

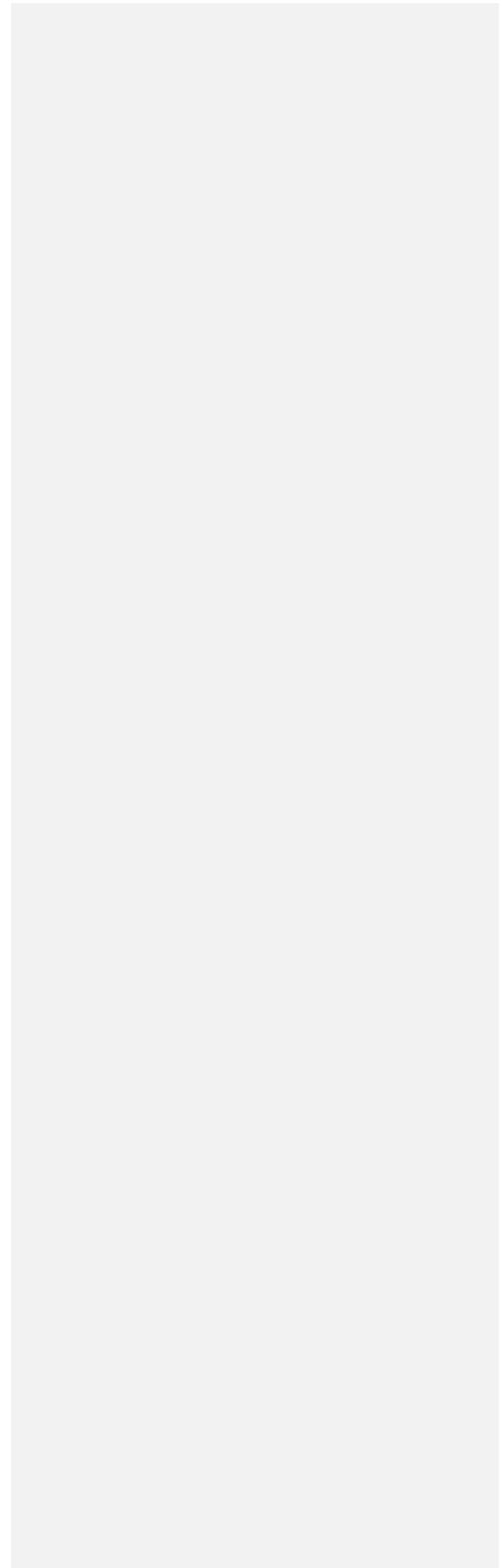
**The Kew Guild**

Registered charity

**Annual Report and Financial Statements**

**Year Ended 31 December 2017**

Charity number: 306064



**The Kew Guild  
Annual Report and Financial Statements  
For the Year Ended 31 December 2017**

---

<b>Contents</b>	<b>Page</b>
Reference and Administrative Information	1
Annual Report of The Committee	2
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes Forming Part of the Financial Statements	9

**The Kew Guild  
Annual Report and Financial Statements  
For the Year Ended 31 December 2017**

**Reference and Administrative Information**

<b>Governing Document:</b>	Rules of the Kew Guild	
<b>Charity Number:</b>	306064	
<b>Members of The Committee:</b>	<b>1 January – 8 September</b>	<b>9 September – 31 December</b>
President:	Alan Stuttard	Jean Griffin
President Elect:	Jean Griffin	Peter Styles
Vice Presidents:	Peter Styles Vacant	Vacant
Immediate Past President:	Tony Overland	Alan Stuttard
Honorary Secretary:	Vacant	Vacant
Honorary/Voluntary Treasurer:	Linda Baharier	Linda Baharier
Honorary Membership Secretary:	Sylvia Phillips	Sylvia Phillips
Events Officer(s):	Pamela Holt	Brian Phillips
Award Scheme Chair:	Chris Kidd	Chris Kidd
Kew Gardens Representative:	Richard Barley	Richard Barley
<b>Committee Members:</b>	Stewart Henchie Susan Urpeth Peter Styles Jim Mitchell David Simpson Jean Griffin Harold Heywood Alex George David Hardman Leo Pemberton Graham Burgess Ian Lamont-Smith	Stewart Henchie Susan Urpeth Peter Styles Jim Mitchell David Simpson Jean Griffin Harold Heywood Alex George David Hardman Leo Pemberton Graham Burgess Ian Lamont-Smith
<b>Advisors and Committee Supporters</b>		
Advisors:	Professor Sir Ghilleain T Prance Martin Sands John B E Simmons Professor David Cutler Bob Ivison	Professor Sir Ghilleain T Prance Martin Sands John B E Simmons Professor David Cutler Bob Ivison
Editor:	Sparkle Ward	Sparkle Ward
Archives Officer:	Vacant	Astrid Purton
Students' Union Representatives:	Alex Little Joe Clements Eliot Barden Sal Demail Tim Hughes Pamela Holt Professor David Cutler Jean Griffin Jonathan Rickards Sara Arnold	Alex Little Joe Clements Eliot Barden Sal Demail Tim Hughes Pamela Holt Professor David Cutler Jean Griffin Jonathan Rickards Sara Arnold
Principal School of Horticulture:		
News of Kewites Officer:		
Kew Guild Medal:		
Publicity and Promotions Officer:		
Website Manager:		
Communications Officer & Acting Secretary:		
<b>Administrative Office:</b>	Royal Botanic Gardens Kew Kew Green Richmond Surrey TW9 3AB	
<b>Principal Bankers:</b>	Barclays Bank Plc 8 George Street Richmond Surrey TW9 1JU	
<b>Investment Managers:</b>	Charities Official Investment Fund 80 Cheapside London EC2V 6DZ	
<b>Independent Examiner:</b>	Ararat Mokea 107, Academy Gardens Croydon Surrey CR0 6QL	

Deleted: g

Deleted: e

Deleted:

Deleted: Kiri Ross-Jones

Deleted: Arta

Deleted: Paul Equia

**The Kew Guild  
Annual Report of The Committee  
For the Year Ended 31 December 2017**

---

The Committee of The Kew Guild is pleased to present its report together with the examined financial statements for the year ended 31 December 2017.

The reference and administrative information set out on page 1 forms part of this report.

The Trustees confirm that the financial statements comply with the requirements of the Charities Act 2011, the trust deed and the Statement of Recommended Practice – “Accounting and Reporting by Charities” (revised 2015).

**Structure, governance and management**

*Governing document*

The Kew Guild is a registered charity, number 306064, which is governed by the “Rules of the Kew Guild”. These Rules set out the conditions for membership of the Guild and the structure by which the Guild should be managed by the Committee. The Rules allow the Guild to invest in such shares, stocks, funds, securities, investments and property in any part of the world and upon such terms and conditions as the Committee thinks fit.

*Appointment and recruitment of trustees*

The business of The Guild is conducted by a Committee consisting of the Honorary Officers, other Officers and Ordinary Members. The Honorary Officers are The President, Immediate Past President, Two Vice Presidents, (each serving two years; one being appointed in each calendar year ), President Elect, Secretary, Membership Secretary and Treasurer. The other Officers are Editor, Events Officer, Award Scheme Chairperson and the Kew Gardens Representative. The Ordinary Members are twelve in number, of which three are overseas members. The members of the Committee are the Trustees of The Kew Guild.

The Principal of The School of Horticulture plus three Kew Diploma Students Representatives, one from each year, are ex officio members of the Committee.

All persons listed in paragraph 1 above except the Immediate Past President and the twelve Ordinary Members are elected annually at the Annual General Meeting. Any vacancy among the Officers is filled as soon as possible by co-option by the Committee and any person so co-opted holds office only until the elections at the following Annual General Meeting. Of the twelve Ordinary Members, four are elected each year and hold office for three years. They are not eligible for re-election to the Committee for at least 12 months after the end of their term of office. Any vacancy among Ordinary Members is filled at the next Annual General Meeting, the member elected completing the term of office of the member whom he or she has replaced.

Candidates for election to the Kew Guild Committee may, following their agreement, be proposed by any member of The Guild provided that the names of candidates be sent in writing to the Secretary at least twenty eight clear days before the Annual General Meeting.

*Trustee induction and training*

Trustees are appointed from a list of potential candidates whose skills meet those required by the Committee. Trustees receive the booklet entitled “The Essential Trustee – what you need to know”, other relevant charity documents, a copy of the Kew Guild Rules along with other relevant Guild procedures. Reference is made to the Kew Journal which contains the financial statements of the Guild.

*Organisational structure*

The business of the charity is conducted by the Committee who delegate day to day operations to the Honorary Treasurer, Honorary Secretary, Honorary Membership Secretary and Award Scheme sub-committee. From September 2015 the Honorary Treasurer has been replaced by a Voluntary Treasurer.

*Risk management*

The Committee has reviewed the main risks that it considers the Kew Guild is exposed to and drawn up a Risk Register, identifying where necessary actions needed to reduce those risks. This Register is reviewed and updated on an annual basis by the Committee.

**The Kew Guild  
Annual Report of the Committee  
For the Year Ended 31 December 2017**

---

**Objectives and activities**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and activities and in planning future activities.

*Objects*

The Guild has five main objects as follows:

1. The advancement of horticultural and botanical knowledge, particularly in connection with the work of The Royal Botanic Gardens, Kew and Wakehurst Place, hereinafter together called The Royal Botanic Gardens, Kew, and among members of The Kew Guild.
2. The administration of the Award Scheme and other charitable funds of The Guild for the objects of The Guild, and the assistance from such funds to members of The Guild at the discretion of the Committee.
3. The encouragement of excellence in horticultural and botanical education at The Royal Botanic Gardens, Kew by the provision of prizes to the Kew Diploma Students and the administration of the educational funds of The Guild.
4. The publication of a Journal in furtherance of one or more of the objects of The Guild.
5. Generally to do all such acts as shall further the active and corporate life of The Guild as may be lawfully done by a body established only for the purposes recognised by the law of England as charitable.

*Activities undertaken to achieve the objects:*

- Arranging events and trips to various places of horticultural or botanical interest.
- Provision of Diploma Prizes.
- Arranging and promoting of the Annual Dinner and an AGM Soiree.
- Managing the Award Scheme, publicising the availability of these funds and making awards.
- Collating suitable articles and information for the Journal and arranging for its publication.
- Awarding of Honorary Fellowships and the Kew Guild Medal.
- Provision of a website to disseminate the historical record of the Kew Guild Journal to members and the wider public for research and other purposes. For use as a vehicle for communication amongst members.

*Grant making policy*

The object of the Award Scheme is to help members further their education or widen their interest in horticulture. Anyone who is a current member of the Kew Guild for more than one year is eligible to apply to the scheme for an award. The applications are assessed and approved by the Kew Guild Award Committee and successful awards are allocated from the appropriate fund.

The Award Committee reports on a regular basis to the Trustees Committee. Awardees report on the receipt of an award by writing an article for the Journal.

**Achievements and performance**

- The Award Scheme Committee was pleased to make 13 awards during the year, the amount therefore awarded was £ 10,924. Eight prizes were awarded to the Horticultural Students and these were presented to them on 8 September as part of the Diploma Presentation Ceremony.

**Deleted:** 6

**Deleted:** one of which was declined in the year,

**Deleted:** 4,97

**Deleted:** 4

**Deleted:** 4

**Annual Report of the Committee  
For the Year Ended 31 December 2017**

- The name of the recipient of the Kew Guild Medal is [Chris Beardshaw](#).
- It has been a very varied and busy year with Regional Trips to different parts of the Country starting with the Bennington Lordship Trip in February; the signature four day visit to Guernsey in April, which included a tour of Raymond Evison's Clematis nursery; in May a trip to Dorset and Hampshire visiting Compton Acres and Exbury. While in June there was a weekend in Devon which included visiting Torre Abbey gardens and Haytor. August brought us to Derbyshire and Haddon Hall and Chatsworth House. In October a visit was made to Bodensham Arboreth. The Kew Guild Committee joined in fellowship with the new Kew Diploma Students in November with a Christmas meal at the Coach and Horses.
- Guest enjoyed a pleasant evening at the Annual Dinner in May, the President welcomed guests to Cambridge Cottage. After the Dinner an award of Honorary Fellowship was given to XXXXXX.
- The Journal of the Kew Guild, Volume 17, Number 122, was published in May and was distributed to all members. The Journal continues to be of the highest quality, as always it included a great deal of information about the activities of the Guild and RBG Kew, notes on new Committee Members, reports by Award winners, news of Kewites and obituaries.
- The Kew Guild was very grateful to receive a further donation of £1,420 from the Philip and Granville Charitable Trust and other small donations. The Kew Guild were very pleased to receive a donation of £10,000 from Joan Woodham, in memory of her late husband John Woodhams ( former Assistant Curator of Tropical Dept at RBG Kew), to be presented in grants of £1,000 for the study of plants in the tropics.
- The Guild has developed the Kew Guild Medal; it will be presented to those who are deemed to be of outstanding merit in the fields of plant science, conservation or horticulture.
- The Kew Guild website continues to be a useful source to access past journals enabling historical and research information to be more widely available to members and the wider public.
- At the AGM held at Kew it was decided to retain Standard Membership subscriptions from at £27, while Kew Diploma students & other Kew students will remain at £15. An update on the move to the new Charitable Incorporated Organisation, status was given to the membership.

**Financial review**

The restricted funds increased by £14,589 – though this did include the donation from Joan Woodham - and the unrestricted funds increased by £1,708.

Income in 2017 totalled £46,881 of which £9,567, was from subscriptions, £21,937 from our investments, £11,435 from donations and £3,942 other.

Awards and prizes of £11,304 were made, £4,842 was spent on producing of the Journal.

There were unrealised gains on the Guild's investments of £52,062

The endowment funds are invested in the Charities Official Investment Fund Units.

£134,864 in the endowment funds, £104,242 in restricted funds, £408,634 in designated funds and £116,186 in the unrestricted general fund have been carried forward to 2018.

*Investment policy and performance*

The Kew Guild invests its funds in the Charities Official Investment Fund. The Committee considers that for the value of the funds they have to invest this gives sufficient diversification to spread their risk and provide a reliable return. Gains were made during 2017. As the funds are invested for the long term the Committee continues to believe that no change to the policy is required.

*Reserves policy*

The Committee has set a reserves policy, which requires:

- Reserves to be maintained at a level which ensures that The Kew Guild's core activity could continue during a period of unforeseen difficulty. This level should cover two years of running costs of the organisation.
- This proportion of reserves should be maintained in a readily realisable form.

Formatted: Highlight

Deleted: Ti

Formatted: Font: (Default) Arial, 9 pt, Font color: Auto, Pattern: Clear

Formatted: List Paragraph, Indent: Left: 0 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Deleted: T

Deleted: for the weekend

Formatted: Font: (Default) Arial, 9 pt, Font color: Auto, Pattern: Clear

Deleted: and then i

Formatted: Font: (Default) Arial, 9 pt, Font color: Auto, Pattern: Clear

Formatted: Font: (Default) Arial, 9 pt, Font color: Auto, Pattern: Clear

Formatted: Font:

Formatted: Highlight

Commented [JA1]: Linda – No honorary fellowships were given last year. The Kew Guild medal was given to Chris Beardshaw at the dinner so I don't know whether you want to say this here instead of at the top of the page?

Deleted: 6

Deleted: 1

Deleted: There was a

Deleted: ,

Deleted: work in fungi

Deleted: more open charity

Deleted:

Deleted: 52,467

Deleted: ,968

Deleted: 654

Deleted:

Deleted: 0

**The Kew Guild  
Annual Report of the Committee  
For the Year Ended 31 December 2017**

---

**Plans for the future**

The charity will continue to encourage staff and ex-staff and students of RBG Kew to become members of the Guild. The Award Scheme is a very worthwhile part of the Guild's activities and is in a good position to continue to make Awards of on average over £8,000 each year. The Guild is looking forward to making awards from the Stella Ross-Craig legacy. The Guild will continue to provide a programme of regional events, the membership [database](#) and the website will provide the basis for improved and effective communication.

Deleted: new

By the AGM in 2018 it is hoped that the newly constituted Kew Guild Charity as a Charitable Incorporated Organisation (as was agreed at the AGM in 2015) will be presented to the membership, but it [has proved](#) to be more complicated than first envisaged. [The Trustees have taken professional advice to ensure that it is completed in line with Charity Commission regulations.](#)

Deleted: was

Deleted: ing

Deleted:

Deleted: and we are had to take

**Statement of The Committee's responsibilities**

Charity law requires The Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, The Committee should follow best practice and are required to:

- [select suitable accounting policies and then apply them consistently,](#)
- [observe the methods and principles of the Charities SORP,](#)
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.

Formatted: Indent: Left: 0.63 cm, No bullets or numbering

The Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 2011 [and the Charity \(Accounts and Reports\) Regulations 2008](#). The Committee is 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.

**Independent Examiner**

A resolution to appoint the Independent Examiner was approved at the Annual General Meeting.

**By order of The Committee**

Jean [Griffin](#)  
President

Deleted: Guest

Xx June 2018

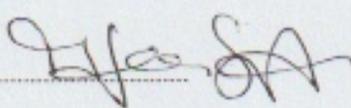


**THE KEW GUILD  
BALANCE SHEET  
AT 31 DECEMBER 2017**

			2017		2016	
	Notes	£		£	£	£
<b>FIXED ASSETS</b>						
Investments	8			652,556		600,494
<b>CURRENT ASSETS</b>						
Stock of Kew Guild medals		718			1,077	
Debtors	9	8,173			4,894	
Cash in hand	10	115,759			95,834	
		124,650			101,805	
<b>LIABILITIES</b>						
Creditors: amounts falling due within one year	11	(13,280)			(5,430)	
<b>Net current assets of liabilities</b>			111,370		96,375	
<b>Net current assets or liabilities</b>			763,926		696,869	
 <b>The Funds of the Charity:</b>						
Endowment funds	12		134,864		124,104	
Restricted funds	12		104,242		89,653	
Unrestricted general funds	12	116,186			100,642	
Unrestricted designated funds	12	408,634			382,470	
<b>Total unrestricted funds</b>			524,820		483,112	
<b>Total Charity funds</b>			763,926		696,869	

The financial statements were approved by the Committee on ..... and were signed on its behalf by:

**Jean Griffin**  
President

..... 

The accompanying notes are an integral part of this balance sheet.

**The Kew Guild  
Annual Report of the Committee  
For the Year Ended 31 December 2017**

---

**Plans for the future**

The charity will continue to encourage staff and ex-staff and students of RBG Kew to become members of the Guild. The Award Scheme is a very worthwhile part of the Guild's activities and is in a good position to continue to make Awards of on average over £8,000 each year. The Guild is looking forward to making awards from the Stella Ross-Craig legacy. The Guild will continue to provide a programme of regional events, the membership database and the website will provide the basis for improved and effective communication.

By the AGM in 2018 it is hoped that the newly constituted Kew Guild Charity as a Charitable Incorporated Organisation (as was agreed at the AGM in 2015) will be presented to the membership, but it has proved to be more complicated than first envisaged, the Trustees have taken professional advice to ensure that it is completed in line with Charity Commission regulations.

**Statement of The Committee's responsibilities**

Charity law requires The Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, The Committee should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles of the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.
- The Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. The Committee is 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.

**Independent Examiner**

A resolution to appoint the Independent Examiner was approved at the Annual General Meeting.

**By order of The Committee**

**Jean Griffin**  
President

14 June 2018



**Independent Examiners' Report to the Trustees of  
The Kew Guild  
For the Year Ended 31 December 2017**

---

I report on the accounts for the Kew Guild for the year ended 31 December 2017 which are set below.

**Respective responsibilities of the trustees and examiner**

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

It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 General Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

Have not been met; or

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



---

Arie Mokrae  
Accountant  
13/06/2018

**The Kew Guild**  
**Notes Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2017**

---

**1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently in dealing with items considered material in relation to the financial statements.

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of investments, in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015) and FRS 102, issued July 2014 and amended July 2015 & February 2016.

**Fund accounting**

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of The Committee in furtherance of the charitable objectives of the Guild.

Designated funds comprise funds set aside by The Committee out of unrestricted funds for specific future purposes or projects.

Restricted funds comprise monies raised for, and their use restricted to, a specific purpose, or donations subject to conditions imposed by the donor or through the terms of an appeal.

Endowment funds comprise monies which must indefinitely be held as capital. The income therefrom can only be used for restricted purposes and is credited directly to restricted funds.

**Income and Endowments**

All income and endowments are included in the Statement of Financial Activities when the charity is legally entitled to the income, it is certain that the income will be received and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations, legacies and membership subscriptions and is included in full in the Statement of Financial Activities.

Income from charitable activities are received by way of events, membership activities and donations and are included in full in the Statement of Financial Activities.

Investment income and deposit interest receivable is fully accrued at the balance sheet date.

**Expenditure**

Expenditure is recognised on an accruals basis when a liability is incurred, as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure includes any VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Awards and prizes payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such awards being recognised as expenditure when the conditions attaching to the awards are fulfilled. Award related support costs comprise office costs.

Governance costs include those costs primarily associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the charity's compliance with regulation and good practice.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to particular activity are allocated directly to those activities.

**The Kew Guild**  
**Notes Forming Part of the Financial Statements**  
**For the Year Ended 31 December 2017**

---

**Fixed asset investments**

Investments are included on the balance sheet at market value at the balance sheet date. Realised and unrealised gains and losses on investments are included in the Statement of Financial Activities in the year in which they arise.

**Stock**

The stock of Kew Guild medals is stated at cost.

**Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash Flow Statements'.