

**Annual Report and Accounts  
For the year ended 30 September 2019**

**[www.opendofe.org](http://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 2019

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## **Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2019**

### **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 3 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 following reports describe how the charity meets its aim.



Rush hour in the Lake District

### **Report of the Trustees**

#### **Chair's Report**

The year started, with the new location at Shoreham ("Adur") joining the trust, running a Bronze programme in their first year of operation. The volunteers involved here have a great depth of experience with running DofE programmes & quickly settled in with various training sessions for their new recruits. With the 3 locations in Adur, Chichester & Horsham, there is a good geographical coverage across the County.

During the year, we had our planned AALS inspection, which went very well and our licence renewed for a further 2 years.

We continued to run the DofE programmes under the West Sussex County Council DofE Award licence with great support provided by the County. Changes within West Sussex from September 2019, have brought the enrolment process to us. Development of the website over the summer now provides a very slick & professional registration process for those choosing to do their Award at one of our locations. Registrations for the coming year have commenced with a lot of interest so far. Our overall completions have been very encouraging; more details of these are in the Achievements & Performance section. Our first combined Awards evening, celebrating the success of all the young people is planned in early November.

The Trustees have met regularly to ensure progress has continued with the required actions. The locations, although geographically a few miles apart, work closely together, with leaders supporting trips and young people undertaking expeditions run by the other locations, where dates may be more suitable.

With the addition of the new location in Adur, Simon Whitmore joined the Trustees, bringing a wealth of knowledge and experience with the Award and the outdoors and working with young people, to the team of Trustees.

Now moving into our 4<sup>th</sup> year of operation, we will have a review of our operating model in the coming few months, to ensure we continue to work in the most effective way.

Cathy Childs  
Chair



A camp on a bronze expedition

## Treasurer's Report

The Accounting Period for the third year of operation is 1st October 2018 – 30th September 2019.

The Charity has, for yet another year, continued to be fortunate in receiving support from the West Sussex County DofE Committee and Tesco plc, who have contributed through their "Bags of Help Community Funding Scheme", which raises money from the 10p Bag for Life charge in Tesco stores.

Online payments taken through Paypal have fees of 4.2% charged. Parents have been asked, where they are willing, to absorb the cost of the Paypal fees through a voluntary donation to the value of the fees on their payments. This has received approximately a 50% takeup so far.

As noted elsewhere in the report, the Charity continue to attract good numbers of participants at all levels of the Award, and this has allowed us to harmonise the costs charged to parents for the Bronze, Silver and Gold levels of the award. Note has been taken of some specific differences in operating style in the price structure, for example where a training area is sufficiently close that parent transport can be used rather than hiring minibuses.

This report was compiled after the announcement of the Coronavirus Pandemic, and it is appropriate to note, looking forward to the financial year 2019-2020, the effect of the virus on the operation of the Charity.

Since registration and most activities are self-funding, in that charges to the participants cover the costs plus an element of equipment maintenance and administration, the Charity is impacted much less than might be the case. The Charity has no employed staff and a minimum of liabilities ahead of an expedition taking place. In the present circumstances (May 2020), all deposits and prepayments have been recovered from the payees. No further expenditure will take place prior to any resumption of planned expedition activities.

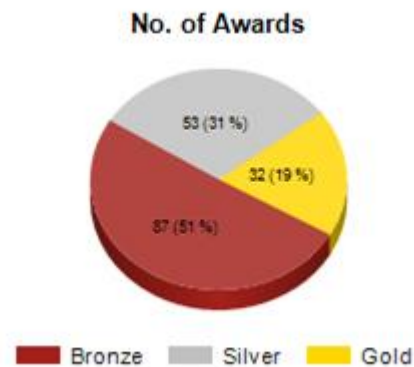
Mike Harrod  
Treasurer.



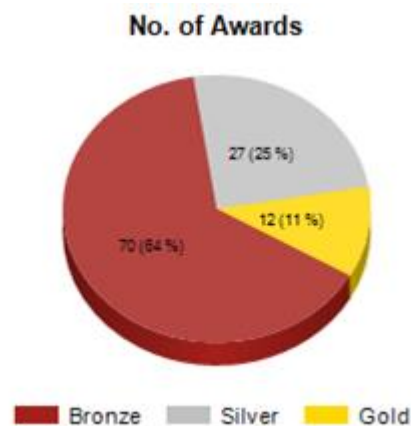
The route up 😊

## Achievements & Performance

Our enrolments during the 12 months



Our completions during the 12 months



Our overall completion rate was 63.4% (172 enrolments & 109 completions), exceeding the licensing authority target of 60%. A number of the enrolments noted are for those doing their Award in the coming year, with the prospect of some good completion rates in 12 months time.

We had a very successful year at all levels of The Award including a first year of operation for our centre in Shoreham (Adur).

Adur in their first year opened their doors in October 2018 and enrolled 14 young people into the Bronze programme. Bronze, Silver and Gold programmes were run from the locations in Chichester and Horsham, with some encouraging numbers of enrolments from keen young people.

As part of The Award, many hours have been spent Volunteering, at all levels of The Award, at a variety of charities including animal sanctuaries, junior sports coaching, charity shops, libraries as well as the Beavers and Brownies. Once again a lot of Volunteering hours were given in supporting the Scout/Guide movement with several participants becoming "Young Leaders".

The Physical Section saw various sports undertaken, some individual and some team based, including football, netball, climbing and cycling, with local Park Runs again proving popular along with horse riding.

The participants have also developed a variety of different and diverse subjects for their Skills Section. These include sign language, needlework, cooking/baking as well as musical skills and an increased interest in photography.

Training for Bronze expeditions was again achieved during a mixture of evening, classroom, sessions and non-residential outdoor training days. Practice and Assessed Expeditions were undertaken on the South Downs and at a variety of Low Weald locations. Generally the Bronze expeditions were undertaken in good weather throughout.

It was another successful season of expeditions at Silver level. Expeditions were again undertaken in the New Forest and White Peak in Derbyshire as well as training on the Surrey Hills following on from more local winter training. This year the expedition weather for the Silvers was particularly dry and warm early in the year with later trips experiencing some very wet days in the Autumn.

Gold expedition training programmes at Chichester and Horsham commenced in Autumn 2018. Following on from some early local outdoor training (including some overnight), both locations undertook their Practice Expeditions in the Brecon Beacons in April and May. After consolidation of skills learned, the two centres headed for The Lake District for their Assessed Expeditions where, despite the weather(!) all teams successfully completed their Expedition. Unfortunately in the return journey the Chichester site's hired minibus broke down at Chieveley Services, making for a very long journey home but which, on reflection, the participants felt it was an "exciting addition" to their Expedition!

It was particularly rewarding that, across our three sites, we were able to "mix and match" with, depending on availability, some participants undertaking their training at one site and completing their Expedition at one of our other locations, ensuring even more were able to achieve during that expedition season.

Gold Residential trips has some very varied activities including conservation work in Lanzarote, cooking in the French Alps, a table tennis training camp in Denmark and first aid support on a scout & guide camp in the UK.

Looking to the future, Adur are excited to be expanding their centre in the coming year and offering more opportunities for young people in their area. Chichester and Horsham are already seeing increased interest for the coming year with lots of participants continuing to the next level of their Award.

The Trustees would like to take this opportunity to thank all our volunteer leaders who have made all this possible for the participants.

Running the expeditions was helped greatly by one of our leaders gaining her Summer Mountain Leader Award; national governing board qualifications giving us substantially more scope to run expeditions

Overall a very pleasing and successful year, for the delivery of the Duke of Edinburgh's Award in West Sussex.

## **The Website and computing infrastructure**

Following a year of trialling accepting DofE Registrations online through the web site, using Paypal as our credit card processing company, the Charity has now adopted receiving all registrations through the web site, that then provide emails to parent/carers, as well as the nominated leaders confirming what has been submitted. Registrations will continue to be accepted on paper for parents and young people who do not have access to the internet and electronic banking. Parents are asked to sign up to and pay for training and expedition activities through the web site using the same online facilities as for Registrations.

The data that comes through the website from the registrations is being placed into various spreadsheets for the leaders to track & manage the creation of the eDofE accounts for the young people. The aim will be to produce a similar tool for the activities in the coming few months.

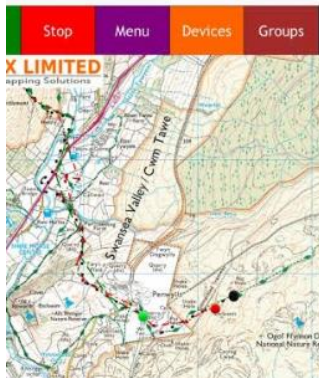
Trackers attached to rucksacks have been introduced to the computing and communications infrastructure, allowing volunteers to request a location from the tracking device. This provides a valuable further safeguard for the participants, especially in wild country.

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



Using trackers to aid supervision on a Gold Expedition in the Brecon Beacons

**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Receipts and Payments account for the year ended 30 September 2019**

|              |  | 2018-19               |                     | 2017-18       |               |
|--------------|--|-----------------------|---------------------|---------------|---------------|
|              |  | Unrestricted<br>Funds | Restricted<br>Funds | Total         | Total         |
|              |  | £                     | £                   |               | £             |
| <b>Notes</b> | <b>Income</b>                          |                       |                     |               |               |
|              | Expeditions                            | 17,058                |                     | 17,058        | 13,956        |
|              | Grants                                 | 825                   | 1,525               | 2,350         | 1,170         |
|              | Interest                               | 0                     |                     | 0             | 1             |
|              | Registrations                          | 7,983                 |                     | 7,983         | 5,057         |
|              | Sales and Events                       | 831                   |                     | 831           |               |
|              | Sundry                                 | 379                   |                     | 379           | 461           |
|              |  | <b>27,077</b>         | <b>1,525</b>        | <b>28,602</b> | <b>20,645</b> |
|              | <b>Direct Charitable Expenditure</b>   |                       |                     |               |               |
|              | Equipment Repairs and Services         | 1,237                 |                     | 1,237         | 99            |
|              | Expeditions                            | 8,731                 |                     | 8,731         | 7,884         |
|              | Fees and Insurance                     | 991                   | 725                 | 1,716         | 1,057         |
|              | Registrations                          | 2,975                 |                     | 2,975         | 3,673         |
|              | Training                               | 1,370                 | 45                  | 1,415         | 2,940         |
|              | Transport and Fuel                     | 3,671                 |                     | 3,671         | 3,839         |
|              |  | <b>18,974</b>         | <b>770</b>          | <b>19,744</b> | <b>19,492</b> |
|              | <b>Other expenditure</b>               |                       |                     |               |               |
|              | Bank charges/Fees                      | 257                   |                     | 257           |               |
| 2            | Support Costs                          | 1,362                 | 200                 | 1,562         | 1,351         |
|              |  | <b>20,593</b>         | <b>970</b>          | <b>21,563</b> | <b>20,843</b> |
|              | <b>Asset purchases</b>                 |                       |                     |               |               |
|              | Camping and Navigation Equipment       | 1,294                 | 1,525               | 2,819         | 3,237         |
|              | <b>Total expenditure</b>               | <b>21,887</b>         | <b>2,495</b>        | <b>24,382</b> | <b>24,080</b> |
|              | Transfer between funds                 | 0                     | 0                   |               |               |
|              | Net Surplus/(Deficit) for the year     | 5,189                 | -970                | 4,219         | -3,435        |
|              | Cash and bank balances brought forward | 10,302                | 970                 | 11,272        | 14,707        |
|              | Cash and bank balances carried forward | <b>15,491</b>         | <b>0</b>            | <b>15,491</b> | <b>11,272</b> |



**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Statement of Assets and Liabilities at 30 September 2019**

|                                     |                              | 30/9/2019       | 30/9/2018 |
|-------------------------------------|------------------------------|-----------------|-----------|
|                                     |                              | £               | £         |
| <b>Cash and bank balances</b>       |                              |                 |           |
|                                     | Cash in hand                 | 50              | 12        |
|                                     | Santander Current a/c        | 10,187          | 7,895     |
|                                     | Santander Deposit a/c        | 0               |           |
|                                     | Lloyds (Chichester)          | 2,069           | 3,049     |
|                                     | Paypal                       | 3,185           | 316       |
|                                     |                              | 15,491          | 11,272    |
| <b>5</b>                            | <b>Represented by funds:</b> |                 |           |
|                                     | Unrestricted funds           | 15,491          | 10,302    |
|                                     | Restricted funds             | 0               | 970       |
| <b>Other assets and liabilities</b> |                              |                 |           |
| Fixed Assets                        |                              |                 |           |
|                                     | Equipment                    | Insurance value | 11,634    |
|                                     | Computer equipment           | Insurance value | 1,467     |
|                                     |                              | 0               | 0         |
|                                     | Current Assets               | 0               | 0         |

**Michael Harrod**  
**Honorary Treasurer and Trustee**  
**14 May 2020**

**Catherine Childs**  
**Chair of the Trustees**  
**14 May 2020**

## Notes to the accounts

### 1 Accounting policies

These accounts are prepared on a receipts and payments basis

### 2 Support Costs

|                                     | 30/09/2019 | 30/09/2018 |
|-------------------------------------|------------|------------|
| Post, printing, stationery & phones | £ 27       | 52         |
| Website development and maintenance | £ 113      | 475        |
| Meetings                            | £ 263      | 280        |
| Award events                        | £ 34       | 76         |
| Premises hire                       | £ 460      |            |
| Clothing and Sundry                 | £ 665      | 468        |
| Total                               | £ 1,562    | £ 1,351    |

### 3 Trustees' Remuneration, Expenses and Benefits

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

### 4 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.

### 5 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.

Two such funds existed during the financial year:

|   |             |            |
|---|-------------|------------|
| a) Safeguarding, Insurance, AALA accreditation and Minibus Driver Assessments | b/f         | £ 969.83   |
| b) Replacement and new camping equipment                                      | new 2018-19 | £ 1,525.00 |

### 6 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       |                |
| Kate Hall            |                        | 11/10/2016       |                |
| Michael Harrod       | Treasurer              | 11/10/2016       |                |
| Martin Tomlinson MBE |                        | 11/10/2016       |                |
| Lisa Adams           |                        | 01/10/2018       |                |
| Barry Goodchild      |                        | 01/10/2018       |                |
| Simon Tuppin         |                        | 01/10/2018       |                |
| Richard Ward         | Secretary              | 11/10/2016       | 06/03/2019     |
| 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: Michael Harrod, 116 Lambs Farm Road, Horsham, West Sussex RH12 4LR

#### Bankers:

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

Lloyds Bank plc, 7, Carter Street, Uttoxeter, Staffordshire, ST14 8HD

#### Independent Examiner:

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

Constitution: Constitution dated 11<sup>th</sup> October 2016

Charity Registration No: 1169592

Charitable Incorporated Organisation No. CE008073

Web site: [www.opendofe.org](http://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 2019.

### **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

10 May 2020