

**Annual Report and Accounts  
For the period ended 30 September 2017**

**[www.opendofe.org](http://www.opendofe.org)**  
Registered Charity No. 1169592  
Company No. CE008073

# Open DofE Centres in West Sussex

## Annual Report and Accounts For the period ended 30 September 2017

### Table of Contents

Public Benefit Declaration	2
Report of the Trustees:	
Chair's report	2
Treasurer's report	3
Achievements & Performance	4
Website and computing infrastructure	5
List of Leaders & Volunteers	6
Receipts and Payments account for the period ended 30 September 2017	7
Statement of assets and liabilities at 30 September 2017	8
Notes to the Accounts for the period ended 30 September 2017	9
Trust Information	11
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	12

## **Open DofE Centres in West Sussex Annual Report for the period ended 30 September 2017**

### **Public Benefit Declaration**

The Trustees have paid due regards 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 2 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.



The leaders at the first training and information sharing afternoon

### **Report of the Trustees**

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

Now, around 12 months on from when we started the charity to enable us to continue to make the Duke of Edinburgh's award available to any young person in West Sussex, we have learnt much and are certainly in a much stronger position as a result of it.

We have been extremely grateful for the support of West Sussex, who supported us along the way, enabling us to continue to deliver the Duke of Edinburgh's award alongside the setting up of the charity, thus ensuring continuity in any programmes we had running.

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

The most significant achievement has not only been the delivery of the award and the pleasing conversion rates we have achieved, but the development of the website to improve efficiency and goes a long way towards enabling us to operate as one coherent organisation. There are, and will continue to be, further developments into 2018, which we will report on in the next report.

One of the challenges we had faced, was how the inclusion of the location based in Haywards Heath could be achieved. As discussions developed, it was clear that they were unable to fulfil the financial requirements of full consolidation within the charity, as a consequence of the historic set up at that location. As a result, the

trustees decided that the Haywards Heath location would revert to being an independent centre from October 2018. The accounts would be prepared on the basis of “services received” from the charity, taking into account local grants received since October 2016. There is now a clear way forward from October 2018 for all involved.

A significant amount has been achieved during the period; the trustees have learnt a lot and there have been some fantastic successes for both the young people and leaders in the delivery of the Duke of Edinburgh’s Award in West Sussex, providing some significant building blocks to build upon in the coming years.

Cathy Childs  
Chair



Bronze expedition training weekend at a local campsite in West Sussex

## Treasurer’s Report

The Accounting Period in this, the first year, has been shortened by the date of registration of the Charity occurring on 11 October 2016. To ensure that a full year’s expedition activity will be accounted for in the financial year each year, subsequent years will run from 1st October to 30th September

The Charity has been fortunate in receiving much support from the West Sussex County DofE Committee to cover the initial setup costs of the Charity, including Adventurous Activities Licensing Authority registration and Insurance.

Other major donors who have contributed throughout the year include:

- North Horsham and South Chichester County Local Committees (CLCs) who contributed through awarding funds from the Community Infrastructure Funds.
- Tesco plc, who contributed through their “Bags of Help Community Funding Scheme”, which raises money from the 10p Bag for Life charge in Tesco stores.

A further cash donation was received from Aviva.

Google have generously accepted an application to use their online suite of products free of charge.

DofE Registrations are accepted on paper with payment by BACS, cheque or cash at two locations. Registrations are expected to start being taken online through the web site, using Paypal as our credit card processing company, in 2017 after being tested this year.

Mike Harrod  
Treasurer

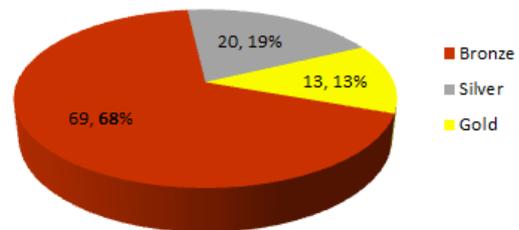


Supervising a gold practice expedition in the Brecon Beacons

## Achievements & Performance

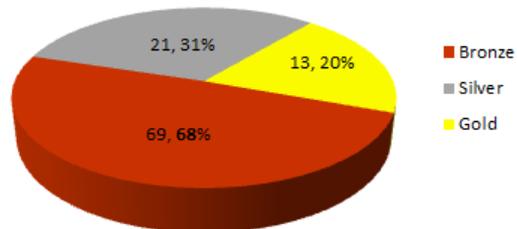
Our enrolments during the 12 months

Number of Awards



Our completions during the 12 months

Number of Awards



Our overall completion rate was 65.7% (102 enrolments & 67 completions), exceeding the licensed authority target of 55%. The target will be increased to 60%.

Bronze, Silver and Gold programmes were run from both the locations in Chichester and Horsham in the first year of the charity. Chichester ran their first full Bronze programme and the completion rate for the coming year looks very encouraging.

The Bronze expeditions were undertaken quite locally on the South Downs and Low Weald areas. The teams undertook challenging routes through varied terrains, and explored aims including looking at land use and the environment. A highlight must be the aim work of composing a calypso on route about their experience. This

necessitated them taking a ukulele with them, which they duly did, and they performed the calypso to their assessor at the end of the day. Another was the amazing collage produced with tiny pictures taken on the expedition and then put together to produce a picture of Prince Philip himself.

Running the expeditions was helped greatly by 4 of our leaders gaining their Basic Expedition Leader qualifications, giving us substantially more scope to run expeditions.

These Young People gave over many hours of volunteering to the local community, and highlights included helping at a Wildlife Sanctuary, assisting young people with special needs at a local centre, and coaching young players in local sports teams. Some participants learnt a brand new skill, including learning how to cook, and learning to play an instrument, whilst others continued to develop skills they had already started.

Whilst on their way to achieving their Silver award the young people undertook a variety of sporting and physical activities, with some of them opting for traditional team sports such as cricket, hockey, football and rugby and others choosing individual sports. The latter included fencing, climbing, karate and triathlons with one triathlete finishing his first race overall 4th and 1st in his age class - a super achievement. Well done to them all.

Expedition training started in the autumn in advance of outdoor training in the winter sunshine (and mud!) on the North Downs and South Downs. The practice and qualifying expeditions were undertaken in the Ashdown Forest, New Forest and White Peak areas. All the teams proved that they were more than ready for their final expedition, facing all the challenges expertly and in good spirits. They enjoyed the varied and very beautiful scenery in good weather. A small group of young people started their Gold award, during the year. The timescales required for Gold, do normally mean the young people take more than a year to complete it and it is always pleasing to see the perseverance and determination shown when they then complete their award a few years later, which has continued to be the case. There was nothing unusual with the sectional activities chosen by the young people, however all found their own challenges in those they undertook. Expeditions were undertaken in the Brecon Beacons & Lake District, with as always some very mixed weather creating some challenges along the way. The young people worked very well together and also used their experience to assist a team from Essex who were having some difficulties, fortunately not serious, and helped them on their way.

It is very pleasing that three of the Gold participants applied to undertake a young leader development programme run by South East Region and even more pleasing that two were successful and are now supporting the delivery of the award themselves to our current award participants.

Overall a very pleasing and successful year, for the delivery of the Duke of Edinburgh's award in West Sussex, especially in our first year of operating under the charity, Open DofE Centres in West Sussex. The numbers of Bronze participants now stepping up to do their Silver award is very encouraging for the coming year.

## **The Website and computing infrastructure**

The Charity advertises itself on the Internet with a web site under the name "[opendofe.org](http://www.opendofe.org)", which can be accessed by going onto the Internet, to <http://www.opendofe.org>.

The site gives details of the Award's three sections and the volunteers who deliver them, as well as details of how to contact the locations to get more information about the training, activities and expeditions being offered. A section for parents gives helpful information about what is required of the participants in order to complete the award successfully.

Information is also available describing our charitable objects and giving links to our registrations with the Charity Commission and Adventurous Activities Licensing Authority.

Parents may register their children for all levels of the award and pay for activities through the site. In addition, a number of forms allow capture of data in a convenient form for managing the Charity and the participants.

Google have kindly given us free use of the Google Suite for Schools under their scheme for supporting Charities with IT facilities, giving us access to a unified Email system and facilities for secure storage of documents and photos.

### **List of Leaders & Volunteers**

The following individuals 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	Mike Harrod
Jodi Adams	Peter Harvey
Lisa Adams	David Hatton
Linda Batchelor	Bill Hoal
Paul Brooks	Gary Lane
Cathy Childs	Laura Murray
Hannah Cordery	Michelle Pope
Simon Donaldson	Lucy Skepper
Oliver Foord	Iain Stewart
Drinda Gillespie	Martin Tomlinson
Barry Goodchild	SimonTuppin
Wendy Gray	Richard Ward
Kate Hall	Claire Ward
Dorothy Harrod	Charlotte White (CJ)

**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Receipts and Payments account for the period 11 October 2016 to 30 September 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
<b>Income</b>				
Expeditions		7,975		7,975
Grants	2, 8	11,693	4,481	16,174
Interest		1		1
Registrations		2,936		2,936
Sundry		21		21
		22,626	4,481	27,107
<b>Direct Charitable Expenditure</b>				
Equipment Repair		155		155
Expeditions		4,204		4,204
Fees and Insurance			1,529	1,529
Registrations		1,927		1,927
Training			335	335
Transport and Fuel		1,542		1,542
		7,828	1,864	9,692
<b>Other expenditure</b>				
Support costs	3	443	697	1,140
		8,271	2,561	10,832
<b>Asset purchases</b>				
Camping and Navigation Equipment		1,568		1,568
		1,568		1,568
<b>Total expenditure</b>				
		9,839	2,561	12,400
Net Surplus/(Deficit) for the year				
		12,787	1,920	14,707
Cash and bank balances brought forward				
		0	0	0
Cash and bank balances carried forward				
		12,787	1,920	14,707

**Open DofE Centres in West Sussex (Charity No 1169592)**  
**Statement of Assets and Liabilities at 30 September 2017**

	Notes	2017 £
<b>Cash and bank balances</b>		
Cash in hand		104
Santander current a/c		5,299
Santander current a/c (Horsham)		7,124
Santander deposit a/c (Horsham)		351
Lloyds (Chichester)		1,829
		<u>14,707</u>
<b>Represented by funds:</b>		
Unrestricted funds		12,787
Restricted funds		1,920
		<u>14,707</u>
<b>Other assets and liabilities</b>		
Fixed Assets		
Equipment	Insurance value	8 9,985
Computer equipment	Insurance value	8 2,200
Current Assets		0
Current Liabilities		0

**Michael Harrod**  
**Honorary Treasurer and Trustee**  
**8 June 2018**

**Catherine Childs**  
**Chair of the Trustees**  
**8 June 2018**




## Notes to the accounts for the period ended 30 September 2017

### 1. Accounting Policies

These accounts have been prepared on a receipts and payments basis, for the period 11 October 2016 to 30 September 2017.

### 2. Grants and Donations

	£	
Grants – restricted	4,481	
Grants – unrestricted	11,693	
	<u>16,174</u>	

### 3. Support Costs

	£	
Post, printing, stationery & phones	59	
Website development and maintenance	254	
Meetings	257	
Award events	145	
Clothing & Sundry	425	
Total	<u>1,140</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.

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.

### 8. Grants

The Charity operates 3 bank accounts at present, two of these being the bank accounts of the old Open Centres (Lloyds Bank and Santander), the funds from which have been granted to the Charity by the Chichester and Horsham Open Centres, along with their assets. Mid Sussex Open Centre was a part of the Haywards Heath CIC, and operates as its own legal entity, preventing its accounts from being incorporated in the Charity's accounts. The Mid Sussex Open Centre operates on a "services received" basis and paid for its services in 2016 by a grant received into the Charity from Mid Sussex Community Local Council's (CLC's) Community Infrastructure Fund (CIF). These are shown in the accounts as Grants and Donations, along with the other charitable donations identified above.

Balances accepted as grants:		£
Chichester Open Centre	current account	2,005
Horsham Open Centre	current account	6,128
	cash	275
	deposit account	350
Total		<u>8,758</u>

Assets transferred were valued at an insurance replacement value	£
Computers	2,200
Camping equipment	9,985
Total	<u>12,185</u>

Grants made to the Charity by WSCC Community Infrastructure Funds (CIFs) and Tesco's Bags of Help are restricted funds, with specific spending requirements.

The restricted and unrestricted funds (including grants from the Open Centres)	£
Restricted:	4,481
Unrestricted:	
Open Centres	8,758
Other grants	2,935
Total unrestricted	<u>11,693</u>
Total	<u>16,174</u>

## 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	
Terry Heyward		11/10/2016	
Gary Lane		11/10/2016	
Iain Stewart		11/10/2016	09/01/2017
Martin Tomlinson MBE		11/10/2016	
Richard Ward	Secretary	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: 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

Company 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 period 11 October 2016 to 30 September 2017.

### **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 confirm that there are 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: 21 June 2018