following particulars:-

- a The name and surname of each member.
- b The date upon which each person became a member.
- c The date upon which any member ceased to be a member.
- d A register of the addresses of the members shall be maintained separately.
- iv **Termination of membership :-** The Executive Committee may by resolution terminate the membership of any member who is, in their opinion, working against the Temple. Before coming to any decision the Executive Committee shall give the member affected proper opportunity for stating his/her case to them, either orally or in writing as the Executive Committee may determine.
- v **Voting rights:-** Every member, whether an ordinary member, life member, patron has the right to attend general meetings of the Temple, to discuss the agenda circulated and to vote thereon. An employee although may be a member of the Temple but shall not be eligible to canvass or stand for any office of the Temple Committee.

5 **HOLDING TRUSTEES**

The Executive Committee shall cause the title to:

- (a) all land held by or in trust for the Temple which is not vested in the Official Custodian for Charities; and
 - (b) all investments held by or on behalf of the Temple:
- to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

6 **MANAGEMENT**

- i The affairs of the Temple shall be administered by a committee known as the Executive Committee (herein after called "the Committee"). The Committee shall be elected every FIVE years at the Biennial General Meeting of the members and shall consist of eleven members.
- ii The Committee shall consist of the six office bearers, namely the Chairman, Vice-Chairman, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer and five other members. Committee members shall hold office until the next biennial meeting.
- iii The Executive Committee may appoint one or more sub-committees of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.
- iv The six office bearers shall be ineligible for re-election to their respective posts after TWO consecutive terms but may be elected as an ordinary member of the Committee and shall be eligible for re- election to any post after one term. This is to take effect from the date of adoption of this Constitution.

7 **GENERAL MEETINGS**

- i A Biennial General Meeting of the members shall be held every two years on such day and time and place as the Committee shall determine. The business of the Biennial General Meeting shall include a report by the Committee on the last two years work, the presentation

and approval of the audited/independently examined accounts, appointment of the auditors/independent examiners and the election of the Committee in accordance with clause 8 below.

- ii A business General Meeting of the members shall be held every year for the approval of the audited/independently-examined accounts and for discussion of any other business of the Temple.
- iii Special General Meeting of the members shall be held within one month after a written request signed by at least one-third of the registered members has been submitted to the Secretary. Such a request must state the specific purpose of the proposed meeting.
- iv At least fourteen day's notice of every General Meeting shall be given to all members, specifying its date, time and place, stating whether it is a Biennial or Special General Meeting on the basis of a pre circulated Agenda only.
- v There shall be a quorum when at least one tenth of the number of members of the Temple for the time being or ten members of the Temple, whichever is the greater, are present at any general meeting.
- vi Every matter to be determined by the members of the Temple shall be decided by a simple majority, of those present and voting except where expressly provided otherwise by this constitution.
- vii Except as provided in clause 8(v) below, all voting shall be by show of hands or ballot as the Committee shall decide before a particular vote.
- viii No proxy votes shall be allowed.
- ix Only items on Agenda already circulated shall be discussed.
- x In the event of a tie of votes the Chairman of the meeting shall have a casting vote in addition to any vote he/she may already have casted as a member.

8 ELECTION PROCEDURE

- i Nominations shall be made on a nomination form prescribed by the Committee, signed by the nominee countersigned by a proposer and seconder.
- ii The names of persons nominated for election to the Committee shall be notified to the Secretary not less than seven days before the date of the Biennial General Meeting.
- iii Only members who have registered as such for at least six months prior to the date of an election may vote at an election or General Meeting or nominate or be nominated for election to the Committee. No member may be elected to the office of Chairman, Secretary or Treasurer unless he/she has been a member of the Temple for at least ten years prior to the date of such an election.
- iv The election of the Committee shall be conducted by secret ballot organised by the outgoing Committee who shall nominate **at least five members** whose names should be circulated to the membership along with the AGM notice for selection of **three members for the Election Committee**. The three names must be notified **in writing to the Secretary not less than eight days** before the Biennial General Meeting. If no names received the outgoing Committee shall appoint **three** independent people. Chairman of the election committee shall be appointed by the Executive Committee.
- v Any dispute or difference, which may arise during the course of an election, shall be decided by the Chairman of the election committee and shall be binding for all purposes.

9 POWERS AND DUTIES

- i The Secretary shall record minutes of all meetings of the members of the Temple and all meetings of the Committee (including the names of all members of the Committee and their date of election) The Secretary shall be responsible for giving notice of and calling all meetings and shall be responsible for conducting all general correspondence (other than that relating to accounts) on behalf of the Temple and copies of all correspondence received and

all other records shall be filed and kept in safe storage for a period of at least 6 years and all members have access to these records on application to the Committee.

- ii Duties of other Committee Members and of employees shall be agreed as determined by the Committee from time to time and may be substituted by another Executive Member on the majority decision of the Committee after notification.
- iii The Executive Committee shall have power to fill any vacancy of any office bearer which may arise either from within the Executive Committee or by co-option from within the membership.

10 ACCOUNTS

- i The Temple's bank account shall be operated by any two of the following office bearers , namely, Treasurer, Secretary, Chairman and Vice- Chairman.
- ii The Treasurer shall keep a true and proper record of all moneys of the Temple received and distributed and shall be responsible for the collection and counting of all voluntary donations as per guide lines provided by the Charity Commission.
- iii "The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - (a) the keeping of accounting records for the Temple;
 - (b) the preparation of annual statements of account for the Temple;
 - (c) the auditing or independent examination of the statements of accounts of the Temple; and
 - (d) the transmission of the statements of account of the Temple to the Charity Commission"
- iv The Treasurer shall be responsible for preparing and presenting the monthly accounts to the Executive Committee for their approval.

11 ANNUAL REPORT

The Executive Committee shall comply with their obligation under the charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of annual report and its transmission to the Charity Commission.

12 ANNUAL RETURN

The Executive Committee shall comply with their obligation under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

13 THE COMMITTEE

- i Meetings of the Committee shall be called by the Secretary once a month or as may be necessary. Other meetings of the Committee shall be called within fourteen days after the request in writing to the Secretary by any five or more members of the Committee.
- ii Notice by Committee Members of any specific business to be submitted to meetings of the Committee shall be submitted to the Secretary not less than seven days before the date of the meeting.
- iii There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.
- iv The office of an office bearer or other member of the Committee shall be vacated if such office bearer or member:-
 - (a) Becomes bankrupt or makes any arrangements or composition with his/her creditors.
 - (b) Becomes of unsound mind.
 - (c) Resigns his/her office in writing.

- (d) If absent from three consecutive meetings of the committee without any valid reason being given in writing to the Secretary, only if the other members pass a resolution that the office of such office bearer or other member of the Committee shall be vacated.

14 DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Temple it shall call a meeting of all members of the Temple, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Temple. Any assets remaining after the satisfaction of any power debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Temple as the members of the Temple may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement for the final accounting period of the Temple must be sent to the Charity Commission.

15 AMENDMENTS TO THE CONSTITUTION

- i Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the alteration proposed.
- ii No amendment may be made to **clause 1** (the name of charity clause), **clause 2** (the objects clause), **clause 14** (the dissolution clause) or **this clause** without the prior consent in writing to the Charity Commission.
- iii No amendments may be made which would have the effect of making the Temple cease to be a charity at law.
- iv The Executive Committee should promptly send to the Charity Commission a copy of any amendments made under this clause.

This is a true copy of the constitution adopted by the Special General Meeting of the
SRI NABH KAMAL RAJA SAHEB TRUST
SIKH TEMPLE CULTURAL & COMMUNITY CENTRE
RAJA SAHEB HOUSE, MANSFIELD ROAD, NOTTINGHAM, NG1 3HX

ADOPTED

Narinder Chahal 28 MAY 2008

CHAIRMAN

Mohar Singh

SECRETARY

Harpreet Kaur

Report of the Directors and
Financial Statements for the Year Ended 30 September 2020
for
SRI NABH KAMAL RAJA SAHEB TRUST

SRI NABH KAMAL RAJA SAHEB TRUST

Contents of the Financial Statements
FOR THE YEAR ENDED 30 SEPTEMBER 2020

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SRI NABH KAMAL RAJA SAHEB TRUST

Company Information
FOR THE YEAR ENDED 30 SEPTEMBER 2020

DIRECTORS:

H S Cheema
H Malhi
J R Gangotra
A Singh
A Singh

REGISTERED OFFICE:

Hadrian Chambers
Victoria Passage
Skinner Street
Wolverhampton
West Midlands
WV1 4LG

REGISTERED NUMBER:

04285042 (England and Wales)

SRI NABH KAMAL RAJA SAHEB TRUST

Report of the Directors
FOR THE YEAR ENDED 30 SEPTEMBER 2020

The directors present their report with the financial statements of the company for the year ended 30 September 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the advancement of education in the principals of the sikh faith.

DIVIDENDS

No dividends will be distributed for the year ended 30 September 2020.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 October 2019 to the date of this report.

H S Cheema
H Malhi
J R Gangotra
A Singh
A Singh

ON BEHALF OF THE BOARD:

H S Cheema - Director

7 June 2021

SRI NABH KAMAL RAJA SAHEB TRUST

Income Statement
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Notes	30/9/20 £	30/9/19 £
TURNOVER		98,306	113,408
Administrative expenses		<u>76,338</u>	<u>89,345</u>
		21,968	24,063
Other operating income		<u>5,985</u>	<u>-</u>
OPERATING SURPLUS	4	27,953	24,063
Interest payable and similar expenses	5	<u>2,592</u>	<u>3,042</u>
SURPLUS BEFORE TAXATION		25,361	21,021
Tax on surplus	6	<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>25,361</u>	<u>21,021</u>

The notes form part of these financial statements

Balance Sheet
30 SEPTEMBER 2020

	Notes	30/9/20 £	30/9/19 £
FIXED ASSETS			
Tangible assets	7	476,121	466,732
CURRENT ASSETS			
Debtors	8	10,794	28,504
Cash at bank		65,435	22,593
		<u>76,229</u>	<u>51,097</u>
CREDITORS			
Amounts falling due within one year	9	92,552	109,392
NET CURRENT LIABILITIES		<u>(16,323)</u>	<u>(58,295)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		459,798	408,437
CREDITORS			
Amounts falling due after more than one year	10	26,000	-
NET ASSETS		<u>433,798</u>	<u>408,437</u>
RESERVES			
Income and expenditure account	12	433,798	408,437
		<u>433,798</u>	<u>408,437</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Balance Sheet - continued
30 SEPTEMBER 2020

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 7 June 2021 and were signed on its behalf by:

H S Cheema - Director

SRI NABH KAMAL RAJA SAHEB TRUST

Statement of Changes in Equity
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Retained earnings £	Total equity £
Balance at 1 October 2018	387,416	387,416
Changes in equity		
Total comprehensive income	21,021	21,021
Balance at 30 September 2019	408,437	408,437
Changes in equity		
Total comprehensive income	25,361	25,361
Balance at 30 September 2020	433,798	433,798

The notes form part of these financial statements

SRI NABH KAMAL RAJA SAHEB TRUST

Notes to the Financial Statements
FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. STATUTORY INFORMATION

Sri Nabh Kamal Raja Saheb Trust is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents donations received during the year and income from other charitable activities.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- not provided
Improvements to property	- not provided
Fixtures and fittings	- 10% on reducing balance
Computer equipment	- 10% on reducing balance

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was NIL (2019 - 1).

	30/9/20	30/9/19
	£	£
Directors' remuneration	-	-

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	30/9/20	30/9/19
	£	£
Depreciation - owned assets	4,661	3,619

5. INTEREST PAYABLE AND SIMILAR EXPENSES

	30/9/20	30/9/19
	£	£
Bank interest	-	240
Bank loan interest	2,592	2,802
	<u>2,592</u>	<u>3,042</u>

SRI NABH KAMAL RAJA SAHEB TRUST

Notes to the Financial Statements - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

6. TAXATION

The company is limited by guarantee and does not have a share capital. There is no tax payable on its main source of income as this is derived from donations only.

7. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 October 2019	223,377	321,026	64,642	900	609,945
Additions	-	-	14,050	-	14,050
At 30 September 2020	223,377	321,026	78,692	900	623,995
DEPRECIATION					
At 1 October 2019	13,055	97,180	32,712	266	143,213
Charge for year	-	-	4,598	63	4,661
At 30 September 2020	13,055	97,180	37,310	329	147,874
NET BOOK VALUE					
At 30 September 2020	210,322	223,846	41,382	571	476,121
At 30 September 2019	210,322	223,846	31,930	634	466,732

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/9/20 £	30/9/19 £
Other debtors	840	-
Prepayments	9,954	28,504
	<u>10,794</u>	<u>28,504</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/9/20 £	30/9/19 £
Bank loans and overdrafts (see note 11)	67,481	74,433
Trade creditors	23,200	27,619
Social security and other taxes	(925)	1,254
NEST Pensions	732	576
Net Wages	984	3,350
Accrued expenses	1,080	2,160
	<u>92,552</u>	<u>109,392</u>

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	30/9/20 £	30/9/19 £
Bank loans (see note 11)	<u>26,000</u>	<u>-</u>

SRI NABH KAMAL RAJA SAHEB TRUST

Notes to the Financial Statements - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020

11. LOANS

An analysis of the maturity of loans is given below:

	30/9/20 £	30/9/19 £
Amounts falling due within one year or on demand: Lloyds Loan Account	<u>67,481</u>	<u>74,433</u>
Amounts falling due between two and five years: Bounce Back Loan	<u>26,000</u>	<u>-</u>

12. RESERVES

	Income and expenditure account £
At 1 October 2019	408,437
Surplus for the year	<u>25,361</u>
At 30 September 2020	<u>433,798</u>

13. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital.

Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Sri Nabh Kamal Raja Saheb Trust

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Sri Nabh Kamal Raja Saheb Trust for the year ended 30 September 2020 which comprise the Income Statement, Balance Sheet, Statement of Changes in Equity and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Sri Nabh Kamal Raja Saheb Trust, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Sri Nabh Kamal Raja Saheb Trust and state those matters that we have agreed to state to the Board of Directors of Sri Nabh Kamal Raja Saheb Trust, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sri Nabh Kamal Raja Saheb Trust and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Sri Nabh Kamal Raja Saheb Trust has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Sri Nabh Kamal Raja Saheb Trust. You consider that Sri Nabh Kamal Raja Saheb Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Sri Nabh Kamal Raja Saheb Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Thapers Limited
Chartered Accountants
Harpal House
14 Holyhead Road
Handsworth
Birmingham
West Midlands
B21 0LT

7 June 2021

SRI NABH KAMAL RAJA SAHEB TRUST

Detailed Income and Expenditure Account
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	30/9/20		30/9/19
	£	£	£
Donations received		98,306	113,408
Other income			
Government grants		5,985	-
		<hr/>	<hr/>
		104,291	113,408
Expenditure			
Wages	14,280		7,200
Pensions	432		216
Rates and water	34,074		39,153
Insurance	2,108		2,123
Light and heat	10,153		8,741
Cleaning Charges	179		342
Priest costs	6,330		13,235
Telephone	914		648
Post and stationery	878		350
Advertising	650		4,000
Repairs and renewals	262		443
Computer costs	183		571
Sundry expenses	23		13
Accountancy	442		1,469
Legal and professional fees	133		5,081
	<hr/>	71,041	<hr/>
		33,250	29,823
Finance costs			
Bank charges	636		2,142
Bank interest	-		240
Bank loan interest	2,592		2,802
	<hr/>	3,228	<hr/>
		30,022	5,184
Depreciation			
Fixtures and fittings	4,598		3,548
Computer equipment	63		70
	<hr/>	4,661	<hr/>
NET SURPLUS		25,361	21,021
		<hr/>	<hr/>