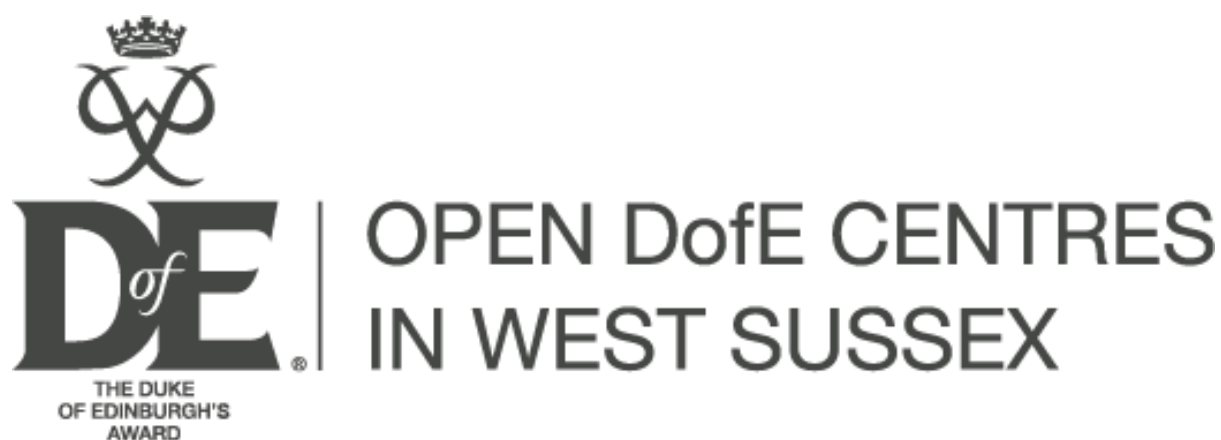




**Annual Report and Accounts
For the year ended 30 September 2024**

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

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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



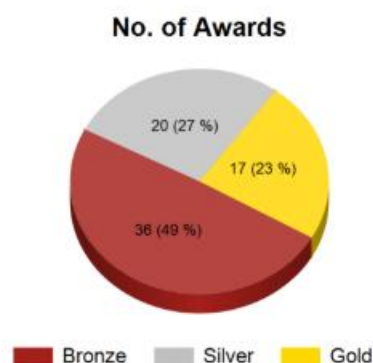
A gold team on their final expedition enjoying a glorious sunset.

Achievements & Performance

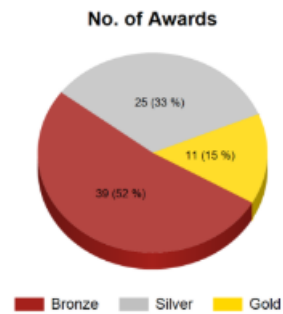
2024 was again a year great year of enrolments with a very pleasing completion rate, congratulations all!

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
		14,329	14,329	15,893	15,893
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
		11,432	11,432	11,637	11,637
Other expenditure					
Bank Charges/Fees		161	161	187	187
Support Costs	3	391	391	425	425
		552	552	612	612
Asset purchases					
Camping and Navigation Equipment		1,220	1,220	940	940
Total expenditure		13,204	13,204	13,189	13,189
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		17,657	17,657	16,532	16,532

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 minibuses 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