

OPEN DOFE CENTRES IN WEST SUSSEX

England & Wales · Charity number 1169592

Details

Status Registered

Legal form CIO

Registered 2016-10-11

Register [View on the Charity Commission register](#)

Contact

Address 124 Fairfield Drive
Dorking
Surrey
RH4 1JJ

Phone 01306741851

Email info@opendofe.org

Website www.opendofe.org

Activities

Objects: TO ADVANCE THE MENTAL, PHYSICAL AND SPIRITUAL WELFARE OF YOUNG PEOPLE IN WEST SUSSEX BY:- PROVIDING THEM WITH OPPORTUNITIES TO PARTICIPATE IN AND ACHIEVE THE DUKE OF EDINBURGH'S AWARD, REGARDLESS OF THEIR BACKGROUND OR CIRCUMSTANCES; - GUIDING AND SUPPORTING THEM WITH ALL SECTIONS OF THE AWARD; - PREPARING THEM FOR THE EXPEDITION SECTION OF THE AWARD THROUGH EDUCATION AND ADVENTUROUS TRAINING; AND BY- FACILITATING AFFORDABLE AND HIGH QUALITY PRACTICE AND ASSESSED EXPEDITIONS.

Activities: Open DofE Centres in West Sussex operates an open-access Duke of Edinburgh's Award centre in Horsham.

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People

Geography

- **Area of benefit:** LOCAL
- West Sussex

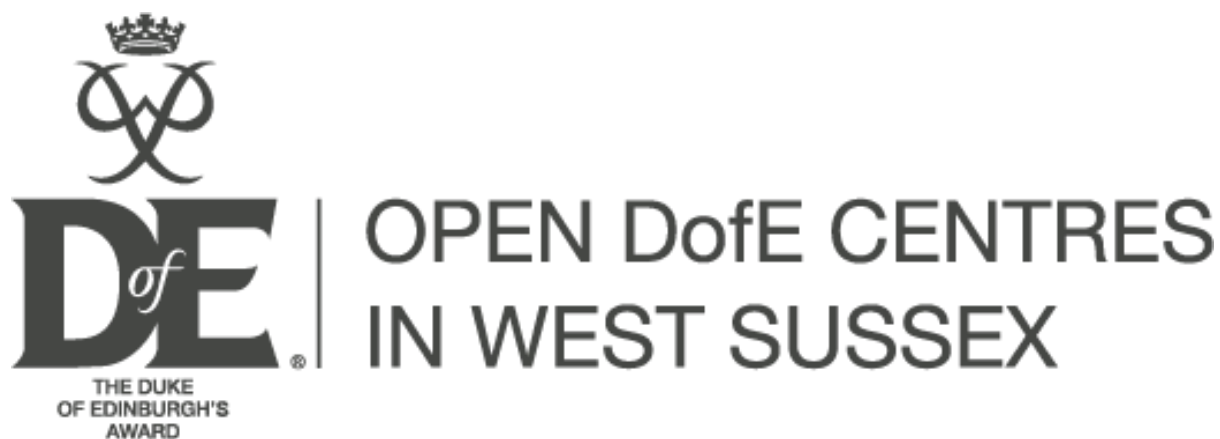
Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£16,789	£17,657	-	-
2024-09-30	£14,329	£11,432	-	-
2023-09-30	£15,893	£13,189	-	-
2022-09-30	£19,015	£14,858	-	-
2021-09-30	£10,091	£11,281	-	-
2020-09-30	£7,020	£11,650	-	-

Trustees

Name	Role	Appointed
Ollie Foord	Chair	2025-06-17
CATHY CHILDS		2016-10-11
DAVID JAMES HATTON		2022-04-26
KATE ELIZABETH HALL		2016-10-11
Oliver Tullett		2026-01-14

Accounts



**Annual Report and Accounts
For the year ended 30 September 2025**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2025

Table of Contents

Public Benefit Declaration	3
Report of the Trustees:	
Chair's Report	4
Treasurer's Report	5
Awards and Achievements	6
List of Leaders & Volunteers	7
Receipts and Payments account for the year ended 30 September 2025	8
Statement of assets and liabilities at 30 September 2025	9
Notes to the Accounts	10
Trust Information	11
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	12

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2025

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves on supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually.

The following reports describe how the charity meets its aim.



A Bronze DofE Team before
climbing up to Leith Hill
Tower in September 2025

Chair's Report

The past year has been an exceptionally productive and successful period for the charity, marked by significant growth and a renewed commitment to the young people we serve.

Personnel and Volunteers

As it's the first time I'm writing this report, I would like to begin by extending my heartfelt thanks to our dedicated team of volunteer leaders. This year, their contribution has been more vital than ever. Their tireless efforts in training, organising, and supervising expeditions—as well as mentoring participants through their various Award activities—remain the backbone of our success.

Achievements and Performance

It has been a particularly busy 12 months across all levels of the Award. A standout highlight was the unprecedented interest in the **Bronze Award**. Having found ourselves over-subscribed, we were determined not to turn young people away. Thanks to the incredible flexibility of our volunteers, we successfully expanded our capacity by running two distinct cohorts—one during the summer and a second in the early autumn. This allowed us to meet the needs of our local community and ensure no one missed out on the opportunity.

Our **Silver and Gold** expeditions also saw fantastic engagement:

- **Silver:** Our participants continued to utilise the New Forest and the Peak District. These locations have provided a wonderful opportunity for young people to explore and navigate terrains they might not have otherwise experienced.
- **Gold:** We maintained our tradition of challenging expeditions, with practice runs held in the Brecon Beacons and qualifying expeditions taking place in the Lake District. The resilience shown by these participants in such iconic landscapes is a testament to their hard work.

Operational Note Our trustee meetings have continued to be held virtually. This remains a highly effective way for us to manage the charity's governance, offering both sustainability and convenience for our trustees, who are spread across several miles. Moving forward, we are looking at options to hold our meetings in-person.

Looking Ahead As we move into the coming year, our primary focus will be the continued development of our current leaders—particularly those who have recently joined the charity. We also aim to attract and mentor new volunteers to ensure the long-term sustainability of the Award in Horsham and the surrounding areas.

I am incredibly proud of what we have achieved together over the last year and look forward to seeing our participants continue to thrive.

Ollie Foord

Chairman

Treasurer's Report

The Accounting Period for the Charity's eighth year of operation was 1st October 2024 – 30th September 2025 and I am pleased to report that it has been another good year.

In general, the Charity has seen an increase in new participants from the previous year, mainly due to two cohorts of Bronze Participants.

Although we are showing a loss for this financial year, this was due to the Leaders needing to revalidate their First Aid Qualifications (every three years) and their Minibus Permits (every five years). These are costs that are budgeted for over the previous two years.

All activities are running well, and we are extremely grateful to Reigate Grammar School, who kindly loaned us a minibus, free of charge, for two of our expeditions. Transport continues to be a major challenge due to the lack of local minibuses available for hire.

The Charity is still in a very strong position going forwards and it is looking to use some of its funds to purchase some new equipment for the 2026 expedition season, which will mainly be tents.

Dave Hatton
Trustee and Treasurer



A Gold Expedition Team at the top of Pen Y Fan in Bannau Brycheiniog during their practice expedition in March 2025

Awards and Achievements

2025 has been a standout year for participant engagement. I am thrilled to report that our completion rates remain exceptionally high, reflecting the determination of our young people and the quality of support provided by our leaders. Congratulations to everyone who reached their goals this year!

Our statistics for this reporting period demonstrate a consistent and healthy growth across all levels of the Award. With 57 new enrolments and 59 young people achieving their full Awards, we have maintained a completion rate of over 100%. This is a fantastic result for the Horsham area.

Award Level	New Enrolments	Completed Awards
Bronze	30	33
Silver	7	18
Gold	20	8
Total	57	59

It is particularly encouraging to see **20 new Gold enrolments**, as we always strive to see our participants progress to the highest level once they reach 16. Our Silver completion numbers (18) significantly outpaced new Silver registrations (7); this is because the majority of our Silver participants are loyal "returners" who transitioned into the level immediately after finishing their Bronze.

Once again, a significant number of volunteering hours were devoted to the community. Participants provided vital support to local primary schools and youth groups, including the Scout and Guide movements. Sports Leadership emerged as a primary focus this year, alongside dedicated service in charity shops and local environmental conservation projects like nature reserve maintenance and litter picking.

The Physical Section continues to showcase a diverse mix of team and individual pursuits. While traditional sports like Netball and Football remain the most popular, participants also challenged themselves with less common activities such as Irish dancing, Archery, and Trampolining.

Skills development remains a cornerstone of the programme. This year saw a heavy emphasis on Performing Arts (acting, drama, and theatre) and Musical Instrument proficiency. Practical life skills were also in strong evidence, with several participants focusing on Culinary Arts, Car Road Skills, and First Aid.

At all levels, our expedition training maintained a strong local base in the Surrey and Sussex borders, with training days focused on essential campcraft and navigation skills. Bronze expeditions were primarily concentrated in the Low Weald and the South Downs. Silver expeditions took place in the New Forest and the White Peak of Derbyshire. Our Gold assessment expeditions saw groups heading to the Cumbria (Lake District), and one participant completed their expedition canoeing in the Wye Valley. As ever, the young people demonstrated great adaptability, managing their expeditions through varying terrain and weather conditions.

The Gold Residential section continues to provide a wide variety of experiences. This year, participants engaged in National Citizen Service (NCS) partnerships, intensive cooking courses, and multi-activity weeks involving kayaking, rock climbing, and bushcraft.

Overall, 2024-2025 has seen some fabulous achievements by the young people from Horsham and the surrounding areas, demonstrating their commitment to personal growth and community service.

List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

The volunteers are listed in alphabetical order.

Linda Batchelor
Paul Brooks
Cathy Childs
Keith Ediss
Oliver Foord
Barry Goodchild
Kate Hall
Dorothy Harrod
Mike Harrod

David Hatton
David Munn
Charlotte Nichols (CJ)
Michelle Pope
Martin Tomlinson
Oli Tullett
Richard Ward
Alice Slade

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2025

		2024-25		2024-25	2023-24	2023-24
		Unrestricted	Restricted	Total	Unrestricted	Total
		Funds	Funds		Funds	
		£	£		£	
Income	Note					
Contributions to Training costs		560		560	0	0
Expeditions	10	13463		13463	9 525	9525
Grants and Donations	2	197		197	602	602
Fees & Interest		154		154	158	158
Registrations		2405		2405	4 044	4044
Sales and Events		0		0	0	0
Sundry		20		20	0	0
		<u>16799</u>	<u>0</u>	<u>16799</u>	<u>14 329</u>	<u>14329</u>
Direct Charitable Expenditure						
Equipment Repair / recurring costs		0		0	0	0
Expeditions		7109		7109	5 092	5092
Fees and Insurance	9	1268		1268	1 583	1583
Registrations		2809		2809	2 027	2027
Training	8	1259		1259	110	110
Transport and Fuel		3968		3968	2 620	2620
		<u>16413</u>	<u>0</u>	<u>16413</u>	<u>11 432</u>	<u>11432</u>
Other expenditure						
Bank Charges/Fees		137		137	161	161
Support Costs	3	499		499	391	391
		<u>636</u>	<u>0</u>	<u>636</u>	<u>552</u>	<u>552</u>
Asset purchases						
Camping and Navigation Equipment		618		618	1 220	1220
Total expenditure		<u>17667</u>	<u>0</u>	<u>17667</u>	<u>13 204</u>	<u>13204</u>
Net (Deficit)/Surplus for the year		-868	0	-868	1 125	1125
Cash and bank balances brought forward		17657	0	17657	16 532	16532
Cash and bank balances carried forward		<u>16789</u>	<u>0</u>	<u>16789</u>	<u>17 657</u>	<u>17657</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2025

			<u>30/09/2025</u>	<u>30/09/2024</u>
			£	£
Cash and bank balances				
Cash in hand			39	39
Santander Current a/c			510	1468
Santander Business Savings a/c			16084	16030
Paypal			156	120
			<u>16789</u>	<u>17657</u>
 Represented by funds:				
Unrestricted funds			16789	17657
Restricted funds				
 Other assets and liabilities				
Fixed Assets				
Equipment	11	Value	3002	11843
Computer equipment	11	Value	<u>3002</u>	<u>400</u>
				<u>12243</u>



David Hatton
Treasurer and Trustee
13th May 2026



Ollie Foord
Chair of the Trustees
13th May 2026

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations	30/09/2025	30/09/2024
Donations - unrestricted	197	602
Total	197	602

3 Support Costs

Post, printing, stationery & phones	15	10
Website development and maintenance	170	84
Award events	314	297
Total	499	391

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to the trust received any remuneration or benefits during the year.

5 Risk Management

The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DofE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations.

The aim is to keep at least one year's running costs in reserves.

7 Outstanding Guarantees and secured

The trustees confirm that in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets.

8 Training Costs

The increase in costs was due to the leaders renewing their First Aid Training and Minibus Driving Permits.

9 Fees and Insurance

There was a slight decrease this year, which was due to one of our licenses not needing to be renewed.

10 Expeditions

The Trusts aim is to keep our running costs as low as possible. However, our income did increase this financial year, mainly due to the fact that we ran two Bronze cohorts.

11 Equipment

The value of our equipment is based on a 12.5% depreciation of existing stock plus the value of new stock purchased in the past year. This is a new process for the Charity to show its equipment value and will be the same process for future years. The computer equipment listed in last years report has now been disposed of.

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair until 17th June 2025	11/10/2016	
Ollie Foord	Chair from 17th June 2025	29/06/2021	
Barry Goodchild		28/09/2018	14/01/2026
Kate Hall		11/10/2016	
David Hatton	Treasurer from 01/11/2022	26/04/2022	
Martin Tomlinson MBE		11/10/2016	17/06/2025
Oliver Tullet		14/01/2026	

NB: Several of the dates above show changes which occurred after the reporting period, but reflects the status of Trustees at the publication of this report.

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Ollie Foord, 23 Barnfield, Billingshurst, West Sussex, RH14 9ZT
Treasurer: David Hatton, 34 Hill Mead, Horsham, West Sussex, RH12 2PU

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2025.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

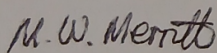
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed:



Date: 21 July 2026

Name: M W Merritt

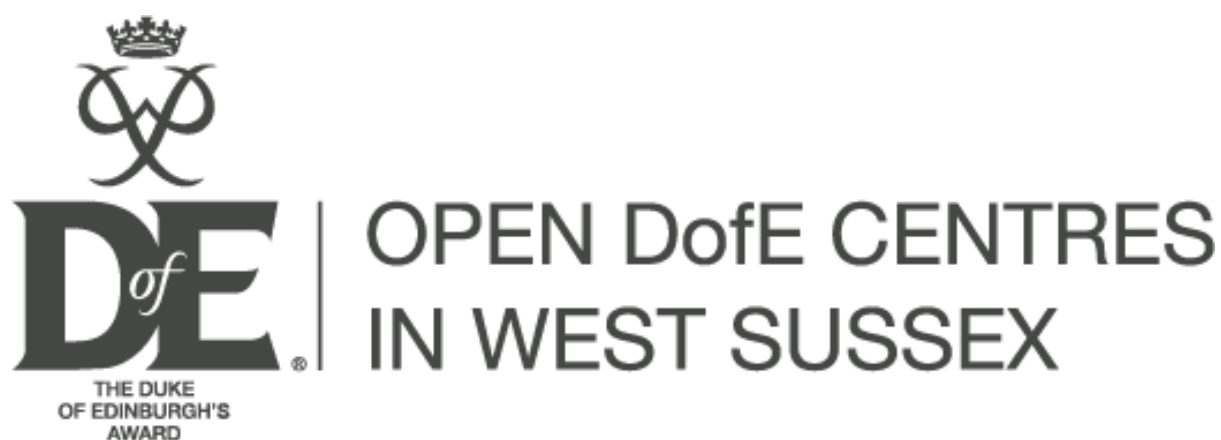
Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

OPEN DOFE CENTRES IN WEST SUSSEX

England & Wales - Charity number 1169592

Accounts



**Annual Report and Accounts
For the year ended 30 September 2024**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2024

Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's Report	2
Treasurer's Report	3
Achievements & Performance	3
List of Leaders & Volunteers	4
Receipts and Payments account for the year ended 30 September 2024	5
Statement of assets and liabilities at 30 September 2024	6
Notes to the Accounts	7
Trust Information	8
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	9

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2024

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually.

The following reports describe how the charity meets its aim.



Some silver participants on a navigation day in the South Downs in January

Report of the Trustees

Chair's Report

The last 12 months have been another successful year for the charity.

Personnel wise, I am sorry to see the retirement of Mike and Dorothy Harrod after many years of service to the charity. Mike was also instrumental in setting the website up and get the accounting procedures in place when the charity was set up in 2016. Thank you both for the support you have provided and enjoy your well earned retirement.

It has continued to be a busy 12 months, for all levels of the Award. More detail about the activities is noted in the achievements and performance section below.

All volunteer leaders have again given many hours to support the training, organisation and supervision of the expeditions, along with facilitating discussions and ideas for the other activities the young people do to complete their full award. Thank you everyone for such an amazing contribution.

The enquiries for new participants to do their award has been high for the coming year. This is partly due to the limited opportunities being offered to participate to do their the award, especially bronze from the local schools. We have and continue to be pleased to support some young people who are home schooled.

All trustee meetings have continued to be held virtually, very much for convenience and sustainability, rather than necessity now, as the trustees live a number of miles from each other.

Our focus for the coming year, will be to develop our current leaders, especially those newer to the charity, along with encouraging new volunteers to with us in the coming years. This will all assist in supporting the award for the young people in Horsham and the surrounding areas.

Cathy Childs
Chair

Treasurer's Report

The Accounting Period for the Charity's seventh year of operation is 1st October 2023 – 30th September 2024 and I am pleased to report that it has been another good year.

In general, the Charity has seen a very slight decrease in new participants from the previous year, but we are very happy with our numbers.

All activities are running well and there has only been a very slight increase in our overall running costs mainly due to Reigate Grammer School who kindly loaned us minibuses free of charge for two of our expeditions. Transport continues to be a major challenge due to the lack of local minibuses available for hire. The Charity is still in a very strong position going forwards and it is looking to use some of its funds to purchase some new equipment for the 2025 expedition season, which will be mainly tents.

Dave Hatton
Trustee and Treasurer



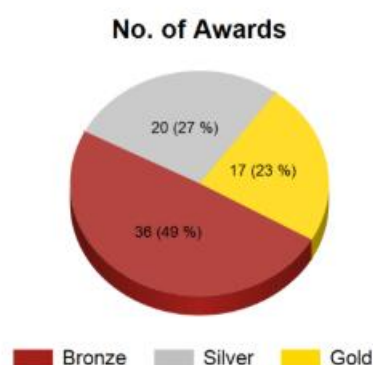
A gold team on their final expedition enjoying a glorious sunset.

Achievements & Performance

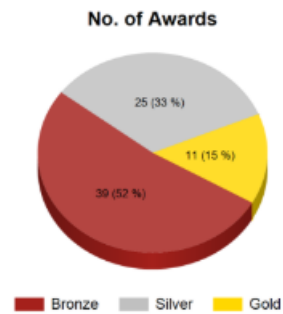
2024 was again a year great year of enrolments with a very pleasing completion rate, congratulations all!

The overall completion rate was 102% (73 enrolments and 75 achievers), a wonderful achievement by the young people from Horsham. The actual numbers were very slightly lower than the previous accounting period, though no concerns. Some fluctuations from year to year do occur with the timing of the start of the new academic year and the end of the charity's financial year happening a month apart.

Our enrolments during the 12 months



Our completions during the 12 months



We are always pleased to see our participants returning to undertake their Gold Award once they attain the minimum age requirement of 16.

Once again a lot of volunteering hours were devoted to the community, supporting activities like Parkrun and many youth groups, including the scout and guide movement. The Physical Section continued to see a mix of team and individual sports, including some less common ones like hip hop & real tennis.

Science based skills were in evidence at Silver level, with several participants devoting time to “green” projects.

At all levels, our expedition training had a local base (Surrey/Sussex) as well as outdoor days devoted to skills training, i.e. campcraft, expedition kit and rucksacks. Bronze expeditions were once again on the South Downs and the downland of the Surrey/Sussex borders. Silver expeditions were in the New Forest and White Peak of Derbyshire. Our Gold expeditions were in the Brecon Beacons (practice) and back to the Lake District (assessment). As ever, weather conditions continue to vary greatly requiring the young people to be adaptable and well prepared for any conditions.

The Gold residential continued to provide a variety of activities, though most were activity based weeks.

Overall some fabulous achievements by the young people from Horsham and the surrounding areas.

As a centre, we were also rewarded with Keith Ediss, one of our regular leaders, attaining his Lowland Expedition Leader Level 3.

List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

The volunteers are listed in alphabetical order.

Linda Batchelor	David Hatton
Paul Brooks	David Munn
Cathy Childs	Charlotte Nichols (CJ)
Keith Ediss	Michelle Pope
Oliver Foord	Martin Tomlinson
Barry Goodchild	Oli Tullett
Kate Hall	Richard Ward
Dorothy Harrod	Alice Slade
Mike Harrod	

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2024

		2023-24 Unrestricted Funds £	2023-24 Total £	2022-23 Unrestricted Funds £	2022-23 Total £
Income	Note				
Expeditions	10	9,525	9,525	11,165	11,165
Grants and Donations	2	602	602	149	149
Fees & Interest		158	158	72	72
Registrations		4,044	4,044	4,507	4,507
		<u>14,329</u>	<u>14,329</u>	<u>15,893</u>	<u>15,893</u>
Direct Charitable Expenditure					
Equipment Repair / recurring costs		0.00	0.00	20	20
Expeditions	10	5,092	5,092	3,771	3,771
Fees and Insurance	9	1,583	1,583	1,318	1,318
Registrations		2,027	2,027	3,021	3,021
Training	8	110	110	100	100
Transport and Fuel		2,620	2,620	3,407	3,407
		<u>11,432</u>	<u>11,432</u>	<u>11,637</u>	<u>11,637</u>
Other expenditure					
Bank Charges/Fees		161	161	187	187
Support Costs	3	391	391	425	425
		<u>552</u>	<u>552</u>	<u>612</u>	<u>612</u>
Asset purchases					
Camping and Navigation Equipment		1,220	1,220	940	940
		<u>13,204</u>	<u>13,204</u>	<u>13,189</u>	<u>13,189</u>
Total expenditure					
		<u>13,204</u>	<u>13,204</u>	<u>13,189</u>	<u>13,189</u>
Net Surplus/(Deficit) for the year		1,125	1,125	2,704	2,704
Cash and bank balances brought forward		16,532	16,532	13,828	13,828
Cash and bank balances carried forward		<u>17,657</u>	<u>17,657</u>	<u>16,532</u>	<u>16,532</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2024

		<u>30/9/2024</u>	<u>30/9/2023</u>
		£	£
Cash and bank balances			
Cash in hand		39	59
Santander Current a/c		1,468	917
Santander Business Savings a/c		16,030	14,572
Paypal		<u>120</u>	<u>984</u>
		<u>17,657</u>	<u>16,532</u>
Represented by funds:			
Unrestricted funds		17,657	16,532
Restricted funds			
Other assets and liabilities			
Equipment	11	11,843	12,153
Computer equipment	11	<u>400</u>	<u>1,467</u>
		<u>12,243</u>	<u>13,620</u>



David Hatton
Treasurer and Trustee
14 January 2025



Catherine Childs
Chair of the Trustees
14 January 2025

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations	30/09/2024	30/9/2023
Grants - unrestricted	£ 602	£ 149
Total	£ 602	£ 149

3 Support Costs

Post, printing, stationery & phone	£ 10	£ 7
Website development and maintenance	£ 84	£ 168
Award events	£ 297	£ 250
Total	£ 391	£ 425

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year

5 Risk Management

The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DofE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations. The aim is to keep at least one year's running costs in reserves.

7 Outstanding Guarantees and secured Debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

8 Training Costs

Leader training was for minibuss driving permits

9 Fees and Insurance

There was a slight increase this year mainly due to an increase in our insurance.

10 Expeditions

In our endeavour to keep our costs as low as possible, by better budgeting, our income was lower than last year, but there was an increase in our costs due to the increase in cost of accommodation.

11 Equipment

The value is based on a 12.5% depreciation of existing equipment plus the value of new items purchased in last 12 months. The value of the 4 laptops is now negligible and we are looking to off-load them in the coming months

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair	11/10/2016	
Ollie Foord		29/6/2021	
Barry Goodchild		28/9/2018	
Kate Hall		11/10/2016	
David Hatton	Treasurer from 1/11/2022	26/4/2022	
Martin Tomlinson MBE		11/10/2016	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ

Treasurer: David Hatton, 34 Hill Mead, Horsham, West Sussex, RH12 2PU

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2024.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed: M W Merritt

Date: 15 April 2025

Name: M W Merritt

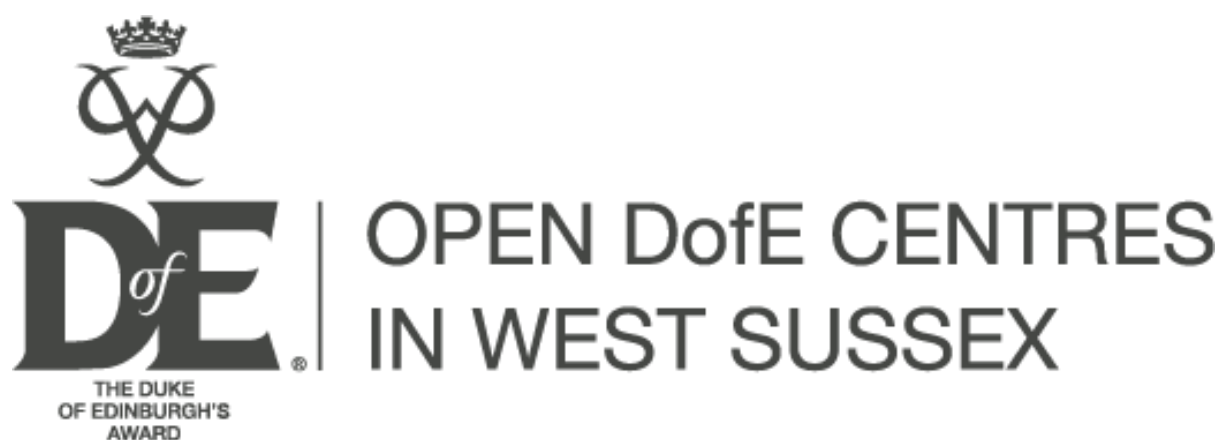
Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

OPEN DOFE CENTRES IN WEST SUSSEX

England & Wales - Charity number 1169592

Accounts



**Annual Report and Accounts
For the year ended 30 September 2023**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2023

Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's Report	2
Treasurer's Report	3
Achievements & Performance	3
List of Leaders & Volunteers	5
Receipts and Payments account for the year ended 30 September 2023	6
Statement of assets and liabilities at 30 September 2023	7
Notes to the Accounts	8
Trust Information	9
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	10

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2023

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually.

The following reports describe how the charity meets its aim.



Some silver teams arriving at
camp on their assessed
expedition in the Peak
District

Report of the Trustees

Chair's Report

It has certainly been a stable accounting year, the first one where only one location had been operating under the charity.

Personnel wise, it has been great to have the help of Oli and Alice, two of our recent Gold achievers, as well as Russ, who contacted us wanting to volunteer with us – Thank you and welcome to the charity and organisation.

It has continued to be a busy 12 months, for all levels of the Award. More detail about the activities are noted in the achievements and performance section below. The year saw a slight change in responsibilities, with Ollie taking the lead for our Gold participants.

Ongoing interest from new participants remains steady.

All trustee meetings have continued to be held virtually, very much for convenience and sustainability, rather than necessity now, as the trustees live a number of miles from each other.

Our focus for the coming year, will need some new kit, specifically tents, as well as a review of the website, to make it easier to maintain and undertake regular required updates.

Cathy Childs
Chair

Treasurer's Report

The Accounting Period for the Charity's sixth year of operation is 1st October 2022 – 30th September 2023 and I am pleased to report that it has been another good year.

All activities are running well as we fully return to our pre covid adventurous areas, but unfortunately due to the cost of living increase our running costs have also increased compared to last year. However, we have tried to keep our expedition costs reasonable, but transport hire is proving challenging due to the lack of local minibuses available for hire.

In general, the Charity has seen an increase in new participants from the previous year, however a decrease in the numbers undertaking an expedition with us has caused a subsequent decrease in income. This year, the number of participants doing their expedition would generally be those who registered with us in the year. The previous years' expeditions, due to delays because of the Covid restrictions, would include participants who have registered in previous years.

The Charity is still in a very strong position going forwards and it is looking to use some of its funds to simplify the maintenance of the website by purchasing some new software as well as purchasing some new equipment for the 2024 expedition season, which will be mainly tents.

Dave Hatton
Trustee and Treasurer



Many of the achievers attending the 2022 presentation evening

Achievements & Performance

This last year felt as if we caught up with the delays and backlogs caused by the COVID pandemic and that we had returned to our pre-pandemic levels of activity across all sections and levels of the Award.

Once again, the Bronze level saw a high number of enrolments with a pleasing number of completions so far. The Silver level of the Award had a record number of participants this year and many of whom have already completed their Silver Award and have progressed to Gold.

We saw a slightly reduced number of participants enrolling for the Gold Award however as this level requires a minimum age of 16 to register, when many Silvers have not yet attained the age, a small delay in registration is expected.

A lot of Volunteering hours were devoted to supporting Parkrun as well as the various levels of the Scout and Guide movement. Helping with junior sports teams also continues to be a popular Volunteering opportunity and we did see a return to charity shop volunteering opportunities. Albeit taken from a slightly different reporting period (1 April 2022 to 31 March 2023) the volunteering commitments from the young people were a huge 1794 hours equating to a social value of £8628.

The Physical Section has seen a full return to team sports this year as well as an increased interest in racquet sports and fitness. We have also seen a return to popularity for swimming and horse riding.

Creative arts have been in evidence this year along with cooking/baking, first aid courses and music at all levels for the Skill Sections and one participant learning sign language via an online course.

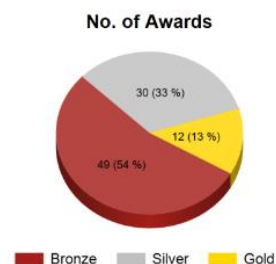
Expeditions had local training (Surrey/Sussex) at all levels as well as outdoor days devoted to skills learning, i.e. campcraft. Bronze expeditions continued close to home on the South Downs and the woodlands of the Surrey/Sussex borders. Silver expeditions were in the New Forest and Peak District. Gold expeditions were once again in the Dark Peak (Derbyshire) and Brecon Beacons. Weather conditions continue to vary greatly and provided an additional challenge for the young people in having to be adaptable to cope with a variety of temperatures as well as the dry and wet weather.

The Gold Residential had a variety of environmental and activity-based opportunities, including some water-based ventures, with some of them overseas too.

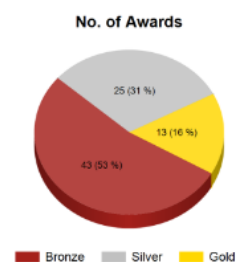
Overall enrolments were slightly up on the previous year, though the number of young people undertaking an expedition was slightly lower. The previous years expedition numbers would have been a little skewed as a number of participants had registered in a previous year and due to covid restrictions, the expedition part had been delayed. It was though fabulous to facilitate the completion of a couple of Gold Awards where some participants had delayed their expedition to focus on their education post covid, a real benefit of our Open status to be able to facilitate the award for your people of any age. In addition, one gold participant did their expedition on horseback, via an AAP and had a great time.

Our overall completion rate was 89% (91 enrolments and 81 achievers), a wonderful achievement by the young people from Horsham.

Our enrolments during the 12 months



Our completions during the 12 months



List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

Some feedback shared from 2023, summarises to well what a valuable role all the volunteers are undertaking to support the young people from the Horsham area:

"It is so kind of you all to give up your time to support our teenagers, to teach them new skills, to help them become more resilient and to grow in confidence. (It is also great to be able to get them off their phones for 4 days-that's an achievement in its own right!!)

I just wanted to say thank you because what you do as part of the DofE is really valuable and very much appreciated!"

The volunteers are listed in alphabetical order.

Linda Batchelor	David Hatton
Paul Brooks	David Munn
Cathy Childs	Charlotte Nichols (CJ)
Keith Ediss	Michelle Pope
Oliver Foord	Martin Tomlinson
Barry Goodchild	Oli Tullett
Kate Hall	Richard Ward
Dorothy Harrod	Alice Slade
Mike Harrod	Russ Warman

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2023

		2022-23	2022-23	2021-22	2021-22
		Unrestricted	Total	Unrestricted	Total
		Funds		Funds	
		£	£	£	£
Income	Note				
Contributions to Training costs		0	0	504	504
Expeditions	10	11,165	11,165	14,193	14,193
Grants and Donations	2	149	149	822	822
Fees & Interest		72	72	0	0
Registrations		4,507	4,507	3,215	3,215
Sales and Events		0	0	0	0
Sundry			0	281	281
		<u>15,893</u>	<u>15,893</u>	<u>19,015</u>	<u>19,015</u>
Direct Charitable Expenditure					
Equipment Repair / recurring costs		20	20		
Expeditions	10	3,771	3,771	5,542	5,542
Fees and Insurance	9	1,318	1,318	1,131	1,131
Registrations		3,021	3,021	1,484	1,484
Training	8	100	100	1,182	1,182
Transport and Fuel		3,407	3,407	3,545	3,545
		<u>11,637</u>	<u>11,637</u>	<u>12,884</u>	<u>12,884</u>
Other expenditure					
Bank Charges/Fees		187	187	138	138
Support Costs	3	425	425	662	662
		<u>612</u>	<u>612</u>	<u>13,684</u>	<u>13,684</u>
Asset purchases					
Camping and Navigation Equipment		940	940	1,174	1,174
		<u>13,189</u>	<u>13,189</u>	<u>14,858</u>	<u>14,858</u>
Total expenditure					
		<u>13,189</u>	<u>13,189</u>	<u>14,858</u>	<u>14,858</u>
Net Surplus/(Deficit) for the year		2704	2704	4,157	4,157
Cash and bank balances brought forward		<u>13828</u>	<u>13828</u>	<u>9,671</u>	<u>9,671</u>
Cash and bank balances carried forward		<u>16532</u>	<u>16532</u>	<u>13,828</u>	<u>13,828</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2023

	<u>30/9/2023</u>	<u>30/9/2022</u>
Cash and bank balances	£	£
Cash in hand	59	59
Santander Current a/c	917	12,403
Santander Business Savings a/c	14,572	
Paypal	984	1,366
	<u>16,532</u>	<u>13,828</u>
Represented by funds:		
Unrestricted funds	16,532	13,828
Restricted funds		
Other assets and liabilities		
Fixed Assets		
Equipment	Insurance value 12,153	12,153
Computer equipment	Insurance value 1,467	1,467
Current Assets	<u>13,620</u>	<u>13,620</u>



David Hatton
Treasurer and Trustee
9 January 2024



Catherine Childs
Chair of the Trustees
9 January 2024

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations

	30/09/2023	30/9/2022
Grants - unrestricted	£ 149	£ 822
Total	£ 149	£ 822

3 Support Costs

Post, printing, stationery & phones	£ 7	£ -
Website development and maintenance	£ 168	£ 130
Meetings	£ -	£ -
Award events	£ 250	£ -
Premises hire	£ -	£ -
Clothing and Sundry	£ -	£ 532
Refunds	£ -	£ -
Total	£ 425	£ 662

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year

5 Risk Management

The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DofE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations. The aim is to keep at least one year's running costs in reserves.

7 Outstanding Guarantees and secured Debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of

8 Training Costs

Leader training costs for a 16 hour first aid course for 1 leader

9 Fees and Insurance

An increase this year due to paying for an accountancy package.

10 Expeditions

A decrease in costs due to lower number of participants undertaking an expedition with us in relation to the previous year

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair	11/10/2016	
Ollie Foord		29/6/2021	
Barry Goodchild		28/9/2018	
Kate Hall		11/10/2016	
David Hatton	Treasurer from 1/11/2022	26/4/2022	
Martin Tomlinson MBE		11/10/2016	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ

Treasurer: David Hatton, 34 Hill Mead, Horsham, West Sussex, RH12 2PU

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2023.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed: M W Merritt

Date: 1 May 2024

Name: M W Merritt

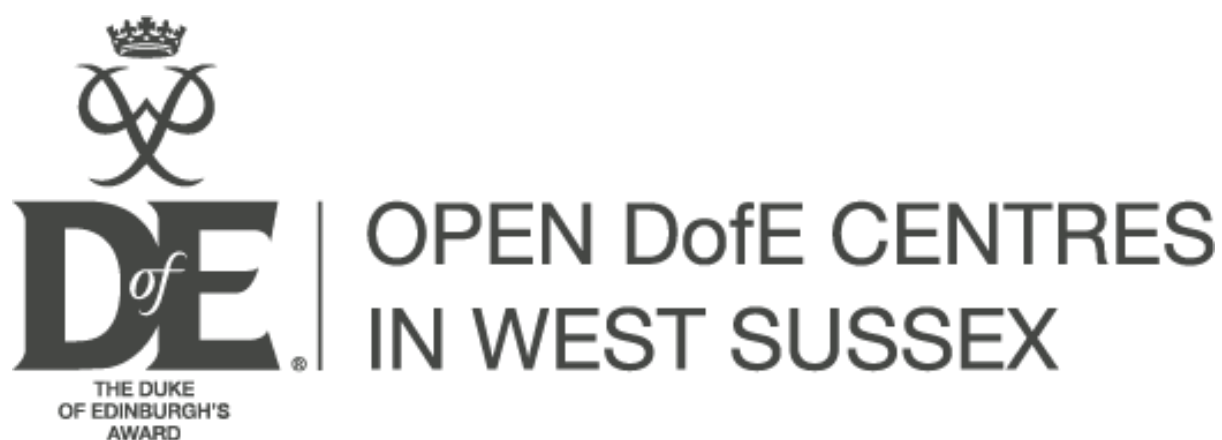
Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

OPEN DOFE CENTRES IN WEST SUSSEX

England & Wales - Charity number 1169592

Accounts



**Annual Report and Accounts
For the year ended 30 September 2022**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2022

Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's Report	2
Treasurer's Report	3
Achievements & Performance	3
List of Leaders & Volunteers	4
Receipts and Payments account for the year ended 30 September 2022	5
Statement of assets and liabilities at 30 September 2022	6
Notes to the Accounts	7
Trust Information	8
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	9

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2022

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually.

The following reports describe how the charity meets its aim.



A silver team on their expedition, away in the Peak District

Report of the Trustees

Chair's Report

The financial year started with a successful renewal of our Adventure Activities Licence Authority (AALA) licence, for which a 2 year licence was awarded.

As noted in last years report, our Chichester location were starting to transition to operate under the Chichester Boys club, a very logical move, with both organisations using the same venue, that the Boys club own. This has been concluded, with the Open Centres in West Sussex now operating solely from Horsham.

Personnel wise, I welcome David Hatton, who is now our treasurer. Keith Ediss has decided to step down as a trustee, though remains as a leader for the centre. I really appreciate the work Keith has done over the last couple of years, in quite challenging times & for his introduction of the Xero accounting system for our accounts in the coming year.

It has continued to be a busy 12 months, during which all levels of the award "caught up" with expedition opportunities for all the young people who had registered with us over the last 2+ years. For both the silver and gold levels, the expeditions were also undertaken in areas away from the local area, back to areas previously visited, pre COVID times, which both the young people and leaders enjoyed.

Ongoing interest from new participants remains steady, though less busy than the last couple of years.

All trustee meetings have continued to be held virtually, very much for convenience, rather than necessity now, as the trustees live a number of miles from each other.

The focus now for us is to consolidate our position, after the various challenges over the last couple of years.

With a great team of experienced and passionate leaders and sound finances, as an organisation, we

remain in a strong position with good interest from young people to do their award, though a little calmer than the last couple of years.

Cathy Childs
Chair

Treasurer's Report

The Accounting Period for the fifth year of operation is 1st October 2021 – 30th September 2022. Compared with last year, the Coronavirus pandemic is now over and we are back to being able to run as pre pandemic.

All activities are back to running with camping being allowed and now returning to more adventurous areas further afield.

This has meant that our running costs have increased compared to last year, although we have also had at the time of planning the fuel for transportation sky rocketing .This being the case we opted to ensure we had enough coverage for continued increases, but with the proviso that if it levelled out or cost us less than expected , we would refund amounts to the young people. This was the case with reduced fees for the gold final expedition to Brecon and refund for all silver participants completing their expedition in either the New Forest or Peak district.

In general, the Charity has seen an increase in numbers and income, which has led to a the charity being in a strong position going forwards, especially with the need for some new equipment in the expedition season of 2023, mainly tents.

Keith Ediss
Treasurer.



A gold team away in Wales at the top of Pen Y Fan

Achievements & Performance

This year saw the centre continue with the momentum to catch up on the expeditions that had been delayed due to the COVID pandemic. The award is not just about the expedition; however it was this activity that had to involve working with others and that was the barrier for a number to complete their full award.

Bronze expeditions were undertaken on the South Downs and the Weald, silver in the Surrey Hills, New Forest and White Peak, and golds in autumn 2021 locally on South Downs and Surrey Hills, then a 2nd cohort travelled to the Dark Peak and Brecon Beacons in 2022. All, with as always, some varying weather conditions. It was great for all the young people to spend time away with their teammates and be able to camp. There did though, continue to be a greater emphasis on our training being held out of doors at weekends rather than indoor evening sessions over the winter months. This was also partly drive by a change in the weekly meeting night, which does not suit all, however we remain grateful for a convenient hall to meet at.

It was good to see a return of Volunteering opportunities where participants were able to work with other

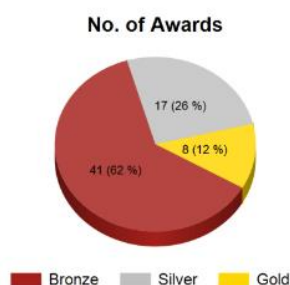
people again, in charity shops, youth sports teams, the church and Scouting/Guiding groups.

Rock climbing has proved to be a popular activity for the Physical section as well as swimming, running and team sports such as football, netball and rugby. For the Skill section home baking/cooking continued to be a popular life skill as well as an increased interest in handicrafts such as knitting and crochet.

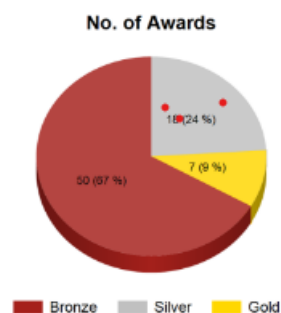
It was good to see Gold Residential opportunities returning to “normal” again with young people enjoying a whole range of exciting ventures, many were activity based though one young person did some basket weaving in Scotland.

Our overall completion rate was 113.6% (66 enrolments and 75 completions), which is a fantastic achievement, though statistically achieved as the enrolments were slightly lower than the previous year. This financial year covered Horsham alone after the move of Chichester to be part of the Boys Club.

Our enrolments during the 12 months



Our completions during the 12 months



List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

They are listed in alphabetical order

Linda Batchelor
Paul Brooks
Cathy Childs
Simon Donaldson
Keith Ediss
Oliver Foord
Barry Goodchild
Kate Hall
Dorothy Harrod

Mike Harrod
David Hatton
David Munn
Charlotte Nichols (CJ)
Michelle Pope
Melanie Sykes
Martin Tomlinson
Richard Ward

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2022

		2021-22		2021-22	2020-21	2020-21
		Unrestricted	Restricted	Total	Unrestricted	Total
		Funds	Funds		Funds	
		£	£		£	
Income	Note					
Contributions to Training costs		504		504	432	432
Expeditions	10	14,193		14,193	4,301	4,301
Grants and Donations	2	822		822	182	182
Fees & Interest		-		0	0	0
Registrations		3,215		3,215	4,751	4,751
Sales and Events		-		0	95	95
Sundry		281		281	330	330
		19,015	0	19,015	10,091	10,091
Direct Charitable Expenditure						
Equipment Repair / recurring costs		£ -		0	8	8
Expeditions	10	£ 5542		5,542	1,723	1,723
Fees and Insurance	9	£ 1131		1,131	2,136	2,136
Registrations		£ 1484		1,484	3,507	3,507
Training	8	£ 1182		1,182	1,510	1,510
Transport and Fuel		£ 3545		3,545	3	3
		12,884	0	12,884	8,887	8,887
Other expenditure						
Bank Charges/Fees		138		138	0	0
Support Costs	3	662		662	846	846
		13,684		13,684	9,733	9,733
Asset purchases						
Camping and Navigation Equipment (including Tracker Licenses)		1,174		1,174	1,548	1,548
Total expenditure		14,858	0	14,858	11,281	11,281
Net Surplus/(Deficit) for the year						
Net Surplus/(Deficit) for the year		4,157	0	4,157	-1,190	-1,190
Cash and bank balances brought forward		9,671	0	9,671	10,861	10,861
Cash and bank balances carried forward		13,828	0	13,828	9,671	9,671

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2022

	<u>30/9/2022</u>	<u>30/9/2021</u>
	£	£
Cash and bank balances		
Cash in hand	59	150
Santander Current a/c	12,403	7,560
Paypal	<u>1,366</u>	<u>1,961</u>
	<u>13,828</u>	<u>9,671</u>
Represented by funds:		
Unrestricted funds	13,828	9,671
Restricted funds		
Other assets and liabilities		
Fixed Assets		
Equipment	Insurance value 12,153	12,153
Computer equipment	Insurance value 1,467	1,467
Current Assets	<u>£ 13,620</u>	<u>£ 13,620</u>



David Hatton
Treasurer and Trustee
6 June 2023



Catherine Childs
Chair of the Trustees
6 June 2023

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations	<u>30/9/2022</u>	<u>30/9/2021</u>
Grants - unrestricted	<u>£ 822</u>	<u>£ 182</u>
Total	<u>£ 822</u>	<u>£ 182</u>
3 Support Costs		
Post, printing, stationery & phones	£ -	£ -
Website development and maintenance	£ 130	£ 137
Meetings	£ -	£ -
Award events	£ -	£ -
Premises hire	£ -	£ -
Clothing and Sundry	£ 532	£ 709
Refunds	<u>£ -</u>	<u>£ -</u>
Total	<u>£ 662</u>	<u>£ 846</u>

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year

5 Risk Management

The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DoFE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

A specific assessment was carried out by AALS in Summer 2019 to assess the Charity's suitability to be have the AALA Licence renewed. This has now been renewed for 2 years.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations.

The aim is to keep at least one year's running costs in reserves.

7 Outstanding guarantees and secured debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

8 Training Costs

Leader training costs for a first aid course which was charged out to other people as well as for our own team.

9 Fees and Insurance

An increase this year due to renewal of our AALA licence.

10 Expeditions

An increase in costs and revenue this year as we were able to begin expeditions with over night camping after the previous year.

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair	11/10/2016	
Keith Ediss	Treasurer	1/10/2020	1/11/2022
Ollie Foord		29/6/2021	
Barry Goodchild		28/9/2018	
Kate Hall		11/10/2016	
David Hatton	Treasurer from 1/11/2022	26/4/2022	
Martin Tomlinson MBE		11/10/2016	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ

Treasurer: David Hatton, 34 Hill Mead, Horsham, West Sussex, RH12 2PU

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2022.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed:



Name: M W Merritt

Relevant professional qualification: FCA

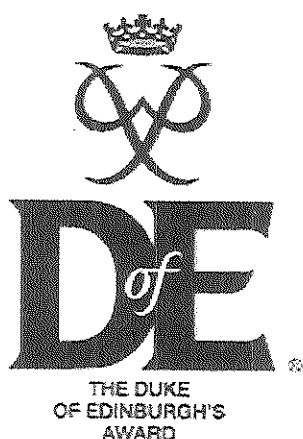
Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

Date: 8 June 2023

OPEN DOFE CENTRES IN WEST SUSSEX

England & Wales - Charity number 1169592

Accounts



OPEN DofE CENTRES IN WEST SUSSEX

**Annual Report and Accounts
For the year ended 30 September 2021**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2021

Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's Report	2
Treasurer's Report	3
Achievements & Performance	3
Website and computing infrastructure	5
List of Leaders & Volunteers	6
Receipts and Payments account for the year ended 30 September 2021	7
Statement of assets and liabilities on 30 September 2021	7
Notes to the Accounts	8
Trust Information	9
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	10

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2021

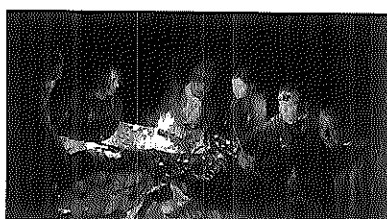
Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually. The continued impact of pandemic this year still provided challenges, however innovative approaches from the DofE Award has provided different approaches & opportunities to allow the young people to gain some achievements.

The following reports describe how the charity meets its aim.



A silver team at camp, reflecting on their day

Report of the Trustees

Chair's Report

The financial year started with some optimism that some expeditions could be progressed & whereas some started, the COVID restrictions soon postponed progress until the springtime, after which there was some fabulous efforts to offer expedition training and expeditions themselves to all those who had been waiting since 2020 & those planning to do an expedition in 2021. Collectively, not all were concluded, though we are in a good position for 2022.

There has been a continued interest from new participants, though across the county, this was slightly lower than the previous year, driven by varying approaches in some of the schools. This at times triggered more interest when the schools had communicated, they were not offering the award this year and directed parent/carers to the Open Centres. Whereas some schools have said very little to their students, which has not created enquiries from them. More details in the achievements section of this report.

All trustee meetings were held virtually. Interactions with the young people were often done virtually too, though most training was done outdoors, blessed with some luck with most of the weather too.

Our Adventure Activities Licensing Authority (AALA) licence is due for review. The initial paperwork and discussions have been held, with a planned onsite inspection due later in October. No immediate concerns have been raised.

The charity itself has and continues to see quite a bit of change. The pandemic has given people time to reflect and take stock of their situation and priorities. We have seen the Adur location move to be part of the Quayside youth centre from 1 September. Currently, the Chichester location are in the transition of moving to work with the Chichester Boys Club. Both locations currently use the venues that these organisations own and is a very logical move for them both. This will leave the Open DofE Centres in West Sussex with one location in Horsham. Horsham itself is starting a period of change, after the closure of many of the Children & Family Centres In West Sussex, they are relocating to a new site in the town, which due to the availability of the hall, is moving the regular meeting night from Tuesday to Wednesday.

Personnel wise, the various changes, as well as some work pressures, have seen the resignation of Lizzy Whitmore, Simon Tuppin and Lisa Adams as trustees, though they all continue to support the award through their locations. I certainly appreciate all they have done to support me and the charity over the year. I welcome Ollie Foord who has joined as a trustee to oversee the IT infrastructure.

As an organisation, we remain in a strong position with lots' of interest from young people to do their award, with a great team of experienced and passionate leaders and sound finances.

Cathy Childs
Chair

Treasurer's Report

The Accounting Period for the fourth year of operation is 1st October 2020 – 30th September 2021. As was noted last year, the Coronavirus Pandemic has had a severe effect on the operations of the Charity, however we have no employed staff and have not had to deal with any staffing costs.

All activities have been reduced to local areas for training and expeditions. This has meant reduced running costs with regards to camping and accommodation, although towards the end of 2021 we are starting to get back to camping for expeditions, albeit still in local areas. As a result, some small costs have been incurred for equipment maintenance and administration. This has been passed on to the participants by keeping costs as low as possible, while still covering the costs.

Some income has been received from participants registering for the Award in anticipation of restrictions being lifted

In general, the impact on the Charity has been limited and reserves are available to cover operating costs for the next year, especially as we are seeing an increase in registrations and the uptake of getting back to normal during 2022.

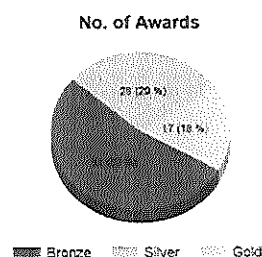
Keith Ediss
Treasurer.

Achievements & Performance

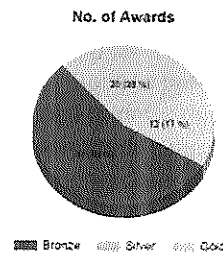
This year remained challenging due to the COVID-19 restrictions that impacted on all aspects of our activities. However, we are pleased to report that interest in the Award continued with plenty of enrolments and participants moving on to the next level of the Award.

Our overall completion rate was 74% (96 enrolments and 71 completions), which is especially pleasing bearing in mind the additional challenges faced by all during the continued pandemic. DofE also recognised the challenges there would be to complete the expeditions and for golds, the residential too. With that in mind, the certificate of achievement was introduced to reward the completion of the physical, skill and volunteering sections. This was achieved by many, however most of the participants did also progress & complete an expedition and their full award.

Our enrolments during the 12 months



Our completions during the 12 months



The Charity continued to run Bronze, Silver and Gold programmes from Chichester and Horsham with Adur continuing to offer Bronze and Silver programmes.

Despite the limitations on some activities, we have seen an especially varied and imaginative choice of volunteering opportunities, with participants undertaking litter picking, on-line studies to support environment organisations such as the John Muir Trust and again, on-line, transcribing records for museums, as well as animal sanctuaries, dog walking and academic tutoring.

For the physical section we continue to see young people pursuing running, cycling and walking activities to improve their fitness, as well as team sports and dance when restrictions permit. Skills have been mainly home based again this year with an emphasis on life skills such as baking/cooking, sign language and music.

Expedition activities were, at all levels, again curtailed by COVID restrictions. However, training and expeditions did take place within the adapted #Dofewithadifference which allowed for expeditions to be kept more local, thus avoiding travel to further afield locations. Although some participants decided to defer their expedition until such time as they are able to head for more remote locations. The award also permitted "camping at home" where participants went home at the end of each day of expedition and returned the next morning. With some embracing the challenge and sleeping in tents in their own gardens!

Training for expeditions took place in a variety of ways with some on-line theory and route planning sessions, and some more practical skills being covered at outdoor locations. These sessions covered first aid, expedition menus and cooking plus camp craft. All three sites undertook training walks at various levels of the award.

Following the training sessions, mainly in Sussex and on the South Downs, the Surrey Hills became a popular location for our assessed expeditions with, on occasions, both the Chichester and Horsham sites using the same campsites at the same time – which provided a welcome opportunity for the leaders to meet face-to-face. Additionally, at bronze level we have also been able to support participants from the local area who were unable to complete their Bronze award elsewhere due to the COVID situation.

The participants have shown great enthusiasm and determination to ensure they were ready in time for their expeditions and have enjoyed the experience but mostly they enjoyed being able to participate in outside activities with their friends again.

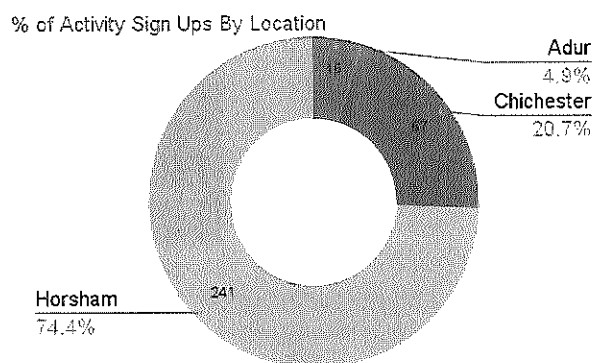
Gold Residential section opportunities were, once again limited however a number did take place although they were very much outdoor and activity based, on water and on land



A bronze team, close to their finish, by the iconic Leith Hill, in Surrey.

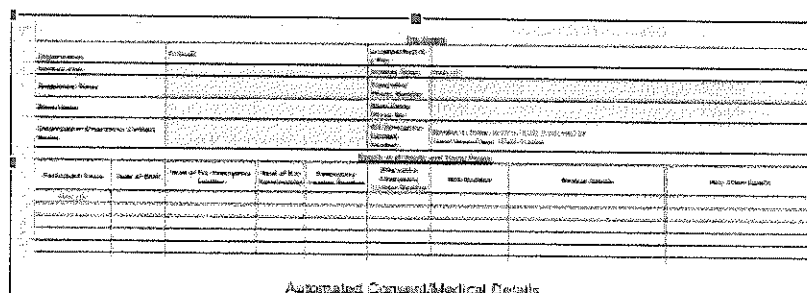
The Website and computing infrastructure

The website was once again a key part of the effective running of the charity with all transactions for registrations and expedition programmes, such as outdoor training, practice expeditions and qualifying expeditions, being paid for and processed through the website. Within the reporting window, a significant amount of expeditions took place as all levels across the 3 locations caught up with expeditions which were missed in the previous year.



Count of Activity Sign Ups By Location				
Month	Adur	Chichester	Horsham	Grand Total
Apr			40	40
May	16	25	75	116
Jun		34	47	81
Jul		3	25	28
Sep		5	30	35
Oct			23	23
Dec			1	1
Grand Total	16	67	241	324

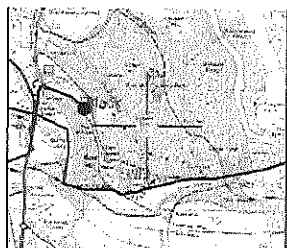
This year, we streamlined our process for collating parental consents and medical details through the use of Google Drive, with a spreadsheet template set up which is automatically fed by the database. This allows for the smooth running of expeditions and ensures all necessary details are available to the leaders on the expedition. Over the next year, we will continue to explore system developments which can support the leaders to improve processes across all levels.



The screenshot shows a Google Sheet titled "Automated Consent/Medical Details". The sheet contains a table with multiple columns. The first section includes fields for "Participant Name", "Date of Birth", "Gender", "Emergency Contact", "Medical History", "Allergies", "Current Medication", "Consent", and "Signature". The second section includes fields for "First Aid Kit", "First Aid Kit Date", "First Aid Kit Location", "First Aid Kit Contents", "First Aid Kit Status", "First Aid Kit Notes", "First Aid Kit Signature", "First Aid Kit Date", "First Aid Kit Location", "First Aid Kit Contents", "First Aid Kit Status", "First Aid Kit Notes", "First Aid Kit Signature".

During the year, email has played a key part of the communication with parents and participants to keep them informed of the expedition plans, in lieu of regular meetings. The trustees and volunteer leaders in the charity send on average 600 emails per month, although this does include activity and registration sign up notifications which fluctuate by season, across the locations. This exemplifies the impact of the Google Workspace license which is gifted to us through its' program for Non-profits.

Ollie Foord
Trustee



The trackers aided the leaders to monitor the progress of the young people on expedition though enabled the teams to be self-sufficient and independent

List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

They are listed in alphabetical order

Colin Adams
Jodi Adams
Lisa Adams
Linda Batchelor
Paul Brooks
Cathy Childs
Hannah Cordrey
Keith Ediss
Oliver Foord
Barry Goodchild
Wendy Gray
Andy Hall
Kate Hall
Dorothy Harrod
Mike Harrod

Emma Harvey
Peter Harvey
David Hatton
Sarah MacMillan
Michelle Pope
Linda Thornton
Martin Tomlinson
Simon Tuppinn
Richard Ward
Claire Ward
Charlotte Nichols (CJ)
Lizzy Whitmore
Simon Whitmore
Mark Williams
Ben Woodburn

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2021

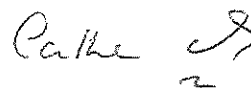
		2020-21	2020-21	2019-20	2019-20
		Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
		£	£	£	£
Income	Note				
Contributions to Training costs		432		13	
Expeditions		4,301		933	
Grants and Donations	2	182		245	
Fees & Interest		0		11	
Registrations		4,751		5,612	
Sales and Events		95		146	
Sundry		330		60	
		<u>10,091</u>	<u>0</u>	<u>7,020</u>	<u>0</u>
Direct Charitable Expenditure					
Equipment Repair / recurring costs		8		1,313	
Expeditions		1,723		360	
Fees and Insurance		2,136		912	
Registrations		3,507		6,159	
Training		1,510		555	
Transport and Fuel		3		0	
		<u>8,887</u>	<u>0</u>	<u>9,299</u>	<u>0</u>
Other expenditure					
Bank Charges/Fees		0		102	
Support Costs	3	846		1,689	
		<u>9,733</u>	<u>0</u>	<u>11,090</u>	<u>0</u>
Asset purchases					
Camping and Navigation Equipment		1,548		560	
		<u>11,281</u>	<u>0</u>	<u>11,650</u>	<u>0</u>
Total expenditure					
		<u>11,281</u>	<u>0</u>	<u>11,650</u>	<u>0</u>
Transfers between funds		0	0	0	0
Net Surplus/(Deficit) for the year		-1,190	0	-4,630	0
Cash and bank balances brought forward		10,861	0	15,491	0
Cash and bank balances carried forward		<u>9,671</u>	<u>0</u>	<u>10,861</u>	<u>0</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2021

	30/9/2021	30/9/2020
	£	£
Cash and bank balances		
Cash in hand	150	50
Santander Current a/c	7,560	2,763
Paypal	1,961	8,048
	<u>9,671</u>	<u>10,861</u>
Represented by funds:		
Unrestricted funds	9,671	10,861
Restricted funds		
Other assets and liabilities		
Fixed Assets		
Equipment	Insurance value 12,153	12,153
Computer equipment	Insurance value 1,467	1,467
Current Assets	<u>£ 13,620</u>	<u>£ 13,620</u>



Keith Ediss
Treasurer and Trustee
 6/05/22



Catherine Childs
Chair of the Trustees
 6/05/22

Notes to the accounts

	30/9/2021	30/9/2020
1 Accounting policies		
These accounts are prepared on a receipts		
2 Grants and Donations		
Grants - unrestricted	£ 182	£ 245
Total	£ 182	£ 245
3 Support Costs		
Post, printing, stationery & phones	£ -	£ 151
Website development and maintenance	£ 137	£ 370
Meetings	£ -	£ 261
Award events	£ -	£ 700
Premises hire	£ -	£ 17
Clothing and Sundry	£ 709	£ 190
Refunds	£ -	£ -
Total	£ 846	£ 1,689
4 Trustees' Remuneration, Expenses and Benefits		
No trustee or person connected to them		
5 Risk Management		
The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DofE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.		
A specific assessment was carried out by AALS in Summer 2019 to assess the Charity's suitability to be have the AALA Licence renewed. This has now been renewed for 2 years.		
6 Reserves Policy		
The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations. The aim is to keep at least one year's running costs in reserves.		
Restricted Income Funds are amounts received by way of grants or donations for specific schemes or purposes.		
7 Outstanding Guarantees and secured		
The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.		

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair	11/10/2016	
Keith Ediss	Treasurer	1/10/2020	
Kate Hall		11/10/2016	
Martin Tomlinson MBE		11/10/2016	
Lisa Adams		28/9/2018	30/9/2021
Barry Goodchild		28/9/2018	
Simon Tuppin		28/9/2018	2/3/2021
Lizzy Whitmore		8/1/2020	8/3/2021
Ollie Foord		29/6/2021	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ

Treasurer: Keith Ediss, 5 Woodpeckers, Southwater, West Sussex, RH13 9AA

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2021.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed: *M W Merritt*

Name: M W Merritt

Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

Date: *9 May 2022*

[illegible]

			2020-21 Unrestricted Funds £	2020-21 Restricted Funds £	2020-21 Total
	Income	Note			
g	Contributions to Training costs		432		432
a	Expeditions		4,301		4,301
b	Grants and Donations	2	182		182
c	Fees & Interest		0		0
d	Registrations		4,751		4,751
e	Sales and Events		95		95
f	Sundry		330		330
			<u>10,091</u>	<u>0</u>	<u>10,091</u>
	Direct Charitable Expenditure				
h	Equipment Repair / recurring costs		8		8
i	Expeditions		1,723		1,723
j	Fees and Insurance		2,136		2,136
k	Registrations		3,507		3,507
l	Training		1,510		1,510
m	Transport and Fuel		3		3
			<u>8,887</u>	<u>0</u>	<u>8,887</u>
	Other expenditure				
n	Bank Charges/Fees		0		0
o	Support Costs	3	846		846
			<u>9,733</u>		<u>9,733</u>
	Asset purchases				
p	Camping and Navigation Equipment		1,548		1,548
	Total expenditure		<u>11,281</u>	<u>0</u>	<u>11,281</u>
	Transfers between funds		0	0	0
	Net Surplus/(Deficit) for the year		-1,190	0	-1,190
	Cash and bank balances brought forward		<u>10,861</u>	<u>0</u>	<u>10,861</u>
	Cash and bank balances carried forward		<u>9,671</u>	<u>0</u>	<u>9,671</u>

Cash and bank balances

Cash in hand

30/9/2021

£

150

Santander Current a/c		7,560
Paypal		1,961
		9,671
Represented by funds:		
Unrestricted funds		9,671
Restricted funds		
Other assets and liabilities		
Fixed Assets		
Equipment	Insurance value	12,153
Computer equipment	Insurance value	1,467
Current Assets		<u>£ 13,620</u>

Notes to the accounts

	1 Accounting policies	30/9/2021
	1st October 2018 to 30th September 2019	
	2 Grants and Donations	
	Grants - unrestricted	£ 182
b	Total	<u>£ 182</u>
	3 Support Costs	
o1	Post, printing, stationery & phones	£ -
o2	Website development and maintenance	£ 137
o3	Meetings	£ -
o4	Award events	£ -
o5	Premises hire	£ -
o6	Clothing and Sundry	£ 709
o7	Refunds	£ -
	Total	<u>£ 846</u>
	4 Trustees' Remuneration, Expenses and Benefits	
	during the year	
	5 Risk Management	
	The trustees have carried out a Risk	
	6 Reserves Policy	
	The General Fund represents unrestricted	
	Restricted Income Funds are amounts	
	7 Debts	
	The trustees confirm, in accordance with	
g/l	8 Costs	
	Leader training costs for 50% Mountain Leader and also SLA tr	
J	9 Fees and Insurance	

a/i

An increase this year due to renewal of our AALA licence.

10 Expeditions

An increase in costs and revenue this year as we were able to b

2019-20 Unrestricted Funds £	2019-20 Restricted Funds £	2019-20 Total
13		13
933		933
245		245
11		11
5,612		5,612
146		146
60		60
7,020	0	7,020
1,313		1,313
360		360
912		912
6,159		6,159
555		555
0		0
9,299		9,299
102		102
1,689		1,689
11,090		11,090
560		560
11,650		11,650
-4,630		-4,630
15,491		15,491
10,861		10,861

30/9/2020

£

50

2,763
8,048
10,861

10,861

12,153
1,467
£ 13,620

30/9/2020

£	245
<u>£</u>	<u>245</u>
£	151
£	370
£	261
£	700
£	17
£	190
£	-
<u>£</u>	<u>1,689</u>

aining. We also ran a first aid course which was charged out to other people

begin expeditions with over night camping after the previous year.

Completing the spreadsheet

Credits

Transfer credits from bank and Paypal to the sheet

Single amounts

	Date	Income	Event
Type amount in the relevant column	1/10/2019	Simpson	Registration

Multiple payments in one credit

Date	Income	Event
07/08/2019		Qualifier
07/08/2019	Osmond	Qualifier
07/08/2019	Rawlinson	Qualifier

Enter payment as a single line with the full amount

Omit the Type

Enter breakdown lines with Type and amount in Breakdown

Transfers

Transfer a balance from Paypal to Bank, or any other transfer

Income

Date	Income	Event
16/7/2019	Paypal receipt:	Gross - £579!

Expenditure

Date	Expenditure	Location
07/16/2019	Transfer to Current A/C	

Reconciliation

Expenditure reconciliation

ENTRIES	ABOVE	THIS
---------	-------	------

Col J - N

Sum of expenditure entries above

Bank, Breakdown, etc cols

Breakdown of expenditure into categories

Check [J30] etc against [J54] etc

Correct any disparities

(likely to be formulae that haven't covered complete range of entries)

Transfer row [56] to balance reconciliation

Bank Charges
Equipment
Equipment repair
Events
Expeditions
Fees
Fuel
Grants
Transfers
Insurance
Interest
Computing/Internet
Loan
Meetings
Premises
Refunds
Registrations
Stationery
Sundry
Training
Transport
Total excl Transfers
Transfers
Totals

Income reconciliation

Col J - N

Sum of expenditure entries above

Bank, Breakdown, etc cols

Breakdown of expenditure into categories

Check [J60] etc against [J84] etc

Correct any disparities

(likely to be formulae that haven't covered complete range of entries)

Transfer row [86] to balance reconciliation

ENTRIES ABOVE THIS

Bank Charges
Equipment
Equipment repair
Events
Expeditions
Fees
Fuel
Grants
Insurance
Interest
Computing/Internet
Loan
Meetings
Paypal
Premises
Refunds
Registrations
Stationery
Sundry
Training
Transport
Totals (excl Transfers)
Transfers
Total incl Transfers

Balance reconciliation

Start balances from (year-1) annual report

Income from Income Reconciliation

Expenditure from Expenditure Reconciliation

End balance

Expedition reconciliation

Reconcile income

Inform leaders to chase non-payers

Check expenses against receipts

Check and amend category if necessary

Check reimbursement figures

Enter "Paid by ODECS" into expenditure

Enter refunds to volunteers as breakdowns of individuals' expenditure

Pay refunds through bank

Reconcile expenditure s/s against trip s/s

Update online s/s with payments to Vols

Email/WhatsApp volunteers that they're paid

Trip		Gold Final
Income		
No YP's	Cost	Item
14	250	Leader accomodation d
1	41	Leader accomodation b
		Hoodies
		Minibus fuel
		Minibus fuel
		Minibus fuel
		Van fuel
		Van fuel
		leader & YP food Weds

		Bunk house hire for YP
		Leader food
		Leader & YP food Sun n
		Leader thank you
		YP Food
		Parking
		YP food
		Leader / YP food
		Leader food
		Parking
		Van hire
		Van fuel
		M6 toll (van)
		Leader food
		Parking
		Parking
		Parking
		Southwater Minibus
		YP well done & leader l
		M6 toll (van)
		M6 toll (minibus)
		First Aid items for YP
		Parking
		M6 toll (minibus)
		Bunk house hire for YP
Total	3541	

Name		Amount due	How l
Megan	Boyes	250	£120
Jake	Lawton	250	paid t
Megan	Moynihan	250	Paid c
Libby	Taylor	250	
Anaya	Wakefield	250	Paid t
Luke	Waugh	250	
Lauren	Bude	250	Paid f
Claudine	Hodges	250	Paid f
Fiona	Kehl	250	Paid f
William	Michell	250	Paid c
Adam	Sandle	250	Paid p
Carys	Tupper	250	paid l
Kate	Wilson	250	Paid f
Alfie	McPhilemy	250	
Melanie	Sykes (staff)	71	Food
Thea	Kirkton	41	Enrol
		3612	Due

Level	Location	Receipt no/ref	Type	method
Bronze	Horsham		45 Registrations	BACS

Level	Location	Receipt no/ref	Type	method
Bronze	Chichester		144	Cheque
Bronze	Chichester		144 Expeditions	
Bronze	Chichester		144 Expeditions	

Level	Location	Receipt no/ref	Type	method
5.62			153 Transfers	BACS

Lev	Invoice/receipt ref	Type	Method
	00005	Transfers	Paypal

LINE		£	8,201.25	£	-
------	--	---	----------	---	---

	Total		Bank		Breakdown
£	-	£	-	£	-
£	146.40	£	146.40	£	-
£	320.39	£	320.39	£	500.00
£	-	£	-	£	-
£	360.09	£	360.09	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	912.41	£	912.41	£	-
£	-	£	-	£	-
£	80.55	£	80.55	£	-
£	-	£	-	£	-
£	260.53	£	260.53	£	-
£	700.00	£	700.00	£	-
£	134.00	£	134.00	£	-
£	5,001.00	£	5,001.00	£	-
£	150.88	£	150.88	£	-
£	-	£	-	£	-
£	135.00	£	135.00	£	-
£	-	£	-	£	-
£	8,822.76	£	8,201.25	£	500.00
£	-	£	-	£	-
£	8,822.76	£	8,201.25	£	500.00

LINE		£	3,624.15	£	-
	Total		Bank	Breakdown	
£	-	£	-	£	-
£	146.40	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	615.84	£	403.00	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	192.50	£	192.50	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	0.04	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	-	£	-	£	-
£	4,090.14	£	916.00	£	3,000.00
£	-	£	-	£	-
£	-	£	-	£	-
£	12.50	£	12.50	£	-
£	-	£	-	£	-
£	8,057.42	£	1,524.00	£	3,000.00
£	2,100.15	£	2,100.15	£	-
£	10,157.57	£	3,624.15	£	3,000.00

	Bank (i)	Breakdown
Start balance (Stat a	£ 10,186.79	
Income b	£ 3,624.15	£ 3,000.00
Expenditure c	£ 8,201.25	£ 500.00
End balance d	£ 8,109.69	
End balance (State e	£ 8,109.69	
Diff f	£ -	£ -

Date of trip17 - 22 July 2019

Expenditure					
	Date	Cost	Category	Paid By	Payment position
Deposit	8/12/2018	150	Expeditions	ODEC	Already paid by ODEC
Balance	17/6/2019	450	Expeditions	ODEC	Already paid by ODEC
		264.7	Expeditions	ODEC	Already paid by ODEC
	17/7/2019	81.66	Fuel	ODEC	Already paid by ODEC
	22/7/2019	61.21	Fuel	ODEC	Already paid by ODEC
	22/7/2019	79.97	Fuel	ODEC	Already paid by ODEC
	17/7/2019	61.18	Fuel	ODEC	Already paid by ODEC
	22/7/2019	21	Fuel	ODEC	Already paid by ODEC
End	17/7/2019	126.85	Expeditions	ODEC	Already paid by ODEC

	17/7/2019	364	Expeditions	ODEC	Already paid by ODEC
	19/7/2019	37.2	Expeditions	ODEC	Already paid by ODEC
light	21/7/2019	278.75	Expeditions	ODEC	Already paid by ODEC
	21/7/2019	29.94	Expeditions	ODEC	Already paid by ODEC
	21/7/2019	16.1	Expeditions	Kate	Reimbursed
	21/7/2019	2.7	Expeditions	Linda	Reimbursed
	17/7/2019	6	Expeditions	Melanie	Reimbursed
	17/7/2019	7.3	Expeditions	Michelle	Reimbursed
	18/7/2019	6.6	Expeditions	Michelle	Reimbursed
	17/7/2019	0.5	Expeditions	Michelle	Reimbursed
	16/7/2019	287	Expeditions	Ollie	Reimbursed
	22/7/2019	40	Fuel	Ollie	Reimbursed
	17/7/2019	10.6	Expeditions	Ollie	Reimbursed
	17/7/2019	68.44	Expeditions	Simon	Reimbursed
	17/7/2019	3.3	Expeditions	Simon	Reimbursed
	21/7/2019	3.3	Expeditions	Simon	Reimbursed
	21/7/2019	4	Expeditions	Simon	Reimbursed
		300	Expeditions	ODEC	Already paid by ODEC
bits	20/7/2019	7.3	Expeditions	ODEC	Paid cash
	22/7/2019	11.8	Expeditions	ODEC	Paid cash
	22/7/2019	11.8	Expeditions	ODEC	Paid cash
	20/7/2019	30.91	Expeditions	ODEC	Paid cash
	18/7/2019	3.5	Expeditions	ODEC	Paid cash
	17/7/2019	10.6	Expeditions	Cathy	Reimbursed
	21/8/2018	84	Expeditions	Linda	Reimbursed
		2922.21			

Paid	Con & Med info rec'd?
pd 20/6 & £130 18/7	Yes
bacs	Yes
online	Yes
	Yes
bacs	Yes
	Yes
from Farlington	Chased via Kate
from Farlington	Chased via Kate
paypal	Yes
online	Yes
paypal	Yes
bacs	Yes
from Farlington	Yes
	Yes
, etc donation	n/a
lment	n/a

£ Amount	Breakdown
£ 44.00	£ -

£ Amount	Breakdown
£ 125.00	£ 25.00
	£ 25.00

£ Amount	Breakdown
£ 5,406.04	

£ Amount	£ Breakdown	Paypal	£ cash	Dep A/C
		£ 5,406.04		

£	-	£	121.51	£	-
---	---	---	--------	---	---

[illegible]

£	-	£	3,533.42	£	-
---	---	---	----------	---	---

Cash	Paypal	Dep A/C
£ -	£ -	£ -
£ -	£ 146.40	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ 212.84	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ 0.04	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ 3,174.14	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ -	£ -
£ -	£ 3,533.42	£ -
£ -	£ -	£ -
£ -	£ 3,533.42	£ -

Cash		Paypal		Deposit a/c	
£	46.86	£	3,184.50	£	0.03
£	-	£	3,533.42	£	-
£	-	£	121.51	£	-
£	46.86	£	6,596.41	£	0.03
£	46.86	£	6,596.41	£	0.03
£	-	£	-	£	-

[illegible]

Yes	Paid card
Yes	Paid card
Yes	Paid card
Yes	Paid card
Yes	To check
Yes	
Yes	See notes below
Yes	
Yes	
Yes	
Yes	Email to Mike 23/7
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	To check
Yes	
Yes	
Yes	
Yes	
Yes	Paid from cash
Yes	Repaid 1/9/2018

**Open DOTE Centres in West Sussex
1st October 2020- 30th September 2021
Income and Expenditure summaries**

INCOME				
		Bank	Cash	Paypal
	Bank Charges	£ -	£ -	£ -
5 Equipment	Equipment	£ 94.85	£ -	£ -
	Equipment repair	£ -	£ -	£ -
5 Events	Events	£ -	£ -	£ -
1 Expeditions	Expeditions	£ 1,279.00	£ 80.00	£ 2,942.17
	Fees	£ -	£ -	£ -
	Fuel	£ -	£ -	£ -
2 Grants	Grants	£ 181.00	£ -	£ -
	Insurance	£ -	£ -	£ -
3 Interest	Interest	£ -	£ -	£ -
6 Sundry	Computing/Internet	£ -	£ -	£ -
	Loan	£ -	£ -	£ -
	Meetings	£ -	£ -	£ -
	Paypal	£ -	£ -	£ -
	Premises	£ -	£ -	£ -
	Refunds	£ -	£ -	£ -
4 Registrations	Registrations	£ 1,454.40	£ 20.00	£ 3,276.42
	Stationery	£ -	£ -	£ -
7 Sundry	Sundry	£ 330.84	£ -	£ -
6 Training	Training	£ 432.00	£ -	£ -
	Transport	£ -	£ -	£ -
	Total excl Transfers	£ 3,772.09	£ 100.00	£ 6,218.59
	Transfers	£ 8,700.00	£ -	£ -
	Totals	£ 12,472.09	£ 100.00	£ 6,218.59
	Check			

Bank Reconciliation				
	Bank	Cash	Paypal	
	£ 2,763.33	£ -	£ 49.71	
Start balance from statement				
Unpresented cheques				
Income	£ 15,972.12	£ 100.00	£ 6,218.59	
Expenditure (incl late/unpresented cheques)	£ 11,175.33	£ -	£ 12,304.96	
Late cheques				
Unpresented cheques				
End balance	£ 7,560.12	£ 149.71	£ 1,961.18	
End balance from statements	£ -	£ 49.71	£ -	
Check	£ 7,560.12	£ 100.00	£ 1,961.18	

Actual Income/Expenditure				
	Bank	Cash	Paypal	
Start balance	£ 2,763.33	£ -	£ 49.71	

Income	£ 15,972.12	£ 100.00	£ 6,218.59
Transfers In	£ 8,700.00	£ -	£ -
Nett income	£ 7,272.12	£ 100.00	£ 6,218.59
Expenditure	£ -	£ -	£ 12,304.96
Transfers out	£ 136.92	£ -	£ 12,200.00
Nett expenditure	-£ 136.92	£ -	£ 104.96
Nett profit/loss			

COPY TO ANNUAL REPORT

Income
1 Expeditions

Unrestricted	Restricted	Total
4		4,301

2 Grants	181
3 Interest	0
4 Registrations	4,751
5 Sales and Events	95
6 Training	432
7 Sundry	331
	10,091
Direct Charitable Expenditure	
1 Equipment Repairs and Services	Err:508
2 Expeditions	Err:508
3 Fees and Insurance	Err:508
4 Registrations	0
5 Training	0
6 Transport and Fuel	Err:508
	Err:508
Other expenditure	
7 Bank charges/Fees	Err:508
8 Support Costs	Err:508
	Err:508
Asset purchases	
9 Camping and Navigation Equipment	Err:508
Total expenditure	Err:508

Deposit	2020-2021 Total
£ -	£ -
£ -	£ 94.85
£ -	£ -
£ -	£ -
£ -	£ 4,301.17
£ -	£ -
£ -	£ -
£ -	£ 181.00
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ -	£ 4,750.82
£ -	£ -
£ -	£ 330.84
£ -	£ 432.00
£ -	£ -
£ -	£ 10,090.68
£ -	£ 8,700.00
£ -	£ 18,790.68
£ 18,790.68	

Deposit	
£ 8,047.55	£ 10,860.59
£ -	£ 22,290.71
£ -	£ 23,480.29
	£ -
	£ -
£ 0.03	£ 9,671.04
£ 0.03	£ 49.74
£ -	£ 9,621.30

Deposit	Total
£ 8,047.55	£ 10,860.59

7 Bank Charges
 9 Camping and Navigation Equipment
 1 Equipment Repair
 8 Support costs
 2 Expeditions
 3 Fees and Insurance
 6 Transport and Fuel

 3 Fees and Insurance
 8 Bank Charges
 8 Support costs

 8 Support costs
 8 Support costs

 4 Registrations
 8 Support costs
 8 Support costs
 5 Training
 6 Transport and Fuel

EXPENDITURE	
	Bank
Bank Charges	Err:508
Equipment	Err:508
Equipment repair	Err:508
Events	Err:508
Expeditions	Err:508
Fees	Err:508
Fuel	Err:508
Grants	£ -
Insurance	Err:508
Interest	£ 11,175.33
Computing/Internet	£ -
Loan	£ -
Meetings	£ -
Premises	£ 1,522.68
Refunds	£ 7.80
Registrations	£ -
Stationery	£ 1,643.90
Sundry	£ 1,335.00
Training	£ -
Transport	£ -
Total excl Transfers	£ 800.41
Transfers	£ -
Totals	£ 136.92
Check	

£	-	£ 22,290.71
£	-	£ 8,700.00
£	-	£ 13,590.71
£	-	£ 12,304.96
£	-	£ 12,336.92
£	-	-£ 31.96
		£ 13,622.67

Cash	Paypal	Deposit	2019-20 Total
£ -	£ -	£ -	Err:508
£ -	£ 25.20	£ -	Err:508
£ -	£ -	£ -	Err:508
£ -	£ -	£ -	Err:508
£ -	£ 79.36	£ -	Err:508
£ -	£ -	£ -	Err:508
£ -	£ -	£ -	Err:508
£ -	£ -	£ -	£ -
£ -	£ -	£ -	Err:508
£ -	£ -	£ -	£ 11,175.33
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ 1,522.68
£ -	£ -	£ -	£ 7.80
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ 1,643.90
£ -	£ 0.40	£ -	£ 1,335.40
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ 104.96	£ -	£ 905.37
£ -	£ 12,200.00	£ -	£ 12,200.00
£ -	£ 12,304.96	£ -	£ 12,441.88
£ 13,105.37			

Restricted Funds

Chichester, N Horsham, Mid Sussex CIF	Fund	Date	By	Ref	Item	Expenditure	Running total	Balance	
Total	£ 2,480.75			CLOSED		£ 2,456.19	£ 2,456.19	£ 24.56	c/f
Grant - Chichester	£ 560.00	28/3/2017							
Grant - Horsham	£ 1,034.25	23/3/2017							
Grant - Mid Sussex	£ 886.50	23/3/2017					£ -	£ 2,480.75	
Insurance		29/12/2016	ODECS	2016-17	1 Zurich Ins	£ 814.29	£ 814.29	£ 1,666.46	
AALA registration		2/3/2017	ODECS	2016-17	3 Registration Fees	£ 715.00	£ 1,529.29	£ 951.46	
Premises hire, utilities costs		6/10/2016	CODEC	2016-17	CHQ 10 Chi Boys Club	£ 250.00	£ 1,779.29	£ 701.46	
		12/6/2017	MSODEC	2016-17	9 Oathall Community College - rent	£ 50.00	£ 1,829.29	£ 651.46	
		29/9/2017	MSODEC	2017-18	23 Oathall Community College - rent	£ 50.00	£ 1,879.29	£ 601.46	
DBS checks, admin, update service						£ -	£ 1,879.29	£ 601.46	
Setting up safeguarding, processes, including training		17/3/2017	ODECS	2016-17	5 EE - 6 Emergency Phones Purchase	£ 64.74	£ 1,944.03	£ 536.72	
		28/3/2017	ODECS	2016-17	6 Emergency Phone Box	£ 4.78	£ 1,948.81	£ 531.94	
		8/5/2017	ODECS	2016-17	n/r PapillonGif - plastic sheet	£ 4.65	£ 1,953.46	£ 527.29	
		8/5/2017	ODECS	2016-17	7 Emergency Phone Boxes	£ 18.73	£ 1,972.19	£ 508.56	
		13/9/2017	MSODEC	2016-17	17 WSCC - first aid training	£ 115.00	£ 2,087.19	£ 393.56	
Web site		23/8/2017	ODECS	2016-17	11 Web site support	£ 55.00	£ 2,142.19	£ 338.56	
Hosting		11/7/2017	ODECS	2016-17	10 2 yrs Hosting	£ 172.51	£ 2,314.70	£ 166.05	
Domain Registration		26/5/2017	ODECS	2016-17	9 Domain registration	£ 26.49	£ 2,341.19	£ 139.56	
First Aid training		5/3/2017	HODEC	2016-17	800141003 FA Course - Richard Ward	£ 115.00	£ 2,456.19	£ 24.56	

Tesco Horsham	Fund	Date	By	Ref	Item	Expenditure	Running total	Balance	
Total	£ 2,024.56			CLOSED		£ 2,023.94	£ 2,023.94	£ 0.62	c/f
Grant	£ 2,000.00								
Transfer from WSCC Funds b/f	£ 24.56						£ -	£ 2,024.56	
Safeguarding training		20/3/2017	HODEC	2016-17	SIN010365 Assessor course - Ollie Foord	£ 60.00	£ 60.00	£ 1,964.56	
		29/7/2017	HODEC	2016-17	01054 ESTC course 12/1 for Mike Harrod	£ 45.00	£ 105.00	£ 1,919.56	
Driver assessments		14/11/2017	Chichester	2017-18	00002 WSCC Training G Lane EVC	£ 30.00	£ 135.00	£ 1,889.56	
		25/5/2018	Horsham	2017-18	00067 Driver Assessment	£ 22.00	£ 157.00	£ 1,867.56	
		30/8/2018	Chichester	2017-18	00042 Mini Bus Assessments	£ 50.00	£ 207.00	£ 1,817.56	
Insurance		2/12/2017	ODECS	2017-18	00023 Zurich Insurance	£ 806.15	£ 1,013.15	£ 1,011.41	
Safeguarding		29/1/2018	MSODEC	2018-18	00042 EVC Course - Terry Heyward	£ 220.00	£ 1,233.15	£ 791.41	
		3/3/2018	ODECS	2017-18	00038 Tracker phone	£ 10.79	£ 1,243.94	£ 780.62	
		4/12/2017	MSODEC	2017-18	00024 WSCC EVC conf. - Terry Heyward	£ 30.00	£ 1,273.94	£ 750.62	
First Aid training		13/2/2018	MSODEC	2017-18	00032 First aid - MS - S.Gadd	£ 110.00	£ 1,383.94	£ 640.62	
		13/2/2018	MSODEC	2017-18	00032 First Aid - MS - K King	£ 110.00	£ 1,493.94	£ 530.62	
		13/2/2018	MSODEC	2017-18	00032 First Aid - MS - I Colban	£ 110.00	£ 1,603.94	£ 420.62	
		26/4/2018	Chichester	2017-18	00048 First Aid - CHI x 4	£ 240.00	£ 1,843.94	£ 180.62	
Adventurous Activity Licensing Authority		5/10/2017	ODECS	2017-18	00001 Mountain Activities Tech Advisor	£ 180.00	£ 2,023.94	£ 0.62	
WSCC Outdoor Activities Registration									

Tesco Haywards Heath	Fund	Date	By	Ref	Item	Expenditure	Running total	Balance	
Total	£ 1,000.62			CLOSED		£ 1,077.38	£ -	£ -	
Grant	£ 1,000.00								
Transfer from Tesco Horsham fund	£ 0.62							£ 1,000.62	
Safeguarding		21/2/2018	ODECS	2017-18	00035 Safeguarding phone - M Pope	£ 30.79	£ 30.79	£ 969.83	
Insurance		19/11/2018	ODECS	2018-19	00006 Insurance	£ 801.59	£ 832.38	£ 168.24	
ESTC Training 18/11/18 - K Ediss		23/1/2019	ODECS	2018-19	00023 Supervisor training	£ 45.00	£ 877.38	£ 123.24	
WSCC Outdoor Activities Registration		11/5/2019	ODECS	2018-19	00079 WSCC SLA	£ 200.00	£ 1,077.38	£ 76.76	
Minibus Driver Assessments									

Tesco Chichester	Fund	Date	By	Ref	Item	Expenditure	Running total	Balance	
Total	£ 1,448.24			CLOSED		£ 1,448.24	£ -	£ -	
Grant	£ 1,525.00								
b/f from TESCO HH	-£ 76.76							£ 1,448.24	
Camping equipment		13/3/2018	ODECS	2017-18	00079 Camping equipment	£ 1,456.11	£ 1,456.11	-£ 7.87	
Transfer from unrestricted						-£ 7.87	£ 1,448.24	£ 0.00	

Summary	Start	Income	Exp	End
2016-17 Summary	£ -	£ 4,480.75	£2,561.19	£1,919.56
2017-18 Summary	£ 1,919.56	£ 1,000.00	£1,949.63	£ 969.93
2018-19 Summary	£ 969.93	£ 1,532.77	£2,502.70	£ -

Unrestricted funds

Transferred funds from CODEC	11/10/2016	£ 2,005.47
Transferred funds from HODEC	11/10/2016	
- Bank current account		£ 6,128.05
- Cash		£ 275.17
- Bank deposit account		£ 349.56
WS DofE Training grant		£ 250.00
Aviva	4/1/2017	£ 230.17
Aviva	23/10/2017	£ 164.50
WS D of E Grant BEL	13/10/2016	£ 272.50
Haywards Heath Youth CIC	18/3/2017	£ 3,961.94
D of E County committee startup costs (detail below)	31/12/2016	£ 2,705.00
Total		£ 16,342.36

D of E Committee	Fund	Date	By	Accts	Ref	Item	Expenditure	Running total	Balance
Grant	£ 2,705.00						£ -	£ -	£ -

Insurance
First Aid training
Adventurous Activity Licensing Authority accreditation
WSCC Outdoor Activities Registration
Minibus Driver Assessments
Safeguarding training

03/02/2018	MSODEC	2017-18	00037	LELA - M Heyward	£ 420.00
03/05/2018	Chichester	2017-18	00039	LELA - H Cordery	£ 420.00
05/13/2018	Horsham	2017-18	00068	HML Training - O Foord	£ 175.00
06/14/2018	Horsham	2017-18	00080	ML Assessment - CJ White	£ 144.00

[illegible]



OPEN DofE CENTRES
IN WEST SUSSEX

Date
No.

20/9/2017

Received

from

the sum of

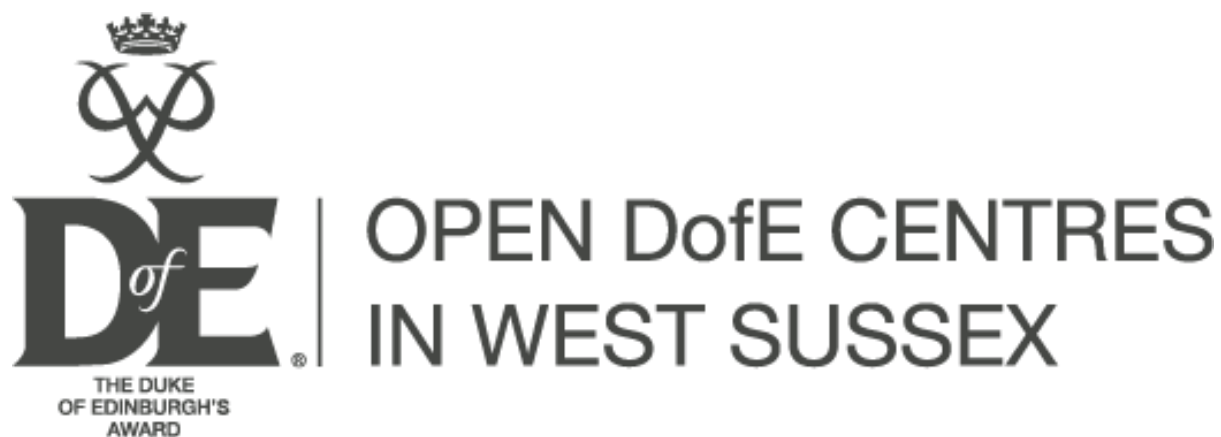
£

BACS / Cheque

in respect of

ue / Cash

Accounts



**Annual Report and Accounts
For the year ended 30 September 2020**

www.opendofe.org
Registered Charity No. 1169592
Charitable Incorporated Organisation No. CE008073

Open DofE Centres in West Sussex

Annual Report and Accounts For the year ended 30 September 2020

Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's Report	2
Treasurer's Report	3
Achievements & Performance	3
Website and computing infrastructure	5
List of Leaders & Volunteers	6
Receipts and Payments account for the year ended 30 September 2020	7
Statement of assets and liabilities on 30 September 2020	8
Notes to the Accounts	9
Trust Information	10
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	11

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2020

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

There are three locations within West Sussex where the young people can choose to attend, generally owing to their geographical location; however, specifically for the expedition section, they can choose other locations where the specific training or expedition dates better suit their personal circumstances.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually. The pandemic this year provided significant challenges, however innovative approaches from the DofE Award has provided different approaches & opportunities to allow the young people to gain some achievements.

The following reports describe how the charity meets its aim.



A sunny day on the South Downs for Gold expedition training – just before lockdown!

Report of the Trustees

Chair's Report

The year started with a continued flurry of new registrations which is great to see. The planned awards evening was well attended and good to be able to celebrate the success and achievements of the young people.

2020 started well, with various expedition outdoor training sessions across the County for all levels of the Award. The leaders also had a training day in early February, with an interactive session on safeguarding and child protection, as well as an update on the existence and location of the various operational policies and documents. Time was also spent looking at areas we should be focussing on in the coming few years. As an organisation, we started to hold some meetings with the Centre Coordinators to focus more on the "day to day" operational points.

The Covid-19 pandemic and subsequent national lockdown put all expedition plans on hold, as well as some of the activities the young people were undertaking. More details of what was undertaken is conveyed in the "Achievements and Performance" section. With the cancellation of all expedition related activities, there has been no significant financial loss, more details are in the Treasurer's report.

Personnel wise, prior to retirement, Iain Stewart stepped aside from his role as Centre Coordinator at the Chichester location. Simon Whitmore and Mike Harrod stepped down from their trustee roles. I certainly appreciate all they have done to support me and the charity over the years. Mike was instrumental in the development of the website and has overseen the finances from the start of the charity some 4 years ago. In their places I welcome Barry Goodchild (Chichester Centre Coordinator) Lizzy Whitmore and Keith Ediss. Barry

has been a trustee for a couple of years, Lizzy and Keith have now joined the team, bringing some excellent experience and passion for the DofE Award to the charity.

The immediate future remains challenging, I am though hopeful that in the coming months and into 2021 some of the expeditions can recommence to give the young people their opportunity to complete their awards. As an organisation, we remain in a strong position with a great team of experienced and passionate leaders and sound finances.

Cathy Childs
Chair



A Bronze expedition training
walk

Treasurer's Report

The Accounting Period for the fourth year of operation is 1st October 2019 – 30th September 2020.

As was noted last year, the Coronavirus Pandemic has had a severe effect on the operations of the Charity.

Most activities have been curtailed following national guidance from both the Department for Education and The Award headquarters. The Charity's income has been impacted to a significant extent, but fortunately, the curtailing of the activities has meant that the costs associated with running expeditions have not been incurred this year. Any deposits and prepayments already made have been recovered from the payees. Some income has been received from participants registering for the Award in anticipation of restrictions being lifted, with some limited activities being resumed in early October 2020. However, some small costs have been incurred for equipment maintenance and administration. In general, the impact on the Charity has been limited and reserves are available to cover operating costs for the next year in the event of DofE activities not resuming at a normal level in 2020-21.

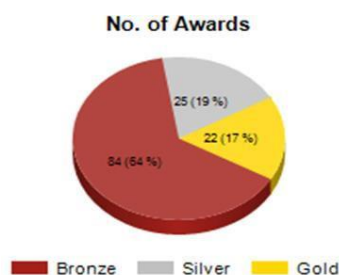
The Charity has no employed staff and has not had to deal with furloughing staff or redundancies.

Treasurer.

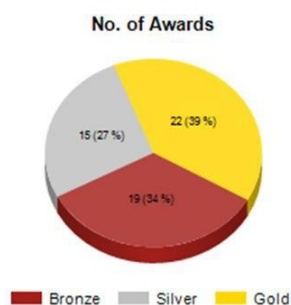
Achievements & Performance

This year continued with a flurry of enrolments, with the greatest number of young people participating in an award with us. A number of these enrolments fell in the previous financial year, though their participation was in this financial year. The Coronavirus Pandemic did not allow any expeditions to be undertaken, thus has significantly impacted on the number of completed Awards that have been achieved in the period.

Our enrolments during the 12 months



Our completions during the 12 months



Our overall completion rate was 42.7% (131 enrolments and 56 completions), which is a particularly good achievement, considering the limitations the pandemic put on some of the activities, especially the expedition.

In November 2019 we held a presentation evening, celebrating the successes, predominantly from the previous year, for all three of our locations when a total of 112 participants were invited to come along and be presented with their certificate and badge. We had a very pleasing turn out of achievers and their families making for a festive feel to the evening.



As in previous years, Bronze, Silver and Gold programmes were run from the Chichester and Horsham locations. Following a successful first year, Adur expanded their programme to include the Silver Award as well as Bronze.

Inevitably, the COVID-19 pandemic brought additional challenges to the Award as a whole and in particular, the Volunteering section, where it became very difficult for the young people to engage in a lot of the usual volunteering activities which take them out into the community. However, they have showed lots of imagination and enthusiasm to enable them to progress their Award. Several participants volunteering with the Scout/Guide Association have been able to continue by participating in virtual meetings and training sessions. Some have been fitness coaching their (willing!) parents to participate in the "Coach to 5k" on-line running programme. We have also seen an increase in tutoring young children with their schoolwork as well as helping out in their community by walking dog walking or doing shopping for those unable to get out during

the lockdown, as well as litter picking. It's rewarding to see the young people giving back to organisations that they themselves have benefitted from.

A lot of the usual activities associated with the Physical Section have also been curtailed during this pandemic year, particularly team sports, football, netball, etc. However, there have been a variety of activities undertaken, when restrictions allowed, including running, cycling, dance, kayaking and sailing, on-line yoga, martial arts and rock climbing.

We have also seen a lot of "home" based Skills this year, with the young people learning new and developing their existing skills, including knitting, languages and sign language, photography, music and singing, lifesaving, dog training, cooking and gardening, to name but a few.

The Expedition section has, for the most part, been on hold across all three locations. In the early part of the year, we commenced training at all levels of the Award however no actual expeditions have been able to take place. As part of the early training the participants have been introduced to maps, rucksack packing and pitching tents, followed by accompanied day walks and two Gold training weekends on the South Downs in March, just before the first lockdown, one from the Chichester centre and one from the Horsham. Training on these Gold weekends included navigation skills and incident scenarios to help them develop their first aid and emergency procedures.

Gold residentials, were also quite limited with what could be done; however, some outdoor activity-based ones did go ahead towards the end of the summer, with Covid adaptations in place for them.

With the support of the Adur Canoe Club, the Adur centre embarked on offering a Silver canoe expedition this year. They undertook many cold and wet training sessions on the river learning new skills and remaining upbeat even when they were wet and cold. Sadly, like all our expeditions this year it is "on hold" until after the pandemic

All three locations have continued to keep in touch with their participants with some expedition training sessions taking place via on-line sessions such as GoogleMeet and Zoom.

All centres are endeavouring to run these outstanding expeditions in 2021, restrictions permitting.

The Duke of Edinburgh's Award has, this year, introduced its Certificate of Achievement 2020. This is awarded to all participants who enrolled during the current year and have completed their Volunteering, Physical and Skills sections but have been unable to undertake their Expedition (& Residential for gold participants) this year because of virus restrictions. We have seen a very pleasing number of participants achieving their certificate and we offer them our congratulations in what has been a particularly challenging time for them.

The Trustees would like to take this opportunity to thank all our volunteer leaders who have made all this possible for the participants in what has been a particularly challenging year for participants and leaders alike.

Overall a challenging, however still a successful year, for the delivery of the Duke of Edinburgh's Award in West Sussex.

The Website and computing infrastructure

The website continues to be the main organ for transacting business with parents for registrations and events, such as outdoor training, practice expeditions and qualifying expeditions. Although the amount of business transacted through the web site was drastically reduced owing to COVID19, of the 172 payments received, of

which 120 were for Registrations and 24 for Expeditions, 52 were paid by BACS and 120 using Paypal to process Credit and Debit card payments.

The trackers continued to be used for the one training event that took place. These are now reaching the limit of their usable life, as systems evolve and technology improves and were replaced late in the year, with a cost saving of £140 over a three-year life.

An option is available which would allow the Charity to opt to use the trackers for a limited number of months in the year, which could save significant sums depending on the actual usage. For example, if the trackers were used for six months, the savings could be in the order of £400 despite paying to upgrade the technology

List of Leaders & Volunteers

The following individuals, either regularly or occasionally, have contributed to the successful delivery of the Duke of Edinburgh Award for young people in West Sussex during the period.

They are listed in alphabetical order

Colin Adams	David Hatton
Jodi Adams	Bill Hoal
Lisa Adams	Gary Lane
Linda Batchelor	Sarah MacMillan
Millie Brand	Michelle Pope
Paul Brooks	Lucy Skepper
Cathy Childs	Iain Stewart
Hannah Cordrey	Melanie Sykes
Simon Donaldson	Linda Thornton
Keith Ediss	Martin Tomlinson
Oliver Foord	SimonTuppin
Barry Goodchild	Richard Ward
Wendy Gray	Claire Ward
Andy Hall	Charlotte White (CJ)
Kate Hall	Lizzy Whitmore
Dorothy Harrod	Simon Whitmore
Mike Harrod	Mark Williams
Emma Harvey	Ben Woodburn
Peter Harvey	



A Leader training walk when groups of 6 were allowed to meet outdoors

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2020

		2019-20		2019-20	2018-19
	Note	Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
Income					
Contributions to Training costs		13		13	
Expeditions		933		933	17,058
Grants	2	245		245	2,350
Fees & Interest		11		11	0
Registrations		5,612		5,612	7,983
Sales and Events		146		146	831
Sundry		60		60	380
		7,020	0	7,020	28,602
Direct Charitable Expenditure					
Equipment Repair / recurring costs		1,313		1,313	1,237
Expeditions		360		360	8,731
Fees and Insurance		912		912	1,716
Registrations		6,159		6,159	2,975
Training		555		555	1,415
Transport and Fuel		0		0	3,671
		9,299	0	9,299	19,745
Other expenditure					
Bank Charges/Fees		102		102	257
Support Costs	3	1,689		1,689	1,562
		11,090		11,090	21,564
Asset purchases					
Camping and Navigation Equipment		560		560	2,819
Total expenditure		11,650	0	11,650	24,383
Transfers between funds		0	0	0	
Net (Deficit)/Surplus for the year		-4,630	0	-4,630	4,219
Cash and bank balances brought forward		15,491	0	15,491	11,272
Cash and bank balances carried forward		10,861	0	10,861	15,491

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2020

	<u>30/9/2020</u>	<u>30/9/2019</u>
	£	£
Cash and bank balances		
Cash in hand	50	50
Santander Current a/c	2,763	10,187
Santander Deposit a/c	0	0
Lloyds (Chichester)	0	2,069
Paypal	8,048	3,185
	<u>10,861</u>	<u>15,491</u>
Represented by funds:		
Unrestricted funds	10,861	15,491
Restricted funds		0
Other assets and liabilities		
Current Liabilities		<u>3357</u>
Equipment	Insurance value	
	12,153	11,634
Computer equipment	Insurance value	
	1,467	1,467
	<u>£13,620</u>	<u>£13,101</u>



Keith Ediss
Treasurer and Trustee
17 March 2021



Catherine Childs
Chair of the Trustees
17 March 2021

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations

	30/09/20	30/09/19
Grants - restricted		£1,525
Grants - unrestricted	£245	£825
Total available	£245	£2,350

3 Support Costs

Post, printing, stationery & phones	£151	£27
Website development and maintenance	£370	£113
Meetings	£261	£263
Award events		£34
Premises hire	£700	£460
Clothing and Sundry	£17	£665
Refunds	£190	
Total	£1,689	£1,562

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year

5 Risk Management

The trustees have carried out a Risk Assessment audit of all the major risks relating to the operation of the Charity and its conduct of DofE training and expeditions. They actively review this regularly, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

A specific assessment was carried out by AALS in Summer 2019 to assess the Charity's suitability to be have the AALA Licence renewed. This has now been renewed for 2 years.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations, and unrestricted grants or donations. The aim is to keep at least one year's running costs in reserves.

Restricted Income Funds are amounts received by way of grants or donations for specific schemes or purposes.

7 Outstanding Guarantees and secured Debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Trust information

Trustees

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Catherine Childs	Chair	11/10/2016	
Keith Ediss	Treasurer from	01/10/2020	
		09/09/2020	
Kate Hall		11/10/2016	
Michael Harrod	Treasurer	11/10/2016	30/9/2020
Martin Tomlinson MBE		11/10/2016	
Lisa Adams		28/09/2018	
Barry Goodchild		28/09/2018	
Simon Tuppin		28/09/2018	
Simon Whitmore		01/10/2018	02/10/2019
Lizzy Whitmore		08/01/2020	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ

Treasurer: Keith Ediss, 5 Woodpeckers, Southwater, West Sussex, RH13 9AA

Bankers:

Santander plc, Bridle Road, Bootle, Merseyside L30 4GB

Independent Examiner:

Michael Merritt MA FCA, 87 Worcester Road, Chichester, PO19 5EB

Constitution: Constitution dated 11th October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: www.opendofe.org

Independent Examiner's report to the Trustees of the Open D of E Centres in West Sussex ("the CIO")

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2020.

Responsibilities and basis of report

As the Charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed:



Name: M W Merritt

Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB

Date: 22 March 2021