

**Annual Report and Accounts
For the year ended 30 September 2018**

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 2018

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 year ended 30 September 2018	7
Statement of assets and liabilities at 30 September 2018	7
Notes to the Accounts	8
Trust Information	9
Independent Examiner's Report to the Trustees of Open DofE Centres in West Sussex (the CIO)	10

Open DofE Centres in West Sussex Annual Report for the year ended 30 September 2018

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 is 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 attending a training afternoon
participating in a talk on emergency
procedures

Report of the Trustees

Chair's Report

This year has been a period of consolidation, working together and continued development of the teams and infrastructures at our 2 locations.

The continued support from West Sussex County Council, enabling us to deliver the DofE Award under the County licence and the support provided to us as part of that, have been a fabulous help. Our overall completions have been very encouraging; more details of these are in the Achievements & Performance section.

The Trustees have met regularly to ensure progress continued with the required actions. The locations, although 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.

There will be a rotation of trustees occurring this coming year, with Gary & Terry stepping down and some new volunteers coming on board. Thank you to Gary & Terry for their contributions during the first couple of years of the charity.

An exciting development has started to happen towards the end of the year, with the likelihood of the creation of a new location within the County. We are optimistic that during the forthcoming year, we will have a 3rd location in the Adur area, initially looking to deliver a Bronze programme. We hope to report more on this in the next report.

Cathy Childs
Chair



Young people doing their silver award,
involved in some navigation training

Treasurer's Report

The Accounting Period for the second year of operation is 1st October 2017 – 30th September 2018.

The Charity has continued to be fortunate in receiving support from the West Sussex County DofE Committee and Tesco plc, who have contributed through their "Bags of Help Community Funding Scheme", which raises money from the 10p Bag for Life charge in Tesco stores.

DofE Registrations continue to be accepted on paper with payment by BACS, cheque or cash and have started being taken online through the web site, using Paypal as our credit card processing company, using the Horsham Bronze group as a trial. This has proved to be an effective way of accepting payments by credit or debit card, and has been rolled out to other groups in Horsham and to the Chichester groups during the year.

Bank account consolidation: At the start of the year, the Charity operated 4 bank accounts, the funds of which were granted to the charity in 2016-17 and shown in the accounts of that year. During the current year, we have consolidated the accounts to 2, one with Lloyds Bank in Chichester and the main Charity bank account at Santander Bank. The balances of the original Horsham Santander current and deposit accounts were transferred to the main Santander account and the accounts closed during the year.

Santander Bank account: The Santander bank account name was changed during the year to "Open DofE Centres (No 1169592)" to reflect Charity Commission guidance on account names, incorporating the Registered Charity number.

Online payments and Paypal: Online payments are taken through Paypal, who charge 4.2% fees. The balances accruing in Paypal are transferred at no additional cost to the Santander account at regular intervals. The fees are accounted for in Direct Charitable Expenditure.

End of year surplus/deficit: While both registration and expedition charges show a surplus over the associated costs, the end of year shows a deficit overall. The deficit is largely due to investment in both training and new and replacement equipment. Licensing costs, insurance and professional advice represents the bulk of the miscellaneous costs contributing to the overall deficit

Registration fees and activity costs have been maintained at a level that accords with the costs incurred by the individual locations. These will be harmonised in the coming year to better spread the costs of administration across the locations and the individual participants.

Mike Harrod
Treasurer

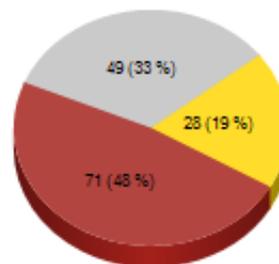


A gold team starting their expedition in the Lake District

Achievements & Performance

Our enrolments during the 12 months

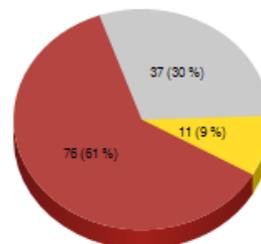
No. of Awards



■ Bronze ■ Silver ■ Gold

Our completions during the 12 months

No. of Awards



■ Bronze ■ Silver ■ Gold

Our overall completion rate was 83.8% (148 enrolments & 124 completions), exceeding the licensed authority target of 60%.

Bronze, Silver and Gold programmes were run from both the locations in Chichester and Horsham with some large and encouraging numbers of young people enrolling and completing their award, especially at Bronze and Silver levels.

For many of the training and expedition activities, the weather created a number of challenges, from snow on a training walk and very hot conditions on some expeditions. The young people coped well, adjusting to the situations, by starting walking early in the day when it was a little cooler for example.

The Bronze expeditions were undertaken quite locally in the South Downs and Low Weald areas. These were preceded by some non-residential training days in conjunction with some classroom sessions at the regular evening meetings.

The young people participating undertook a wide variety of activities as part of their volunteering, physical and skill sections. Several young people volunteered at the local Parkrun based in Horsham, assisted with local youth groups and gave time back to their communities through other voluntary causes.

Silver training was undertaken locally on the South & North downs, then the expeditions were done in the New Forest, Surrey Hills and Peak District. We were particularly pleased to "sign off" a completed Silver Award for one of the participants who, despite moving 200 miles away(!) still participated in the expeditions and was supported through to completion of her award, soon after the family move. Some novel aims were chosen, including the A-Z of wildlife in the New Forest and one group presenting a play that was compiled whilst on the expedition.

Outside of expeditions, we saw an increase in the number of young people undertaking cooking/baking for their Skill. We even got to sample some of the results! A very worthwhile life skill for them all. Volunteering in several cases was carried out within the Scouting community, with young people getting involved in all age levels of the Scout/Guide movement. The Physical Section had several participants taking up Archery and Karate amongst the individual sports.

The numbers enrolling for Gold are normally lower and this year was no exception. Some young people had already undertaken a Bronze and/or Silver Award, but some came straight to Gold. Expedition training was started locally and continued in the Brecon Beacons where successful practice expeditions were done, before moving to the Lake District for the 4 day qualifying one. The young people experienced the full range of weather during the outdoor sessions. The young people are now working towards the completion of their full award. During the year, there was a steady flow of completions from participants from previous years. Some Gold achievers from West Sussex were lucky to be invited to a presentation in the grounds of Buckingham Palace in the spring, where they met the Countess of Wessex. They had an inspirational talk from Major Sandy Hennis, who had recently completed, as part of an all-female team, an expedition of their own to ski across Antarctica.

With the various expeditions done at slightly different times during the expedition season, it allowed young people to use dates more convenient for them, with most trips including young people from the Horsham and Chichester areas.

Running the expeditions was helped greatly by one of our leaders gaining his Hill and Moorland Leader Award; national governing board qualifications give us substantially more scope to run expeditions

Overall a very pleasing and successful year, for the delivery of the Duke of Edinburgh's Award in West Sussex.

The Website and computing infrastructure

The web site is being used to good effect by parents and carers to register their children as participants, to sign up for activities, and to pay the fees for registration and those activities that aren't free of charge. Use of the web site for payments has been trialed with Horsham bronze participants, and is being rolled out to the other groups at Horsham and to Chichester Gold, Silver and Bronze groups.

Information has been updated to reflect the effects of the GDPR legislation, and to describe the uses to which the information we hold about volunteers, parents and participants is put.

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	Michelle Pope
Hannah Cordrey	Lucy Skepper
Simon Donaldson	Iain Stewart
Oliver Foord	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 year ended 30 September 2018

Notes	Unrestricted	Restricted	Total Funds	11.10.16 -
	Funds	Funds		30.09.17
	£	£	£	£
Income				
Expeditions	13,956		13,956	7,975
Grants	170	1,000	1,170	16,174
Interest	1		1	1
Registrations	5,057		5,057	2,936
Sundry	461		461	21
	<u>19,645</u>	<u>1,000</u>	<u>20,645</u>	<u>27,107</u>
Direct Charitable Expenditure				
Equipment Repair	99		99	155
Expeditions	7,884		7,884	4,204
Fees and Insurance	71	986	1,057	1,529
Registrations	3,673		3,673	1,927
Training	1,988	952	2,940	335
Transport and Fuel	3,839		3,839	1,542
	<u>17,554</u>	<u>1,938</u>	<u>19,492</u>	<u>9,582</u>
Other expenditure				
Support Costs	2	1,339	12	1,351
		<u>18,893</u>	<u>1,950</u>	<u>20,843</u>
Asset purchases				
Camping and Navigation Equipment		3,237		3,237
			<u>3,237</u>	<u>1,568</u>
Total expenditure		<u>22,130</u>	<u>1,950</u>	<u>24,080</u>
Net (Deficit)/Surplus for the year / period		-2,485	-950	-3,435
Cash and bank balances brought forward		12,787	1,920	14,707
Cash and bank balances carried forward		<u>10,302</u>	<u>970</u>	<u>11,272</u>

Open DofE Centres in West Sussex (Charity No 1169592)
Statement of Assets and Liabilities at 30 September 2018

	30.09.18	30.09.17
	£	£
Cash and bank balances		
Cash in hand	12	104
Santander current a/c	7,895	5,299
Horsham current a/c		7,124
Horsham deposit a/c		351
Lloyds (Chichester)	3,049	1,829
Paypal	316	
	<u>11,272</u>	<u>14,707</u>
Represented by funds:		
Unrestricted funds	10,302	12,787
Restricted funds	970	1,920
Other assets and liabilities		
Fixed Assets		
Equipment	Insurance value	13,222
Computer equipment	Insurance value	2,200
		9,985
		2,200


8/5/19

Michael Harrod
Honorary Treasurer and Trustee
8 May 2019


7/5/2019

Catherine Childs
Chair of the Trustees
7 May 2019

Notes to the accounts

1 Accounting policies

These accounts are prepared on a receipts and payments basis, for the year 1st October 2017 to 30th September 2018

2 Support Costs

Post, printing, stationery & phones

(Includes 1 phone bought for Safeguarding from Restricted Funds -

"Equipment Repair"

Website development and maintenance

Meetings

Award events

Clothing and Sundry

Total

		11 Oct 16 -	
		30-Sep-18	30 Sept 17
£	52.00	£	59.00
£	475.00	£	254.00
£	280.00	£	257.00
£	76.00	£	145.00
£	468.00	£	425.00
£	1,351.00	£	1,140.00

3 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year

4 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.

5 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.

Restricted Funds are for Safeguarding, Insurance, AALA accreditation and Minibus Driver Assessments

6 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	
Kate Hall		11/10/2016	
Michael Harrod	Treasurer	11/10/2016	
Terry Heyward		11/10/2016	30/09/2018
Gary Lane		11/10/2016	30/09/2018
Martin Tomlinson MBE		11/10/2016	
Richard Ward	Secretary	11/10/2016	06/03/2019
Lisa Adams		01/10/2018	
Barry Goodchild		01/10/2018	
Simon Tuppin		01/10/2018	
Simon Whitmore		01/10/2018	

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 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 2018.

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: *M W Merritt*

Name: M W Merritt

Relevant professional qualification: FCA

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

Date: *4 June 2019*