



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ

Sikh Gurdwara San Jose Newsletter



How the Gurdwara Financial Accounting Team Works

Dear Members of the Sikh Gurdwara San Jose,
Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh,

ਗੁਰੂ ਪਿਆਰੀ ਸਾਧ ਸੰਗਤ ਜੀਓ,
ਵਾਹਿਗੁਰੂ ਜੀ ਕਾ ਖਾਲਸਾ, ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ।

We greet you with gratitude and blessings. At Sikh Gurdwara San Jose, we remain deeply humbled and inspired by your unwavering devotion, participation, and generous support throughout the years. As part of our commitment to transparency, accountability, and integrity, we are pleased to share a clear and concise summary of our financial stewardship for the years.

The purpose of this communication is to:

- Provide a transparent overview of how your donations have been received and utilized.
- Reaffirm our ethical responsibility in managing funds.
- Invite feedback, questions, and engagement in shaping Gurdwara future

Major sources of Gurdwara's revenue:

The SANGAT. Devotees donate via cash, check, or credit card when visiting the Gurdwara. They also donate with credit card or PayPal on the Gurdwara website.

Every deposit is recorded in Bank of America account and QuickBooks.

Sangat gives donations to designated Gurdwara employees or volunteers who then provides donation receipt to the sangat. Charawa is counted daily by a group of Sangat members along with Head Priests and at least one Parbandhak committee member. Charawa receipt is written and it remains in the receipt book. All donations collected every day are put into a Gurdwara locked Safe.

ਅਸੀਂ ਤੁਹਾਡਾ ਤਹਿ ਦਿਲੋਂ ਧੰਨਵਾਦ ਅਤੇ ਸਵਾਗਤ ਕਰਦੇ ਹਾਂ, ਪਿਛਲੇ ਲੰਬੇ ਸਮੇਂ ਤੋਂ ਗੁਰੂ ਘਰ ਪ੍ਰਤੀ ਆਪ ਜੀ ਦੀ ਅਤੁੱਟ ਸ਼ਰਧਾ, ਭਾਗੀਦਾਰੀ ਅਤੇ ਸੰਪੂਰਨ ਸਮਰਥਨ ਲਈ ਅਸੀਂ ਬਹੁਤ ਨਿਮਰ ਅਤੇ ਪ੍ਰੇਰਿਤ ਹਾਂ। ਪਾਰਦਰਸ਼ੀ ਅਤੇ ਇਮਾਨਦਾਰੀ ਨਾਲ ਆਪ ਜੀ ਨਾਲ ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦਾ ਹਿਸਾਬ ਕਿਤਾਬ ਦੀ ਜਾਣਕਾਰੀ ਸਾਂਝੀ ਕਰਨ ਵਿੱਚ ਖੁਸ਼ੀ ਮਹਿਸੂਸ ਕਰਦੇ ਹਾਂ।

ਇਹ ਜਾਣਕਾਰੀ ਸਾਂਝੀ ਕਰਨ ਦਾ ਇਹੀ ਉਦੇਸ਼ ਹੈ:

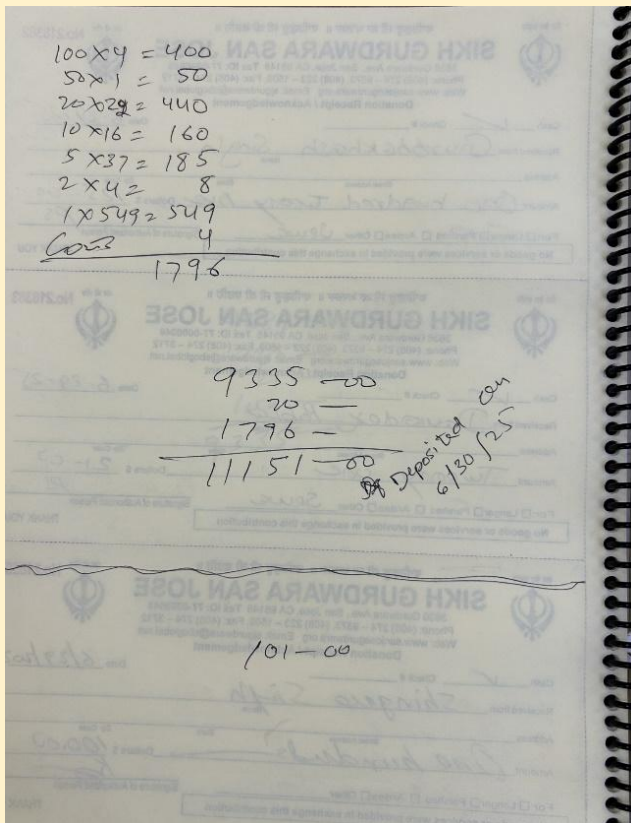
ਤੁਹਾਡੇ ਵਲੋਂ ਕੀਤੀ ਹੋਈ ਭੇਟਾ ਦੀ ਵਰਤੋਂ ਦੀ ਜਾਣਕਾਰੀ
ਗੁਰੂ ਘਰ ਦੀ ਮਾਇਆ ਸਬੰਧੀ ਸਾਡੀ ਨੈਤਿਕ ਜ਼ਿੰਮੇਵਾਰੀ
ਭਵਿੱਖ ਵਿੱਚ ਗੁਰੂ ਘਰ ਦੇ ਪ੍ਰਬੰਧ ਸਬੰਧੀ ਆਪ ਜੀ ਵਲੋਂ ਸਲਾਹ ਲੈਣੀ

ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਨੂੰ ਭੇਟਾ ਕਿੱਥੋਂ ਅਤੇ ਕਿਵੇਂ ਆਉਂਦੀ ਹੈ?

ਸੰਗਤ ਵਲੋਂ ਕੈਸ਼, ਚੈਕ, ਕਰੈਡਿਟ ਕਾਰਡ ਜਾਂ ਆਨ ਲਾਈਨ ਗੁਰੂ ਘਰ ਦੀ ਵੈਬ ਸਾਈਟ ਰਾਹੀਂ ਮਾਇਆ ਭੇਟਾ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਹਫ਼ਤੇ ਦੌਰਾਨ (ਸੋਮਵਾਰ - ਐਤਵਾਰ) ਸੰਗਤ ਗੁਰੂ ਘਰ ਦੇ ਨਿਯਤ ਕਰਮਚਾਰੀ ਜਾਂ ਸੇਵਾਦਾਰਾਂ ਨੂੰ ਮਾਇਆ ਭੇਟਾ ਕਰਕੇ ਰਸੀਦ ਪ੍ਰਾਪਤ ਕਰਦੀ ਹੈ, ਚਤੁਰਵਾਰ ਹਰ ਰੋਜ਼ ਸ਼ਾਮ ਨੂੰ ਗਿਣਤੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਜਿਸ ਵਿੱਚ ਘੱਟ ਤੋਂ ਘੱਟ ਇਕ ਕਮੇਟੀ ਮੈਂਬਰ, ਗ੍ਰੰਥੀ ਸਿੰਘ ਅਤੇ ਸੰਗਤ ਦੇ ਮੈਂਬਰ ਮੌਜੂਦ ਹੁੰਦੇ ਹਨ। ਚਤੁਰਵੇ ਦੀ ਲਿਖੀ ਰਸੀਦ, ਰਸੀਦ ਬੁੱਕ ਵਿੱਚ ਹੀ ਰਹਿੰਦੀ ਹੈ। ਹਰ ਰੋਜ਼ ਦੀ ਮਾਇਆ ਗੁਰੂ ਘਰ ਦੇ ਤਾਲੇ ਵਾਲੀ ਅਲਮਾਰੀ ਵਿੱਚ ਰੱਖੀ ਜਾਂਦੀ ਹੈ।

Charawa Counting ਚੜ੍ਹਾਵੇ ਦੀ ਗਿਣਤੀ ਦੌਰਾਨ ਫੋਟੋ



SIKH GURDWARA SAN JOSE 3636 Gurdwara Ave., San Jose, CA 95148 Tax ID: 77-0090048 Phone: (408) 274 - 9373, (408) 223 - 1509, Fax: (408) 274 - 3712 Web: www.sanjosegurdwara.org Email: sfgurdwara@sbcglobal.net		ਆਗੇ ਨੰਬਰ No.218385
Donation Receipt / Acknowledgement		
Cash ☒	Check #	Date 6/29/2025
Received from <u>Karanbir Cheema</u> Name		
Address _____ Street Address State Zip Code		
Amount <u>Twenty</u> Dollars \$ <u>20.00</u>		
For: ☐ Langar ☐ Parshad ☐ Ardas ☐ Other _____ Signature of Authorized Person		
No goods or services were provided in exchange this contribution THANK YOU		

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Donation Receipt / Acknowledgement		
Cash ☒	Check #	Date 6/29/2025
Received from <u>Charawa</u> Name		
Address _____ Street Address State Zip Code		
Amount <u>Seventeen hundred ninety six</u> Dollars \$ <u>1796.00</u>		
For: ☐ Langar ☐ Parshad ☐ Ardas ☐ Other _____ Signature of Authorized Person		
No goods or services were provided in exchange this contribution THANK YOU		

SIKH GURDWARA SAN JOSE 3636 Gurdwara Ave., San Jose, CA 95148 Tax ID: 77-0090048 Phone: (408) 274 - 9373, (408) 223 - 1509, Fax: (408) 274 - 3712 Web: www.sanjosegurdwara.org Email: sfgurdwara@sbcglobal.net		ਆਗੇ ਨੰਬਰ No.218387
Donation Receipt / Acknowledgement		
Cash ☒	Check # <u>481</u>	Date 06-30-2025
Received from <u>Amrita Kaur Sivia</u> Name		
Address _____ Street Address State Zip Code		
Amount <u>One hundred 000</u> Dollars \$ <u>101-00</u>		
For: ☐ Langar ☐ Parshad ☐ Ardas ☐ Other <u>Sewa</u> Signature of Authorized Person		
No goods or services were provided in exchange this contribution THANK YOU		

At the end of the week (Sunday), all donations (cash and checks) are gathered and counted the total cash with currency counting machine, all checks are entered into spreadsheet. A total donations verification matches to the donation receipts issued (including Charawa).

ਹਫ਼ਤੇ ਦੇ ਅਖੀਰਲੇ ਦਿਨ (ਐਤਵਾਰ) ਨੂੰ, ਸਾਰੀ ਭੇਟਾ (ਨਕਦੀ ਅਤੇ ਚੈਕ) ਇਕੱਠੇ ਕੀਤੇ ਜਾਂਦੇ ਹਨ, ਕਰੰਸੀ ਗਿਣਨ ਵਾਲੀ ਮਸ਼ੀਨ ਨਾਲ ਸਾਰੀ ਨਕਦੀ ਦੀ ਗਿਣਤੀ ਕੀਤੀ ਜਾਂਦੀ ਅਤੇ ਚੈਕ ਕੰਪਿਊਟਰ ਰਾਹੀਂ ਦਰਜ ਕਰਕੇ ਟੋਟਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਰਸੀਦ ਬੁੱਕਾਂ ਦਾ ਟੋਟਲ ਕਰਕੇ ਸਾਰੀ ਰਕਮ ਨਾਲ ਮੇਲ ਖਾਂਦਾ ਹੋਣ ਲਈ ਇਹ ਸਾਰਾ ਹਿਸਾਬ ਕਿਤਾਬ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।



6/29/2025		6/29/2025	
Account Name	Sikh Gurdwara San Jose	Account Name	Sikh Gurdwara San Jose
Address	3636 Gurdwara Ave San Jose, CA 95148	Address	
Account #	325000632865	Account #	325000632865
Check #	Dollars	Check #	Dollars
1	265	11	
2	737	5	
3	2200	501	
4	1046	100	
5	745	1000	
6	8018	11	
7	5969	1000	
8	1275	1000	
9	1922	1000	
10	4888	1000	
11	2444	1000	
12	1049	1000	
13	1043	500	
14	167	51	
15	2447	101	
16	109	1500	
17	3884	500	
18	4278	500	
19	3541	1100	
20	202	251	
21	385	350	
22	395	1500	
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
13981			

A weekly donation record is generated of total number of receipt books used with Book number, receipt number and total amount. Total number of checks received, a total cash received and grand total is prepared for checks and cash.

SIKH GURDWARA SAN JOSE
WEEKLY DEPOSIT IN GURDWARA BANK ACCOUNT
(BANK OF AMERICA)

DATE OF DEPOSIT 6-30-25

DEPOSITS BOOK #	RECEIPT #	AMOUNT
2311	217850 — 217850	= 1500-00
2312	217926 — 217940	= 1803-00
2314	218243 — 218254	= 7630-00
2315	218357 — 218386	= 11151-00
2316	218457 — 218506	= 26318-00
		48402-00

BOOKS TOTAL \$ 48402-00

NO. OF CHECKS 22 AMOUNT OF CHECKS \$ 13981-00

CASH \$ 34417-00

TOTAL AMOUNT \$ 48398-00

Week June 23 - 29, 2025. Deposit June 30, 2025			
Bill	Qty	Total \$	
100	168	16800	
50	43	2150	
20	335	6700	
10	164	1640	
5	589	2945	
2	18	36	
1	4146	4146	
Total Cash		34417	
Checks (22)		13981	
Grand Total Cash+Checks		48398	
Books Total		48402	
Loss/gain from counting		-4	

Book #	Amount
2311	1500
2312	1803
2314	7630
2315	11151
2316	26318
Total	48402

- All cash is sorted by at least one Parbandhak Committee members and devotees. This cash is counted with a currency counting machine. The cash is then placed in the Gurdwara Safe.
- Receipts are given to devotees who donate money by cash, check or credit card.

- Monday morning, the Chief Treasurer and his assistants deposit the cash at the bank and update the logbook.
- Bank recounts everything on the day of deposit.

Supporting and advisory roles under accounting committee: Harinder Singh Anand, Baljit Singh, Rachhpal Singh Dosanjh, Gurdev Singh Kalsi, Amrik Singh Ranu, Jarnail Singh Sohal and other sewadars.

Bank issues deposit Receipts

FOR CLEAR COPY PRESS F8/BA
to print a receipt on the printer

DEPOSIT TICKET

Property:
Deposited By:
Date: 06/30/2025
CURRENCY: 48,398.00
CHECKS: 48,398.00
TOTAL: 48,398.00

BANK OF AMERICA

Account Number: 4510301064 32500632865*

48,398.00

BANK OF AMERICA

Client Receipt

To help protect you and us from having a checkbook, we require you to sign the back of each check and deposit it into the account specified on the deposit slip.

Please note this receipt is not a receipt for the deposit. It is a receipt for the deposit slip. The actual receipt for the deposit is the deposit slip. The deposit slip is the only document that you should keep for your records.

06/30/2025 09:48 Assoc: 714
CA Center: 0002355 State: 008
Trans Total: \$48,398.00
Can Amt: \$44,417.00
Transaction Pmts On: 06/30/2025

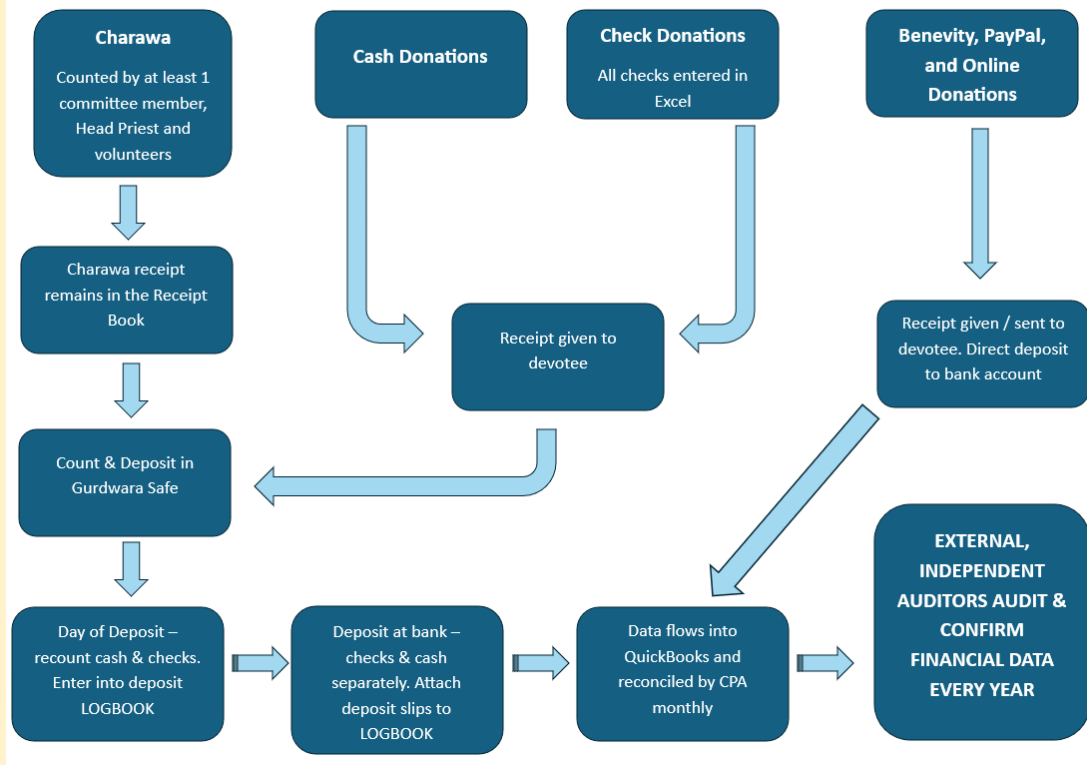
Full Years LOG BOOK is maintained at the office

Company Name: BANK OF AMERICA

Date	Currency	Checks	Amount	Comments
01.06.25	60398.00	18691.00	79089.00	
01.13.25	36070.00	14788.00	50858.00	
01.21.25	48027.00	12848.00	55875.00	LA FIRE.
01.27.25	28605.00	10963.00	39568.00	
2.3.25	26578.00	14481.00	41059.00	
2.10.25	27295.00	14282.00	41577.00	
2.18.25	25954.00	26040.00	51994.00	
2.24.25	27250.00	13352.00	40602.00	
3.3.25	20196.00	18362.00	38558.00	
3.10.25	23396.00	11126.00	34522.00	Fremont's Election
3.17.25	38076.00	11579.00	49655.00	
3.24.25	39797.00	51541.00	91338.00	
3.31.25	31405.00	19290.24	50695.24	
4.7.25	30168.00	7156.00	37324.00	Tracy Nagar Keertan
4.14.25	49028.00	23251.00	72279.00	Vai Sakhi + Bank
4.21.25	29757.00	16118.00	45875.00	Creditor \$100.00
4.28.25	33925.00	22009.00	55934.00	
5.5.25	29259.00	11251.00	40510.00	
5.5.25	0.00	100,000.00	100,000.00	CK from Kapoor's
5.11.25	29634.00	11613.00	41247.00	
5.19.25	35132.00	14191.00	49323.00	
5.27.25	30975.00	15557.00	46532.00	
6.02.25	35629.00	21238.00	56867.00	
6.4.25	33407.00	11552.00	44959.00	
6.16.25	37759.00	22547.00	60306.00	
6.23.25	41124.00	35397.00	76521.00	
6.30.25	34417.00	13981.00	48398.00	

Donations Flow Chart

"Bank" refers to Bank of America accounts



SIKH GURDWARA - SAN JOSE
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2024
(With summarized comparative totals for the year ended December 31, 2023)

	Program Services						Total Expenses	
	Path, Kirtan and Katha	Khalsa School	Community Kitchen (Langar)	Special Events	Total Program Services	General and Administrative	2024	2023
Salaries and wages	\$ 876,695	\$ 14,638	\$ -	\$ -	\$ 891,333	\$ -	\$ 891,333	\$ 793,671
Payroll taxes	67,049	1,138	-	-	68,187	-	68,187	60,715
Religious services	277,260	400	972	23,079	301,711	72,756	374,467	286,236
Contract services	-	-	-	4,600	4,600	20,900	25,500	73,798
Equipment costs	-	-	-	-	-	69,597	69,597	32,161
Cleaning	-	-	7,424	-	7,424	-	7,424	-
Cultural cost	-	-	-	35,233	35,233	-	35,233	-
School activities	-	240,268	-	46,828	287,096	-	287,096	120,777
Advertising	-	-	-	-	-	38,174	38,174	54,560
Repair and maintenance	-	-	15,338	-	15,338	32,021	47,359	113,384
Bank charges	-	-	-	-	-	12,527	12,527	10,539
Postage and delivery	-	-	-	-	-	2,000	2,000	-
Insurance	-	-	-	-	-	82,290	82,290	49,376
Printing and reproduction	-	-	-	-	-	-	-	1,085
Supplies	-	-	114,223	-	114,223	7,314	121,537	64,901
Telephone	-	-	-	-	-	24,692	24,692	27,916
Equipment rental	-	-	-	-	-	7,846	7,846	29,449
Travel	-	-	-	-	-	607	607	532
Utilities	-	-	-	-	-	308,822	308,822	198,476
Property taxes	-	-	-	-	-	52,510	52,510	48,186
Janitorial services	-	-	-	-	-	153,925	153,925	173,276
Landscaping	-	-	-	-	-	2,000	2,000	8,666
Legal	-	-	-	-	-	141,016	141,016	206,132
Security expenses	-	-	-	-	-	23,618	23,618	19,788
Depreciation	-	-	-	-	-	960,241	960,241	997,645
Interest expenses	-	-	-	-	-	416,025	416,025	423,732
Youth sports	-	-	-	13,394	13,394	6,826	20,220	10,619
Miscellaneous expenses	-	-	-	-	-	9,734	9,734	12,195
Total expenses 2024	\$ 1,221,004	\$ 256,444	\$ 137,957	\$ 123,134	\$ 1,738,539	\$ 2,445,441	\$ 4,183,980	
Total expenses 2023	\$ 1,135,292	\$ 103,497	\$ 67,157	\$ 111,342	\$ 1,417,288	\$ 2,400,527		\$ 3,817,815

Various Expenses And Authorization Process

Religious Related Expense	Payment Authorization Required by Dharam Parchar Committee These expenses include payments made to preachers for various religious services,
Community Kitchen	Payment Authorization Required by Langar Committee These expenses include Kitchen supplies, cleaning and all other services required to keep the community kitchen running 7 days a week.
Operational Expenses	No Payment Authorization Required - VERY CRITICAL TO RUN GURDWARA FIXED EXPENSES - Advertising, Bank Charges, Various Insurance, Janitorial, Landscaping, Office Related, mortgage, Professional fees (Auditor, CPA), Property Taxes, Repair & Maintenance, Security, Various supplies, Telephone, Water, PG&E, Waste Management and other Misc. NOTE: Most of these expenses occur every month and will vary in amount.
Variable Expenses	Payment Authorization Required by The Gurdwara Committee Capital Improvements, Election cost, Legal costs, rental equipment etc. NOTE: These expenses may not occur every year and will vary widely every year.
Wages - Employee Payroll	Payments Processed Bi-weekly by CPA and Direct Deposit to employee bank These include payments made to IRS (Medicare & Soc Sec Taxes) and wages paid to employees Employees include preachers employed full time, religious workers, maintenance personal, cooks etc. A Payroll Form required to be filled by each employee with details of services they did each day Each Payroll Form is reviewed and payment is authorized by Dharam Parchar Committee
AUDITING	All invoices, bills, paystubs from Quickbooks are audited every month INTERNALLY. Gurdwara CPA reconciles Quickbooks and Bank of America account INDEPENDENT EXTERNAL AUDITOR AUDITS EVERY YEAR. PREPARES FINANCIAL REPORT

Sikh Gurdwara-San Jose (California)
3636 Gurdwara Ave
San Jose, CA 95148

NonProfit Org.
US POSTAGE
PAID
SANJOSE, CA
PERMIT NO 1118

Financial Summaries

We have maintained fiscal responsibility by providing last 25 years of EXTERNALLY AUDITED Financial Statements on the Website sanjosegurdwara.org. An independent company does financial audit every year and is uploaded on Gurdwara website.

Below is information from Gurdwara website (www.sanjosegurdwara.org) under tab 'Financials'

Year 2024 Independent Auditors Financial Report
Year 2023 Independent Auditors Financial Report
Year 2022 Independent Auditors Financial Report
Year 2021 Independent Auditors Financial Report
Year 2020 Independent Auditors Financial Report
Year 2019 Independent Auditors Financial Report
Year 2018 Independent Auditors Financial Report
Year 2017 Independent Auditors Financial Report
Year 2016 Independent Auditors Financial Report
Year 2015 Independent Auditors Financial Report
Year 2014 Independent Auditors Financial Report
Year 2013 Independent Auditors Financial Report
Year 2012 Independent Auditors Financial Report
Year 2011 Independent Auditors Financial Report

Year 2009 and 2010 Independent Auditors
Financial Report

Year 2008 CPA Certified Financial Report Year 2007 CPA
Certified Financial Report Year 2006 CPA Certified
Financial Report Year 2005 CPA Certified Financial Report
Year 2004 CPA Certified Financial Report Year 2003 CPA
Certified Financial Report Year 2002 CPA Certified
Financial Report
Year 2001 CPA Certified Financial Report
Year 2000 CPA Certified Financial Report
Year 1999 CPA Certified Financial Report Part2

Closing Message

Transparency is a form of respect. Please see TRANSPARANCY TAB on Gurdwara Website sanjosegurdwara.org for many details. As stewards of your devotion and resources, we remain committed to honoring your trust. We thank you for walking this sacred path with us and look forward to serving together with continued integrity and compassion. May your faith and generosity return to you multifold.

ਸੁਨੇਹਾ: ਪਾਰਦਰਸ਼ਤਾ ਸਤਿਕਾਰ ਦਾ ਇੱਕ ਰੂਪ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਬਹੁਤ ਸਾਰੇ ਵੇਰਵਿਆਂ ਲਈ ਗੁਰੂ ਘਰ ਦੀ ਵੈਬ ਸਾਈਟ ਤੇ ਟਰਾਂਸਪਾਰੈਂਸੀ ਟੈਬ ਵੇਖੋ। ਤੁਹਾਡੀ ਸ਼ਰਧਾ ਅਤੇ ਸਰੋਤਾਂ ਦੇ ਪ੍ਰਬੰਧਕ ਹੋਣ ਦੇ ਨਾਤੇ, ਅਸੀਂ ਤੁਹਾਡੇ ਭਰੋਸੇ ਦਾ ਸਨਮਾਨ ਕਰਨ ਲਈ ਵਚਨਬੱਧ ਹਾਂ। ਅਸੀਂ ਇਸ ਪਵਿੱਤਰ ਮਾਰਗ ਤੇ ਸਾਡੇ ਨਾਲ ਚੱਲਣ ਲਈ ਤੁਹਾਡਾ ਧੰਨਵਾਦ ਕਰਦੇ ਹਾਂ ਅਤੇ ਨਿਰੰਤਰ ਇਮਾਨਦਾਰੀ ਅਤੇ ਹਮਦਰਦੀ ਨਾਲ ਮਿਲ ਕੇ ਸੇਵਾ ਕਰਨ ਦੀ ਉਮੀਦ ਕਰਦੇ ਹਾਂ। ਤੁਹਾਡਾ ਵਿਸ਼ਵਾਸ ਅਤੇ ਉਦਾਰਤਾ ਤੁਹਾਡੇ ਕੋਲ ਕਈ ਗੁਣਾ ਵਾਪਿਸ ਆਵੇ।

With blessings and gratitude, ਅਸ਼ੀਰਵਾਦ ਅਤੇ ਸ਼ੁਕਰਗੁਜ਼ਾਰੀ ਨਾਲ
Bhupindar Singh Dhillon
President (Sikh Gurdwara San Jose)