



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 Oct 2017 To 30 Sep 2018**

**Charity name: Girlguiding Kent West  
(Formerly known as County of Kent (West) Branch of the Guides Association)**

**Charity registration number: 303470**

## **Objectives and Activities**

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>To direct the general development and foster the growth and spirit of Girlguiding within the County in accordance with the provisions of the Guiding Manual in force at that time.</b> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>The charity continued to provide a comprehensive programme of training events for volunteer leaders. Experienced volunteers continue to mentor less experienced volunteers.</b>        |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.</b>   |

## **Achievements and Performance**

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>All volunteer leaders within the County had the opportunity to extend their skills through attending local training events held during the year including A Safe Space, 1<sup>st</sup> Response and residentials. Through the mentoring programme many volunteers received training and support when taking on new roles within the charity. Activity programmes were developed and launched with Leeds Castle and SOAR Trampolining. A team of volunteers manned stands at the Kent County Show to promote the opportunities available to girls and women.</b> |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>The charity remains in a strong financial position. Receipts of £44,029 were derived from event fees, annual subscriptions from members and sales of badges and uniform. Payments of £43,093 include event costs, the purchase of goods for resale, venue hire and expenses for trainings and events, and support costs including mileage claimed by volunteers attending meetings and events.</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>The charity's policy is to maintain a cash balance equivalent to six months' running costs (estimated to be in the region of £9,000) plus a further £5,000 for unforeseen campsite expenditure.</b>  |
| Amount of reserves held  | Para 1.22 | <b>£132,902</b>   |
| Reasons for holding zero reserves  | Para 1.22 | <b>n/a</b>  |
| Details of fund materially in deficit  | Para 1.24 | <b>n/a</b>  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>n/a</b>  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           | <b>The Girlguiding Kent West County Commissioner is, by way of office, one of the 5 Trustees of the Paxwood facility, which is governed by a constitution dated 10/11/2014. The constitution specifies that the County Commissioners of each of the 4 Kent Counties (Greater London Kent, Kent East, Kent Weald, Kent West) are Trustees, together with the Treasurer of Paxwood. The constitution specifies that the 4 counties are entitled to a quarter share of any profit or loss on the disposal of the facility. The structure of this arrangement is currently being investigated.</b> |
| Type of governing document  | Para 1.25 | <b>constitution</b>  |
| How is the charity constituted?   | Para 1.25 | <b>Unincorporated association</b>  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>County Commissioner appoints a Division Commissioner. Division Commissioners automatically assume the role of Trustee of the charity.</b>   |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Girlguiding Kent West                                |
| Other name the charity uses |  |
| Registered charity number   | 303470   |
| Charity's principal address | 6 Bulrush Close<br>Walderslade<br>Chatham<br>ME5 9BN |

## 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  | Heather Clark    | County Commissioner                              |                                   | Girlguiding LaSER   |
| 2  | Karen East       | Division Commissioner<br>Darnley                 | Ended 30 Sep 2017                 | County Commissioner   |
| 3  | Ann Richardson   | Division Commissioner<br>Dartford                |                                   | County Commissioner   |
| 4  | Jane Cooper      | Division Commissioner<br>Knole                   |                                   | County Commissioner   |
| 5  | Sue Skinner      | Division Commissioner<br>Medway                  |                                   | County Commissioner   |
| 6  | Chris Constable  | Division Commissioner<br>Strood                  | Ended 31 Dec 2017                 | County Commissioner   |
| 7  | Angela Brewer    | Division Commissioner<br>Swanley & Darent Valley |                                   | County Commissioner   |
| 8  | Katie Dymott     | Division Commissioner<br>Swanley & Darent Valley |                                   | County Commissioner   |
| 9  | Doris Balzan     | Division Commissioner<br>Thames                  | Ended 28 Feb 2018                 | County Commissioner   |
| 10 | Tracey Snellings | Division Commissioner<br>Gillingham              |                                   | County Commissioner   |
| 11 | Julie Crocker    | Division Commissioner<br>Thames                  | Appointed 1 Mar 2018              | County Commissioner   |
| 12 | Ann Potter       | Division Commissioner<br>Strood                  | Appointed 1 Jan 2018              | County Commissioner   |

13

|             |                                     |                      |                     |
|-------------|-------------------------------------|----------------------|---------------------|
| Jane Harvey | Division<br>Commissioner<br>Darnley | Appointed 1 Oct 2017 | County Commissioner |
|-------------|-------------------------------------|----------------------|---------------------|

### Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |                     |                                 |
|--|---------------------|---------------------------------|
| Signature(s)                           | <i>H Clark</i>      | <i>S Skinner</i>                |
| Full name(s)                           | Heather Clark       | SUSAN SKINNER                   |
| Position (eg Secretary,<br>Chair, etc) | County Commissioner | MEDWAY DIVISION<br>COMMISSIONER |
| Date                                   | 20.6.2019           |                                 |



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:  
Girlguiding Kent West (Formerly known as County of Kent (West) Branch of  
the Guides Association)

On accounts for the year  
ended

30 September 2018

Charity no  
(if any)

303470

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **30/09/2018**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that  
disclosed below \*) which gives me cause to believe that in, any material  
respect:

- the accounting records were not kept in accordance with section 130  
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements  
concerning the form and content of accounts set out in the Charities  
(Accounts and Reports) Regulations 2008 other than any requirement  
that the accounts give a 'true and fair' view which is not a matter  
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in this report 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:

*[Signature]*

Date:

12/06/19

Name:

J J Hancock

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

Address:

120 TAVERNERS ROAD RAINHAM KENT ME8 9AD



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Girlguiding Kent west

303470

## Receipts and payments accounts

CC16a

For the period  
from

Period starts date  
1-Oct-2017

To

Period ends date  
30-Sep-2018

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Subscriptions   | 11,413                                    | -                                    | -                                   | 11,413                          | 12,322                        |
| Events  | 23,098                                    | -                                    | -                                   | 23,098                          | 956                           |
| Guidewear   | 714                                       | -                                    | -                                   | 714                             | 742                           |
| Training  | 205                                       | -                                    | -                                   | 205                             | 2,914                         |
| Books & Badges  | 5,691                                     | -                                    | -                                   | 5,691                           | 5,171                         |
| Grants  | -   | -                                    | -                                   | -                               | 165                           |
| Others  | 2,604                                     | -                                    | -                                   | 2,604                           | 247                           |
| Bank Interest   | 304                                       | -                                    | -                                   | 304                             | 47                            |
| <b>Sub total (Gross income for AR)</b>                | <b>44,029</b>                             | <b>-</b>                             | <b>-</b>                            | <b>44,029</b>                   | <b>22,564</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>44,029</b>                             | <b>-</b>                             | <b>-</b>                            | <b>44,029</b>                   | <b>22,564</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Guidewear   | 636                                       | -                                    | -                                   | 636                             | 1,108                         |
| Leader Support (incl Books & Badges)                  | 6,430                                     | -                                    | -                                   | 6,430                           | 5,273                         |
| Events  | 22,997                                    | -                                    | -                                   | 22,997                          | 2,244                         |
| Training  | 4,009                                     | -                                    | -                                   | 4,009                           | 3,160                         |
| Subscriptions   | 716                                       | -                                    | -                                   | 716                             | 611                           |
| Travel  | 1,405                                     | -                                    | -                                   | 1,405                           | 2,020                         |
| Website, postage etc.                                 | 219                                       | -                                    | -                                   | 219                             | 980                           |
| Rent/donations for use of premises                    | 828                                       | -                                    | -                                   | 828                             | 892                           |
| Others (inc grants)                                   | 5,853                                     | -                                    | -                                   | 5,853                           | 1,285                         |
| <b>Sub total</b>                                      | <b>43,093</b>                             | <b>-</b>                             | <b>-</b>                            | <b>43,093</b>                   | <b>17,573</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>43,093</b>                             | <b>-</b>                             | <b>-</b>                            | <b>43,093</b>                   | <b>17,573</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>936</b>                                | <b>-</b>                             | <b>-</b>                            | <b>936</b>                      | <b>4,991</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>131,966</b>                            | <b>-</b>                             | <b>-</b>                            | <b>131,966</b>                  | <b>126,975</b>                |
| <b>Cash funds this year end</b>                       | <b>132,902</b>                            | <b>-</b>                             | <b>-</b>                            | <b>132,902</b>                  | <b>131,966</b>                |

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

| Categories           | Details                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Main Current Account           | 10,693                             | -                                | -                               |
|                      | Lloyds Saving Account          | 70,740                             |                                  |                                 |
|                      | Books & Badges Current Account | 1,469                              |                                  |                                 |
|                      | Nationwide Savings             | 25,000                             | -                                | -                               |
|                      | Lloydes Investment Bond        | 25,000                             | -                                | -                               |
|                      | <b>Total cash funds</b>        | <b>132,902</b>                     | <b>-</b>                         | <b>-</b>                        |

(agree balances with receipts and payments account(s))

|                                 | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> | Quarter shares of Girlguiding Paxwood cash funds | -                                  | 11,258                           | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |
|                                 |  | -                                  | -                                | -                               |

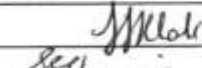
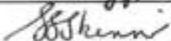
|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

|   | Details                             | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-------------------------------------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> | *Per asset register                 |                             | -               | 4,515                    |
|   | County Standard, training equipment |                             | -               | -                        |
|   | gazebo and events shelters          |                             | -               | -                        |
|   | publicity materials                 |                             | -               | -                        |
|   |                                     |                             | -               | -                        |
|   |                                     |                             | -               | -                        |
|   |                                     |                             | -               | -                        |
|   |                                     |                             | -               | -                        |

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

CCXX R2 accounts (SS)

| Signature   | Print Name    | Date of approval |
|---|---------------|------------------|
|  | HEATHER CLARK | 20.6.19          |
|  | SUE SKINNER   | 12-06-19         |