

**Annual Report and Accounts  
For the year ended 30 September 2022**

**[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 2022

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## **Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2022**

### **Public Benefit Declaration**

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our Charity's aim is to provide open access for the delivery of the Duke of Edinburgh's Award in West Sussex.

We pride ourselves in supporting all the young people to ensure they complete their full Award, to provide them with the experience and life skills their participation gives them individually.

The following reports describe how the charity meets its aim.



A silver team on their expedition, away in the  
Peak District

### **Report of the Trustees**

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

The financial year started with a successful renewal of our Adventure Activities Licence Authority (AALA) licence, for which a 2 year licence was awarded.

As noted in last years report, our Chichester location were starting to transition to operate under the Chichester Boys club, a very logical move, with both organisations using the same venue, that the Boys club own. This has been concluded, with the Open Centres in West Sussex now operating solely from Horsham.

Personnel wise, I welcome David Hatton, who is now our treasurer. Keith Ediss has decided to step down as a trustee, though remains as a leader for the centre. I really appreciate the work Keith has done over the last couple of years, in quite challenging times & for his introduction of the Xero accounting system for our accounts in the coming year.

It has continued to be a busy 12 months, during which all levels of the award "caught up" with expedition opportunities for all the young people who had registered with us over the last 2+ years. For both the silver and gold levels, the expeditions were also undertaken in areas away from the local area, back to areas previously visited, pre COVID times, which both the young people and leaders enjoyed.

Ongoing interest from new participants remains steady, though less busy than the last couple of years.

All trustee meetings have continued to be held virtually, very much for convenience, rather than necessity now, as the trustees live a number of miles from each other.

The focus now for us is to consolidate our position, after the various challenges over the last couple of years.

With a great team of experienced and passionate leaders and sound finances, as an organisation, we

remain in a strong position with good interest from young people to do their award, though a little calmer than the last couple of years.

Cathy Childs  
Chair

## Treasurer's Report

The Accounting Period for the fifth year of operation is 1st October 2021 – 30th September 2022. Compared with last year, the Coronavirus pandemic is now over and we are back to being able to run as pre pandemic.

All activities are back to running with camping being allowed and now returning to more adventurous areas further afield.

This has meant that our running costs have increased compared to last year, although we have also had at the time of planning the fuel for transportation sky rocketing .This being the case we opted to ensure we had enough coverage for continued increases, but with the proviso that if it levelled out or cost us less than expected , we would refund amounts to the young people. This was the case with reduced fees for the gold final expedition to Brecon and refund for all silver participants completing their expedition in either the New Forest or Peak district.

In general, the Charity has seen an increase in numbers and income, which has led to a the charity being in a strong position going forwards, especially with the need for some new equipment in the expedition season of 2023, mainly tents.

Keith Ediss  
Treasurer.



A gold team away in Wales at the top of Pen Y Fan

## Achievements & Performance

This year saw the centre continue with the momentum to catch up on the expeditions that had been delayed due to the COVID pandemic. The award is not just about the expedition; however it was this activity that had to involve working with others and that was the barrier for a number to complete their full award.

Bronze expeditions were undertaken on the South Downs and the Weald, silver in the Surrey Hills, New Forest and White Peak, and golds in autumn 2021 locally on South Downs and Surrey Hills, then a 2<sup>nd</sup> cohort travelled to the Dark Peak and Brecon Beacons in 2022. All, with as always, some varying weather conditions. It was great for all the young people to spend time away with their teammates and be able to camp. There did though, continue to be a greater emphasis on our training being held out of doors at weekends rather than indoor evening sessions over the winter months. This was also partly drive by a change in the weekly meeting night, which does not suit all, however we remain grateful for a convenient hall to meet at.

It was good to see a return of Volunteering opportunities where participants were able to work with other

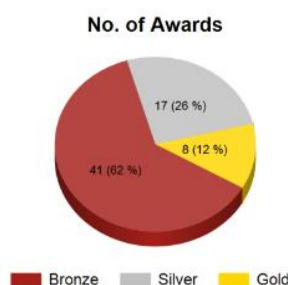
people again, in charity shops, youth sports teams, the church and Scouting/Guiding groups.

Rock climbing has proved to be a popular activity for the Physical section as well as swimming, running and team sports such as football, netball and rugby. For the Skill section home baking/cooking continued to be a popular life skill as well as an increased interest in handicrafts such as knitting and crochet.

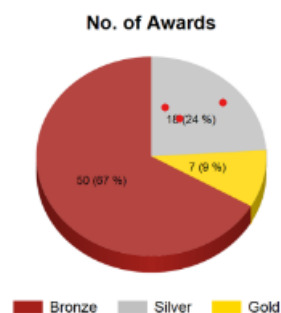
It was good to see Gold Residential opportunities returning to “normal” again with young people enjoying a whole range of exciting ventures, many were activity based though one young person did some basket weaving in Scotland.

Our overall completion rate was 113.6% (66 enrolments and 75 completions), which is a fantastic achievement, though statistically achieved as the enrolments were slightly lower than the previous year. This financial year covered Horsham alone after the move of Chichester to be part of the Boys Club.

Our enrolments during the 12 months



Our completions during the 12 months



## 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

Linda Batchelor  
Paul Brooks  
Cathy Childs  
Simon Donaldson  
Keith Ediss  
Oliver Foord  
Barry Goodchild  
Kate Hall  
Dorothy Harrod

Mike Harrod  
David Hatton  
David Munn  
Charlotte Nichols (CJ)  
Michelle Pope  
Melanie Sykes  
Martin Tomlinson  
Richard Ward

**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Receipts and Payments account for the year ended 30 September 2022**

	Note	2021-22		2021-22	2020-21	2020-21
		Unrestricted	Restricted	Total	Unrestricted	Total
		Funds	Funds		Funds	
		£	£		£	
<b>Income</b>						
Contributions to Training costs		504		504	432	432
Expeditions	10	14,193		14,193	4,301	4,301
Grants and Donations	2	822		822	182	182
Fees & Interest		-		0	0	0
Registrations		3,215		3,215	4,751	4,751
Sales and Events		-		0	95	95
Sundry		281		281	330	330
		<u>19,015</u>	<u>0</u>	<u>19,015</u>	<u>10,091</u>	<u>10,091</u>
<b>Direct Charitable Expenditure</b>						
Equipment Repair / recurring costs		£ -		0	8	8
Expeditions	10	£ 5,542		5,542	1,723	1,723
Fees and Insurance	9	£ 1,131		1,131	2,136	2,136
Registrations		£ 1,484		1,484	3,507	3,507
Training	8	£ 1,182		1,182	1,510	1,510
Transport and Fuel		£ 3,545		3,545	3	3
		<u>12,884</u>	<u>0</u>	<u>12,884</u>	<u>8,887</u>	<u>8,887</u>
<b>Other expenditure</b>						
Bank Charges/Fees		138		138	0	0
Support Costs	3	662		662	846	846
		<u>13,684</u>		<u>13,684</u>	<u>9,733</u>	<u>9,733</u>
<b>Asset purchases</b>						
Camping and Navigation Equipment (including Tracker Licenses)		1,174		1,174	1,548	1,548
		<u>14,858</u>	<u>0</u>	<u>14,858</u>	<u>11,281</u>	<u>11,281</u>
<b>Total expenditure</b>						
Net Surplus/(Deficit) for the year		4,157	0	4,157	-1,190	-1,190
Cash and bank balances brought forward		9,671	0	9,671	10,861	10,861
Cash and bank balances carried forward		<u>13,828</u>	<u>0</u>	<u>13,828</u>	<u>9,671</u>	<u>9,671</u>

**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Statement of Assets and Liabilities at 30 September 2022**

	30/9/2022	30/9/2021
	£	£
<b>Cash and bank balances</b>		
Cash in hand	59	150
Santander Current a/c	12,403	7,560
Paypal	1,366	1,961
	13,828	9,671
<b>Represented by funds:</b>		
Unrestricted funds	13,828	9,671
Restricted funds		
<b>Other assets and liabilities</b>		
Fixed Assets		
Equipment	Insurance value 12,153	12,153
Computer equipment	Insurance value 1,467	1,467
Current Assets	£ 13,620	£ 13,620



**David Hatton**  
**Treasurer and Trustee**  
**6 June 2023**



**Catherine Childs**  
**Chair of the Trustees**  
**6 June 2023**

## Notes to the accounts

### 1 Accounting policies

These accounts are prepared on a receipts and payments basis.

<b>2 Grants and Donations</b>	<u>30/9/2022</u>	<u>30/9/2021</u>
Grants - unrestricted	£ 822	£ 182
Total	<u>£ 822</u>	<u>£ 182</u>

<b>3 Support Costs</b>		
Post, printing, stationery & phones	£ -	£ -
Website development and maintenance	£ 130	£ 137
Meetings	£ -	£ -
Award events	£ -	£ -
Premises hire	£ -	£ -
Clothing and Sundry	£ 532	£ 709
Refunds	£ -	£ -
Total	<u>£ 662</u>	<u>£ 846</u>

### 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.

### 7 Outstanding guarantees and secured debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

### 8 Training Costs

Leader training costs for a first aid course which was charged out to other people as well as for our own team.

### 9 Fees and Insurance

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 begin expeditions with over night camping after the previous year.



## 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	1/11/2022
Ollie Foord		29/6/2021	
Barry Goodchild		28/9/2018	
Kate Hall		11/10/2016	
David Hatton	Treasurer from 1/11/2022	26/4/2022	
Martin Tomlinson MBE		11/10/2016	

Trustees are recruited from persons who are familiar with the aims and policies of the Charity, and the aims of the Duke of Edinburgh's Award, and have appropriate skills, knowledge, and experience to undertake specific roles.

#### Correspondence addresses:

Chair: Catherine Childs, 124 Fairfield Drive, Dorking, Surrey RH4 1JJ  
Treasurer: David Hatton, 34 Hill Mead, Horsham, West Sussex, RH12 2PU

#### Bankers:

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

#### Independent Examiner:

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

Constitution: Constitution dated 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 2022.

### **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: 8 June 2023