

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

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

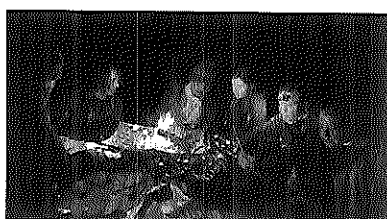
Public Benefit Declaration

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.

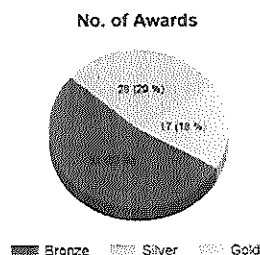
Keith Ediss
Treasurer.

Achievements & Performance

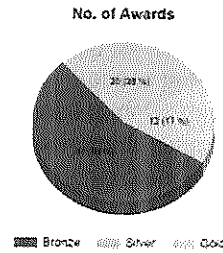
This year remained challenging due to the COVID-19 restrictions that impacted on all aspects of our activities. However, we are pleased to report that interest in the Award continued with plenty of enrolments and participants moving on to the next level of the Award.

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.

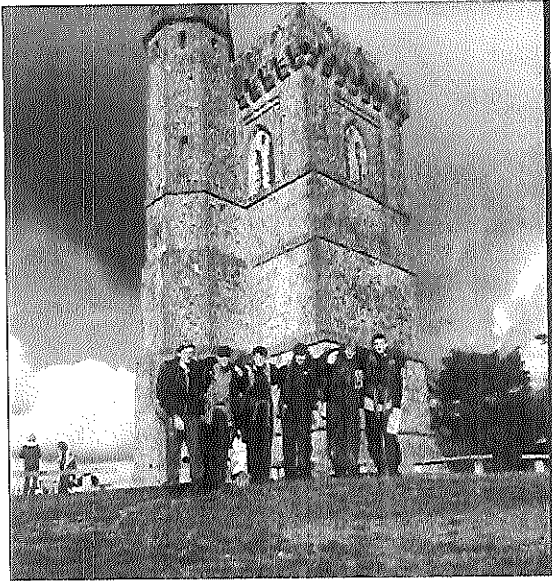
Expedition activities were, at all levels, again curtailed by COVID restrictions. However, training and expeditions did take place within the adapted #Dofewithadifference which allowed for expeditions to be kept more local, thus avoiding travel to further afield locations. Although some participants 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.

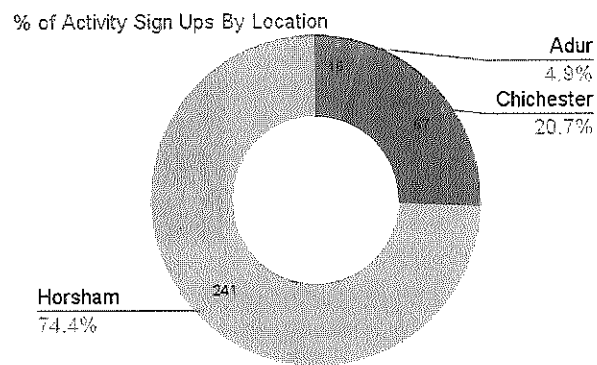
Gold Residential section opportunities were, once again limited however a number did take place although they were very much outdoor and activity based, on water and on land



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

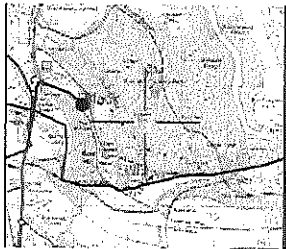
Month	Adur	Chichester	Horsham	Grand Total
Apr			40	40
May	16	25	75	116
Jun		34	47	81
Jul		3	25	28
Sep		5	30	35
Oct			23	23
Dec			1	1
Grand Total	16	67	241	324

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 image shows a screenshot of a spreadsheet with multiple columns. The columns include fields for personal information like 'First Name', 'Last Name', 'Date of Birth', and 'Gender', as well as medical and consent-related fields like 'Medical Details', 'Emergency Contact', and 'Consent'. The spreadsheet is titled 'Automated Consent/Medical Details' at the bottom.

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
- SimonTuppin
- 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

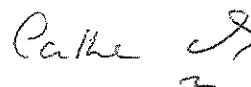
	2020-21			2019-20		
	Unrestricted Funds £	Restricted Funds £	Total	Unrestricted Funds £	Restricted Funds £	Total
Income						
Contributions to Training costs		432	432	13		13
Expeditions	4,301		4,301	933		933
Grants and Donations	182		182	245		245
Fees & Interest	0		0	11		11
Registrations	4,751		4,751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

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
	9,671	10,861
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	<u>£ 182</u>	<u>£ 245</u>
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	<u>£ 846</u>	<u>£ 1,689</u>
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*

		2020-21	2020-21
		Unrestricted Funds	Restricted Funds
		£	£
	Income		Total
	Note		
g	Contributions to Training costs	432	432
a	Expeditions	4,301	4,301
b	Grants and Donations	182	182
c	Fees & Interest	0	0
d	Registrations	4,751	4,751
e	Sales and Events	95	95
f	Sundry	330	330
		10,091	0
		10,091	10,091
	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
		8,887	0
		8,887	8,887
	Other expenditure		
n	Bank Charges/Fees	0	0
o	Support Costs	846	846
		9,733	9,733
	Asset purchases		
p	Camping and Navigation Equipment	1,548	1,548
		11,281	0
		11,281	11,281
	Transfers between funds	0	0
	Net Surplus/(Deficit) for the year	-1,190	-1,190
	Cash and bank balances brought forward	10,861	10,861
	Cash and bank balances carried forward	9,671	9,671

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

30/9/2020

£

50

2,763
8,048
10,861

10,861

12,153
1,467
£ 13,620

30/9/2020

£ 245
£ 245

£ 151
£ 370
£ 261
£ 700
£ 17
£ 190
£ -
£ 1,689

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

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

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		
<i>No YP's</i>	<i>Cost</i>	<i>Item</i>
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 trip 17 - 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
Balance	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

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			

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Income
1 Expeditions

Unrestricted

Restricted

Total
4,301

2 Grants	181
3 Interest	0
4 Registrations	4,751
5 Sales and Events	95
6 Training	432
7 Sundry	331
	<hr/>
	10,091
	<hr/>
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
	<hr/>
	Err:508
Other expenditure	
7 Bank charges/Fees	Err:508
8 Support Costs	Err:508
	<hr/>
	Err:508
Asset purchases	
9 Camping and Navigation Equipment	Err:508
	<hr/>
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								
Insurance		29/12/2016	ODECS 2016-17	1	Zurich Ins	£ 814.29	£ 814.29	£ 2,480.75		
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	000141003	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									
Safeguarding training		20/3/2017	HODEC 2016-17	SIN010365	Assessor course - Ollie Foord	£ 60.00	£ 60.00	£ 2,024.56		
		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									
Safeguarding		21/2/2018	ODECS 2017-18	00035	Safeguarding phone - M Pope	£ 30.79	£ 30.79	£ 1,000.62		
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									
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

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Grant expenditure

£	-
£	-
£	-
£	-

£	-
£	-
£	-
£	-

£	-
£	-
£	-
£	-



OPEN DofE CENTRES
IN WEST SUSSEX

Date
No.

20/9/2017

Received

from

the sum of

_____ £ _____

BACS / Cheque

in respect of

ue / Cash