



Trustees' Annual Report for the period

From 1 October 2022 To 30 September 2023

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	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.
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	The charity continued to provide a comprehensive programme of training events for volunteer leaders and young girls. Experienced volunteers continue to mentor less experienced volunteers with a drive to encourage new leaders into Girlguiding.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

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	All units now meet face to face on a weekly / fortnightly basis. The number of girls registered has increased throughout the year whilst volunteer numbers have stabilised. Volunteers' training has been undertaken both face to face and online. Deprived units continue to be supported with grants available from Girlguiding UK or through London and South East Region. A large scale event was held at Leeds castle for all sections. Unit camps and sleepovers have resumed.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a strong financial position. Receipts of £42,125 were derived from sales of badges and uniform, various grants & events. Payments of £41,880 include the purchase of goods for resale, expenses for training, and support costs including subscriptions, website Costs, ongoing premises rental costs and event expenses
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£111,902
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	none
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Structure, Governance and Management

Description of charity's trusts:		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 remains being investigated.
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	County Commissioner appoints a Division Commissioner. Division Commissioners automatically assume the role of Trustee of the charity.

Reference and Administrative details

Charity name	Girlguiding Kent West
Other name the charity uses	
Registered charity number	303470
Charity's principal address	55 Chestnut Avenue Walderslade Kent ME5 9BB

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	Jane Harvey	County Commissioner		Girlguiding LaSER
2	Jo Austen	County Treasurer		County Commissioner
3	Anne Perry	Division Commissioner Knole		County Commissioner
4	Karen East	Division Commissioner Darnley		County Commissioner
5	Jo Purves	Division Commissioner Medway	To 20 th October 2022	County Commissioner
6	Ann Potter	Division Commissioner Thames	To 31 st August 2023	County Commissioner
7	Daphne Stearn	Division Commissioner Gillingham		County Commissioner
8	Trudi Fenton-Scott	Division Commissioner Strood		County Commissioner
9	Sharon Davis	Division Commissioner Medway	From 20 th October 2022	County Commissioner
10				


Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jane Harvey	KAREN EAST
Position (eg Secretary, Chair, etc)	County Commissioner	DARNLEY DIVISION COMMISSIONER
Date	24 th June 2024	



Receipts and payments accounts

For the period from	01/10/2022	To	30/09/2023
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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					
Subscriptions	8,208	-	-	8,208	1,679
Events	24,477	-	-	24,477	10,051
Guidewear	152	-	-	152	669
Trainings	10	-	-	10	-
Books & Badges	6,872	-	-	6,872	6,931
Grants	-	244	-	244	350
Other (INC Fundraising)	1,275	-	-	1,275	167
Bank Interest	887	-	-	887	212
Sub total (Gross income for AR)	41,881	244	-	42,125	20,059
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	41,881	244	-	42,125	20,059
A3 Payments					
Guidewear	574	-	-	574	719
Leader Support (inc Books & Badges)	7,319	-	-	7,319	6,743
Events	24,569	-	-	24,569	10,873
Trainings	1,690	-	-	1,690	920
Subscriptions	615	-	-	615	473
Travel	651	-	-	651	889
Growing Guiding/ Generation Green	-	-	-	-	155
Website, Admin etc	902	-	-	902	1,073
Rent / Donations for use of premises	720	-	-	720	885
Other (inc grants)	4,596	244	-	4,840	1,914
Sub total	41,636	244	-	41,880	24,644
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,636	244	-	41,880	24,644
Net of receipts/(payments)	245	-	-	245	4,585
A5 Transfers between funds	969	- 969	-	-	-
A6 Cash funds last year end	110,688	969	-	111,657	116,242
Cash funds this year end	111,902	-	-	111,902	111,657

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	Main Current Account	9,918	-	-
	Lloyds Savings Account	75,199	-	-
	Books and Badges Current Account	670	-	-
	Nationwide Savings	26,115	-	-
	Total cash funds	111,902	-	-
(agree balances with receipts and payments account(s))				

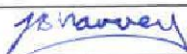

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Quarter share in Girguiding Paxwood Cash Funds	-	11,757	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Per Asset Register		-	-
	County Standard, Training equipment, Gazebo & Event Shelters		-	5,161
	Books & Badges Stock		-	1,793
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JANE HARVEY	24/06/24
	KAREN EAST	24/06/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

GIRLGUIDING KENT WEST

**On accounts for the year
ended**

30TH SEPTEMBER 2023

**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 **30/09/2023**.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did 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 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:

Date:

12/06/2024

Name:

G J HANCOCK

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

Address:

120 TAVERNERS ROAD

RAINHAM, KENT

ME8 9AQ

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 details of any items that the examiner wishes to disclose.

