Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2025		31	March	2026

Section A Reference and administration details

Charity name	Pothi Seva
Other names charity is known by	

Registered charity number (if any)	1198623
Charity's principal address	8 Rowland Hill Court, Osney Lane
	Oxford
	Oxfordshire
	Postcode OX1 1LE

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)
1	Jasdip Singh	Head of Panchayat/Training and Development	n/a	Original Trustee
2	Sukhraj Singh	Deputy Head of Panchayat/Training & Development	n/a	Original Trustee
3	Amanpreet Singh (Kirpa Singh)	Strategy and development	n/a	Original Trustee
4	Jaswinder Kaur	Scholarships/Communication/Female Sevadar Welfare	n/a	Original Trustee
5	Jivanpal Singh	Research	n/a	Original Trustee
6	Navjot Singh	Sevadar Development	n/a	Trustees
7				
8				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment

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.

The charity operates within the premises of four separate registered organisations:

1. Gurdwara Singh Sabha, Southall (UK).
2. Gurdwara Sector 23, Chandigarh (India).
3. Gurdwara Shaheedi Bagh, Anandpur Sahib (India)
4. Takht Sri Harimandir Ji Patna Sahib (India)

The use of these facilities is contingent and based upon the ongoing support, understanding and cooperation with these Gurdwaras. The relationship is fully reciprocal as we continually ensure that time is spent caring for the Gurdwara collections

The charity maintains a continuous and frequent dialogue with key Sikh institutions in Punjab, India, in particular with the SGPC (Shiromani Gurdwara Parbandhak Committee) since the objectives of our charity are key matters of policy for such institutions.

Section C Objectives and activities

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

For public benefit,the object of the CIO is to develop and advance the education in conservation and preservation of printed and manuscript sacred texts and heritage (of historic merit and significance), from primarily the Sikh tradition.

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) The charity runs weekly sessions for its sevadars (volunteers).

2) Pothi Seva focuses on repairing Gurmukhi scriptures, Pothis and books using techniques, materials and methods in line with historic Sikh tradition, and by employing scientifically grounded conservation where necessary.

3) We provide a systematic training programme for volunteers to perform the above objectives during the open sessions. The charity also offers training to external individuals/parties at events arranged by other independent organisations.

4) Ongoing research into traditional methods of bookbinding, paper repair and conservation, and developing new methods where necessary.

5) Providing an opportunity for students and individuals who would like to pursue training or research into book and manuscript conservation to apply for a scholarship to fund for their studies.

6) Advising and equipping individuals and Gurdwaras with knowledge on the preservation of books and manuscripts. Documenting, filming and archiving of all the conservation projects undertaken by the charity.

7) The re-circulation of repaired and undamaged Gurmukhi Pothis and books within the Sikh community.

Additional details of objectives and activities (Optional information)

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Projects

This financial year, Pothi Seva completed several significant single projects which had been long standing work-in-progress projects these past few years. Some of these projects have been instrumental in being important case studies because of the techniques and methods used in their repairs and conservation. They have subsequently helped inform us on several separate projects which have shared features.

Team

The regular teams of regular sevadars across the UK and India has expanded sustainably over the year. As ever, new sevadars gain skills but also bring their own expertise which has helped many aspects of Pothi Seva develop. Our team in Chandigarh is led by Surjit Singh (Darja 4-5 Sambhal Sevadar),the Anandpur Sahib team is led by Hoshiar Singh (Darja 2-3 Sambhal Sevadar) and the Patna Sahib team is led by Sukhdeep Singh.

In addition to the above, there are a number of sevadar who have received pre-darja training contracts as per the agreed policy.

Media

We have developed a more consistent approach to media posts and have made major headway in a documentary film.

Research

2025 has been an important year for driving the ‘Dhan Su Kagad’ Project.

At the centre of this is Jasdip Singh’s PhD thesis which is progressing well and is expected to be completed in late 2026.

Scholarship

This year, the Baba Shaam Singh Scholarship has completed supporting Gagandeep Singh, a student who enrolled on the MA Conservation course at the Indian Institute of Heritage. The scholarship is helped support Gagandeep Singh with his student fees and accommodation expenses, and his studies have progressed well this year and has gained much knowledge about the conservation of the wide range of historic materials. This scholarship program is going to end soon as we are focusing our finances on helping trainee Sevadars.

Section E Financial review

Brief statement of the charity's policy on reserves	The charity ensures it has sufficient cash reserves to meet ongoing expenditure requirements and payment of the two contractors performing functions in India.
Details of any funds materially in deficit	Not applicable.

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 received cash of £33, 400 in the form of its income and made payments of £27, 667 in the form of its expenses during the financial year. This resulted in the charity making a profit/surplus of £5, 733 in the year ended 31 March 2026.

The sole source of funding was from donations by members and non members and Gift aid tax relief claimed on those donations from HMRC where Gift Aid declarations were made. The donations support monthly payment towards the operation costs including equipment and supplies. The bulk of the income received in the current year was spent on contractors both domestically and in india of £13,905.

The cash position of the charity as at the balance sheet date was £22, 926. The Trustees believe that all the reserves are unrestricted both in the current year and prior year. The charity aims to maintain cash reserves at a level where at least 2 years of expenditure can be maintained. This is to ensure that the charity has enough time to arrange funding should donation income reduce without bringing operations to a halt.

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

TAR

Signature(s)	*Jasdip Singh Dhillon*	*Amanpreet Singh Kahlon*
Full name(s)	Jasdip Singh Dhillon	Amanpreet Singh Kahlon
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	16.09.26	

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Pothi Seva	

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2025		31/03/2026

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	30,908	-	-	30,908	11,715
Gift Aid	2,492	-	-	2,492	1,213
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	33,400	-	-	33,400	12,928
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,400	-	-	33,400	12,928
A3 Payments					
Computer & IT	1,198	-	-	1,198	418
Telephone	96	-	-	96	86
Scholarships and Stipends	634	-	-	634	1,005
Supplies	3,458	-	-	3,458	4,310
Equipment	3,298	-	-	3,298	1,912
Contractors	13,905	-	-	13,905	11,205
Expense Claim	4,269	-	-	4,269	256
Events	808	-	-	808	2,495
	-	-	-	-	-
Sub total	27,667	-	-	27,667	21,687

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	27,667	-	-	27,667	21,687
Net of receipts/(payments)	5,733	-	-	5,733	- 8,759
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,193	-	-	17,193	25,952
Cash funds this year end	22,926	-	-	22,926	17,193

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-operative Bank	22,926	-	-
		-	-	-
		-	-	-
	Total cash funds	22,926	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Plant and Machinery		6,683	5,082
Computer and IT equipment			-
Fixtures and fittings		2,427	1,874
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
Jasdip Singh Dhillon	Jasdip Singh Dhillon	16/09/2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of: Charity Name
Pothi Seva

On accounts for the year ended: 31 March 2026

Charity no (if any): 1198623

Set out on pages: (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: Birk

Date: 05 October 2026

Name: Harkaran Singh Birk

Relevant professional qualification(s) or body (if any): ACA (ICAEW)

Address: Birk Accountancy Ltd, 19 Langley Road, Slough, SL3 7AE

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	