

**Annual Report and Accounts
For the year ended 30 September 2023**

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 2023

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Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2023

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.



Some silver teams arriving at
camp on their assessed
expedition in the Peak
District

Report of the Trustees

Chair's Report

It has certainly been a stable accounting year, the first one where only one location had been operating under the charity.

Personnel wise, it has been great to have the help of Oli and Alice, two of our recent Gold achievers, as well as Russ, who contacted us wanting to volunteer with us – Thank you and welcome to the charity and organisation.

It has continued to be a busy 12 months, for all levels of the Award. More detail about the activities are noted in the achievements and performance section below. The year saw a slight change in responsibilities, with Ollie taking the lead for our Gold participants.

Ongoing interest from new participants remains steady.

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

Our focus for the coming year, will need some new kit, specifically tents, as well as a review of the website, to make it easier to maintain and undertake regular required updates.

Cathy Childs
Chair

Treasurer's Report

The Accounting Period for the Charity's sixth year of operation is 1st October 2022 – 30th September 2023 and I am pleased to report that it has been another good year.

All activities are running well as we fully return to our pre covid adventurous areas, but unfortunately due to the cost of living increase our running costs have also increased compared to last year. However, we have tried to keep our expedition costs reasonable, but transport hire is proving challenging due to the lack of local minibuses available for hire.

In general, the Charity has seen an increase in new participants from the previous year, however a decrease in the numbers undertaking an expedition with us has caused a subsequent decrease in income. This year, the number of participants doing their expedition would generally be those who registered with us in the year. The previous years' expeditions, due to delays because of the Covid restrictions, would include participants who have registered in previous years.

The Charity is still in a very strong position going forwards and it is looking to use some of its funds to simplify the maintenance of the website by purchasing some new software as well as purchasing some new equipment for the 2024 expedition season, which will be mainly tents.

Dave Hatton
Trustee and Treasurer



Many of the achievers attending the 2022 presentation evening

Achievements & Performance

This last year felt as if we caught up with the delays and backlogs caused by the COVID pandemic and that we had returned to our pre-pandemic levels of activity across all sections and levels of the Award.

Once again, the Bronze level saw a high number of enrolments with a pleasing number of completions so far. The Silver level of the Award had a record number of participants this year and many of whom have already completed their Silver Award and have progressed to Gold.

We saw a slightly reduced number of participants enrolling for the Gold Award however as this level requires a minimum age of 16 to register, when many Silvers have not yet attained the age, a small delay in registration is expected.

A lot of Volunteering hours were devoted to supporting Parkrun as well as the various levels of the Scout and Guide movement. Helping with junior sports teams also continues to be a popular Volunteering opportunity and we did see a return to charity shop volunteering opportunities. Albeit taken from a slightly different reporting period (1 April 2022 to 31 March 2023) the volunteering commitments from the young people were a huge 1794 hours equating to a social value of £8628.

The Physical Section has seen a full return to team sports this year as well as an increased interest in racquet sports and fitness. We have also seen a return to popularity for swimming and horse riding.

Creative arts have been in evidence this year along with cooking/baking, first aid courses and music at all levels for the Skill Sections and one participant learning sign language via an online course.

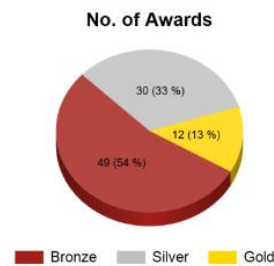
Expeditions had local training (Surrey/Sussex) at all levels as well as outdoor days devoted to skills learning, i.e. campcraft. Bronze expeditions continued close to home on the South Downs and the woodlands of the Surrey/Sussex borders. Silver expeditions were in the New Forest and Peak District. Gold expeditions were once again in the Dark Peak (Derbyshire) and Brecon Beacons. Weather conditions continue to vary greatly and provided an additional challenge for the young people in having to be adaptable to cope with a variety of temperatures as well as the dry and wet weather.

The Gold Residential had a variety of environmental and activity-based opportunities, including some water-based ventures, with some of them overseas too.

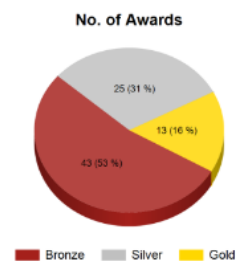
Overall enrolments were slightly up on the previous year, though the number of young people undertaking an expedition was slightly lower. The previous years expedition numbers would have been a little skewed as a number of participants had registered in a previous year and due to covid restrictions, the expedition part had been delayed. It was though fabulous to facilitate the completion of a couple of Gold Awards where some participants had delayed their expedition to focus on their education post covid, a real benefit of our Open status to be able to facilitate the award for your people of any age. In addition, one gold participant did their expedition on horseback, via an AAP and had a great time.

Our overall completion rate was 89% (91 enrolments and 81 achievers), a wonderful achievement by the young people from Horsham.

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.

Some feedback shared from 2023, summarises to well what a valuable role all the volunteers are undertaking to support the young people from the Horsham area:

"It is so kind of you all to give up your time to support our teenagers, to teach them new skills, to help them become more resilient and to grow in confidence. (It is also great to be able to get them off their phones for 4 days-that's an achievement in its own right!!)

I just wanted to say thank you because what you do as part of the DofE is really valuable and very much appreciated!"

The volunteers are listed in alphabetical order.

Linda Batchelor	David Hatton
Paul Brooks	David Munn
Cathy Childs	Charlotte Nichols (CJ)
Keith Ediss	Michelle Pope
Oliver Foord	Martin Tomlinson
Barry Goodchild	Oli Tullett
Kate Hall	Richard Ward
Dorothy Harrod	Alice Slade
Mike Harrod	Russ Warman

Open DofE Centres in West Sussex (Charity No 1169592)
Receipts and Payments account for the year ended 30 September 2023

		2022-23 Unrestricted Funds	2022-23 Total	2021-22 Unrestricted Funds	2021-22 Total
		£	£	£	£
Income	Note				
Contributions to Training costs		0	0	504	504
Expeditions	10	11,165	11,165	14,193	14,193
Grants and Donations	2	149	149	822	822
Fees & Interest		72	72	0	0
Registrations		4,507	4,507	3,215	3,215
Sales and Events		0	0	0	0
Sundry			0	281	281
		<u>15,893</u>	<u>15,893</u>	<u>19,015</u>	<u>19,015</u>
Direct Charitable Expenditure					
Equipment Repair / recurring costs		20	20		
Expeditions	10	3,771	3,771	5,542	5,542
Fees and Insurance	9	1,318	1,318	1,131	1,131
Registrations		3,021	3,021	1,484	1,484
Training	8	100	100	1,182	1,182
Transport and Fuel		3,407	3,407	3,545	3,545
		<u>11,637</u>	<u>11,637</u>	<u>12,884</u>	<u>12,884</u>
Other expenditure					
Bank Charges/Fees		187	187	138	138
Support Costs	3	425	425	662	662
		<u>612</u>	<u>612</u>	<u>13,684</u>	<u>13,684</u>
Asset purchases					
Camping and Navigation Equipment		940	940	1,174	1,174
		<u>13,189</u>	<u>13,189</u>	<u>14,858</u>	<u>14,858</u>
Net Surplus/(Deficit) for the year		2704	2704	4,157	4,157
Cash and bank balances brought forward		<u>13828</u>	<u>13828</u>	<u>9,671</u>	<u>9,671</u>
Cash and bank balances carried forward		<u>16532</u>	<u>16532</u>	<u>13,828</u>	<u>13,828</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2023

	<u>30/9/2023</u>	<u>30/9/2022</u>
	£	£
Cash and bank balances		
Cash in hand	59	59
Santander Current a/c	917	12,403
Santander Business Savings a/c	14,572	
Paypal	984	1,366
	<u>16,532</u>	<u>13,828</u>
Represented by funds:		
Unrestricted funds	16,532	13,828
Restricted funds		
Other assets and liabilities		
Fixed Assets		
Equipment	12,153	12,153
Computer equipment	1,467	1,467
Current Assets	<u>13,620</u>	<u>13,620</u>



David Hatton
Treasurer and Trustee
9 January 2024



Catherine Childs
Chair of the Trustees
9 January 2024

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis.

2 Grants and Donations

	<u>30/09/2023</u>	<u>30/9/2022</u>
Grants - unrestricted	£ 149	£ 822
Total	<u>£ 149</u>	<u>£ 822</u>

3 Support Costs

Post, printing, stationery & phones	£ 7	£ -
Website development and maintenance	£ 168	£ 130
Meetings	£ -	£ -
Award events	£ 250	£ -
Premises hire	£ -	£ -
Clothing and Sundry	£ -	£ 532
Refunds	£ -	£ -
Total	<u>£ 425</u>	<u>£ 662</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.

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

8 Training Costs

Leader training costs for a 16 hour first aid course for 1 leader

9 Fees and Insurance

An increase this year due to paying for an accountancy package.

10 Expeditions

A decrease in costs due to lower number of participants undertaking an expedition with us in relation to 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	
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 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 2023.

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

Date: 1 May 2024

Name: M W Merritt

Relevant professional qualification: FCA

Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB