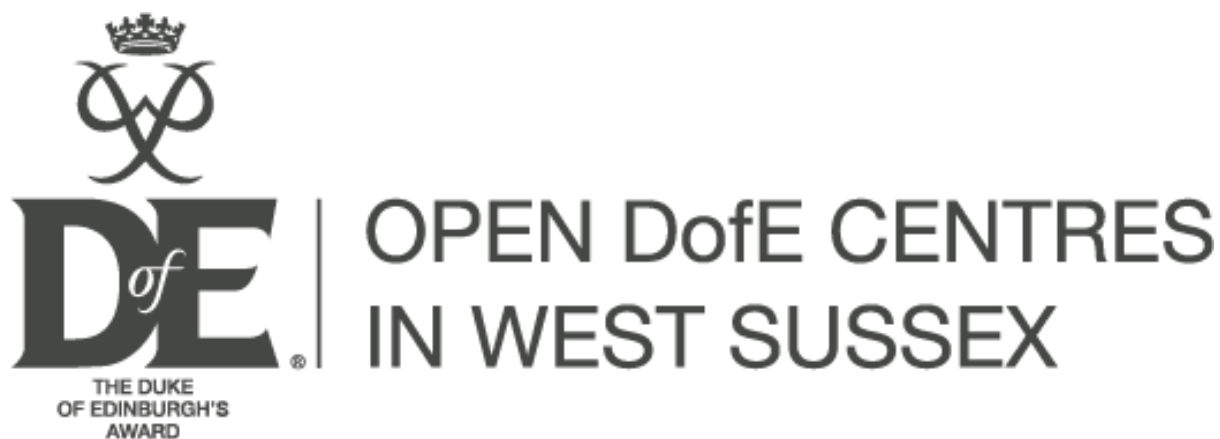




**Annual Report and Accounts
For the year ended 30 September 2025**

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

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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.

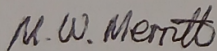
Independent examiner's statement

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