

**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

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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.

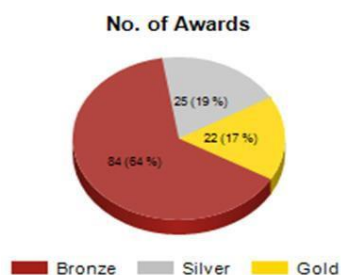
The Charity has no employed staff and has not had to deal with furloughing staff or redundancies.

Treasurer.

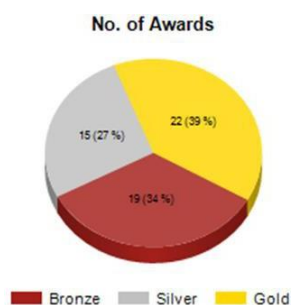
Achievements & Performance

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 residential, 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

	Note	2019-20		2019-20	2018-19
		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
		11,650	0	11,650	24,383
Total expenditure					
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

	30/9/2020	30/9/2019
	£	£
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
	10,861	15,491
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
	£13,620	£13,101



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