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SGSS51 Internal Financial Controls P&P - Donations Collection and Security

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Introduction

This document sets out an overview of collecting donations and control of the collected funds at the Gurdwara Sri Guru Singh Sabha (SGSS) Hounslow.

Scope

This procedure applies to all individuals who are involved in collecting of the funds, its storage, security, banking, record keeping and any other associated activity.

Fund Collections

The Gurdwara is an open place of worship where money is collected in various ways:

- ❁ Sangat depositing cash in Golak(s): The Golaks are emptied fortnightly. The monies are collected from all the Golaks by at last TWO individuals on a Sunday afternoon after Ardas. The monies are counted by a team of around 10 experienced individuals and reconciled using the appended sheet.
 - Sangat using the sarovar (wishing well) – these monies (coins) are recovered regularly, dried and deposited in the safe for safe-keeping until banked.
- ❁ Digital Golak(s) (SumUp): A SumUp collection unit is stationed by the Parshad table. Individuals transfer pre-set amount using their Bank card. The monies are recovered by SumUp who retain a percentage and transfer the collected funds into the Gurdwara current account.
- ❁ Card machine: Sangat members also make a donation or book an event which are paid in cash or by a credit card using the WorldPay terminals. These are situated in the Main, Matrimonial and the Education Offices. Funds collected by these are directly deposited in the Gurdwara current account.

A receipt is issued for this collection which is also used to claim Gift Aid, if applicable.
- ❁ Paying Cash: As above. The cash is deposited in the in-house safe and counted along with the Golak funds on the agreed Sunday (as above).
- ❁ Paying on-line: Ex-situ clients use the Gurdwara account details to deposit funds.
- ❁ Cheque: A small number of members may make a payment using a cheque.
- ❁ Standing Order: A few members have monthly standing orders towards building funds setup which are directly deposited into the current account.

Banking collected funds

Cash & Cheques: The cash collected (see above Golak section) and any submitted cheques over the previous fortnight are reconciled using the appended sheet, approved by 3-5 signatories and secured in the safe to be deposited at the bank the following working day.

Note: Coins maybe exchanged with £20 notes from local businesses on the day of counting to enable the correct entry on the reconciliation form.

Consolidating received funds

For sangat transparency and accounting purposes, the total monthly income should be summarised as follow:

1. SumUp Income
2. WorldPay Income
3. SO Income
4. Cash & Cheques

Petty Cash

For contingency, a petty cash of £2,000 is held under secure arrangements in the Main office. For every issues of funds, a petty cash receipt is generated which is reconciled by the Treasurer.

Credit Cards

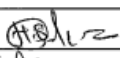
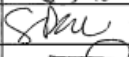

Purchases online or otherwise are also made using credit cards – these are issued to 2 approved authorised personnel responsible for purchasing – Treasurer Mr G S Atwal & Mr M S Brar.

Review

This policy and procedure will be reviewed annually by the Treasurer's Team to ensure it remains effective and relevant.

Appendix

Hounslow SGSS		
Weekly Golak Collection		
Date:	10/3/2025	
Quantity	Currency	Amount
	£ 50.00	
	£ 20.00	14980 - 00
	£ 10.00	5570 - 00
	£ 5.00	4505 - 00
	£ 2.00	1280 - 00
	£ 1.00	
	£ 0.50	
	£ 0.20	
	£ 0.10	
	£ 0.05	
	£ 0.02	
	£ 0.01	
		12
	Cash Total	26335 - 00
	Cheques	795 - 90
	Rent	Nil
	Total	27130 - 90

	Name	Signature
Counter 1.	Gurdip Singh Atwal	
Counter 2.	Narinder Kaur Bhandal	
Counter 3.	Manjit Singh Brar PARJINDER SINGH.	
Counter 4.	Surinder Singh S S AGGAR	
Counter 5.	Onkar Singh Dhoofer	

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