COMMUNITY ACTION SUTTON

England & Wales · Charity number 1063129

Details

Other names	SUTTON CENTRE FOR THE VOLUNTARY SECTOR CHARITY COMPANY, SUTTON CENTRE FOR VOLUNTARY SECTOR CHARITY COMPANY, SUTTON CENTRE FOR VOLUNTARY SERVICE CHARITY COMPANY
Status	Registered
Legal form	Charitable company
Company number	03336660
Registered	1997-06-30
Register	View on the Charity Commission register

Contact

Address	Scvs Granfers Community Centre 73-79 Oakhill Road Sutton SM1 3AA
Phone	02086442867
Email	dunstanette@suttoncvs.org.uk
Website	www.suttoncvs.org.uk

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Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRINCIPALLY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT AREA OF THE LONDON BOROUGH OF SUTTON AND THE SURROUNDING AREAS AND ITS ENVIRONS (HEREINAFTER CALLED THE “AREA OF BENEFIT”) AND, IN PARTICULAR, BUILD THE CAPACITY OF THIRD SECTOR ORGANISATIONS AND PROVIDE THEM WITH THE NECESSARY SUPPORT, INFORMATION AND SERVICES TO ENABLE THEM TO PURSUE OR CONTRIBUTE TO ANY CHARITABLE PURPOSE. 4(2) TO PROMOTE, ORGANISE AND FACILITATE CO-OPERATION AND PARTNERSHIP WORKING BETWEEN THIRD SECTOR, STATUTORY AND OTHER RELEVANT BODIES IN THE ACHIEVEMENT OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT. 4(3) FOR THE PURPOSES OF THIS ARTICLE 4: (A) “THIRD SECTOR” MEANS CHARITIES, VOLUNTARY ORGANISATIONS AND SOCIAL ENTERPRISES. (B) “CHARITIES” ARE ORGANISATIONS WHICH ARE ESTABLISHED FOR EXCLUSIVELY CHARITABLE PURPOSES IN ACCORDANCE WITH THE LAW OF ENGLAND AND WALES. (C) “VOLUNTARY ORGANISATIONS AND SOCIAL ENTERPRISES” ARE INDEPENDENT ORGANISATIONS, WHICH ARE ESTABLISHED FOR PURPOSES THAT ADD VALUE TO THE COMMUNITY AS A WHOLE, OR A SIGNIFICANT SECTION OF THE COMMUNITY, AND WHICH ARE NOT PERMITTED BY THEIR CONSTITUTION TO MAKE A PROFIT FOR PRIVATE DISTRIBUTION. VOLUNTARY ORGANISATIONS AND SOCIAL ENTERPRISES DO NOT INCLUDE LOCAL GOVERNMENT OR OTHER STATUTORY AUTHORITIES.

Activities: Supporting and resourcing the voluntary and community sector in Sutton, Surrey.

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** LONDON BOROUGH OF SUTTON AND SURROUNDING AREAS
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£2,199,961	£2,253,395	£1,757,383	10
2024-03-31	£2,270,217	£2,306,000	£1,810,817	16
2023-03-31	£1,908,669	£1,950,275	£1,846,600	14
2022-03-31	£865,342	£837,451	£1,888,206	12
2021-03-31	£883,731	£1,039,097	£1,860,315	12

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Trustees

Name	Role	Appointed
JENNY SIMS	Chair	2012-11-27
Amie Stace		2022-12-01
Bob Harrison		2019-11-11
Lawrence Imrie		2019-11-11
Louise Kelly		2022-12-01
Polly Pereschino		2019-11-11
Vanessa McCain		2018-11-26

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COMMUNITY ACTION SUTTON

England & Wales - Charity number 1063129

Accounts

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

PQASSO QUALITY MARK level 2
Charities Evaluation Services
Part of NCVO

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

PRESIDENT	The Worshipful the Mayor (For their term of office)	
TRUSTEES AND DIRECTORS		
Chairman	Jenny Sims	
Vice-Chairman	Laurence Imrie	(Appointed March 2024)
Treasurer	Amie Stace	(Resigned March 2025)
Trustees:	Vanessa McCain Bob Harrison Dave Hobday Polly Pereschino Louise Kelly	
LONDON BOROUGH OF SUTTON REPRESENTATIVES	Councillor Moira Butt Councillor Patrick Ogbonna	
Senior Management Team		
Chief Executive	Simon Breeze	
Company Secretary	Dunstanette Kuti	
Registered Office Address:	Granfers Community Centre 73-79 Oakhill Road Sutton Surrey, SM1 3AA	
Bankers:	Barclays Bank PLC 43 High Street Sutton Surrey SM1 1DR	
	CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ	
	CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA	
Solicitors:	Ouvry Goodman & Co Solicitors 12 High Street Sutton Surrey, SM1 1HP	
Auditor:	Kingston Burrowes Audit Ltd 308 Ewell Road Surbiton Surrey, KT6 7AL	

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Community Action Sutton (CAS) is a Charity Company governed by a Memorandum & Articles of Association. It is a membership organisation made up of voluntary/community organisations (VCOs) in Sutton, and it currently has **306** members. The Charity Company is run by a team of **18** paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Organisation Structure

Trustees are proposed and elected by the membership at the Annual General Meeting (AGM) for an initial term of three years and may then stand for a further two terms. During this reporting year the number of trustees has been nine. Honorary Officers (Chair, Vice-Chair and Treasurer) are elected annually at the AGM. There are recruitment, induction and training policies in place for trustees. A regular trustee skills audit is carried out which identifies training needs and forms the basis of the recruitment of new trustees.

The CAS Board of Trustees meets quarterly and receives reports from the Chief Executive on all strategic and other important matters that require a decision by the trustees. A full financial report is also provided by the Head of Finance at each board meeting, and the progress of the other projects delivered by the organisation is reported at least once a year. There is an agreed rolling programme for the Board to review all the policies and procedures of the organisation. The Board of Trustee Meetings are also attended by two local Councillors as observers.

During this year, the Board has delivered its annual operational plan based on its strategic plan.

The risk management framework continues to be embedded within the organisations governance framework and is reviewed regularly by the Board. The Board and staff contribute to the development of the corporate risk register at a staff and board development day.

The Chair meets regularly with the Chief Executive to review the progress of the organisation and to identify challenges and opportunities and to develop appropriate and responsive strategies for action.

The organisation is a member of London Plus, the National Council for Voluntary Organisations (NCVO) and the National Association for Voluntary and Community Action (NAVCA), all of which are bodies that provide information, guidance and other support services to voluntary organisations. CAS also has a number of Quality Standards including Mindful Employer status, Disability Confident Employer and is a London Living Wage Employer.

Trading Activity

Creative Payroll Solutions (CPS) Ltd, (established in April 2010) provides a complete payroll service to voluntary sector organisations both locally and nationally. They have a separate Board of Trustees made up of two Community Action Sutton trustees, the Chief Executive and Head of Finance. As well as this, Community Action Sutton offers a Community Accountancy Service and Organisational Development Service which generates income for the organisation.

OBJECTIVES & ACTIVITIES

Charitable Objectives

CAS's main charitable objectives as set out in the governing document are to develop and support Voluntary and Community Organisations (VCO) in the London Borough of Sutton (LBS) and surrounding areas. CAS is a 'second tier' or infrastructure organisation because it does not provide direct services to individual members of the public but supports front line voluntary organisations to be effective and sustainable. The trustees of the Charity have taken due regard of the guidance on public benefit published by the Commission when exercising their powers and duties and have complied with the duty.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Activities

CAS is a membership organisation currently supporting 306 local VCOs in Sutton. VCOs are established because people care about a cause or a group of individuals, not because they want to write a business plan, manage finances, deal with staff, write policies or negotiate with funders or the local authority. However, they need to do all these things to run successful organisations which promote their cause or support their beneficiaries. The role of CAS is to provide the expertise and support in these areas to enable these VCOs to be as effective as possible in meeting their aims (this is capacity building).

Vision

To promote equality and diversity and positive change for communities in the London Borough of Sutton.

Mission

To lead and act as a catalyst in the advancement of the Voluntary, Community and Social Enterprise (VCSE) as a strategic partner and deliverer of services in Sutton.

Strategic Aims and Activities

To enable CAS to achieve its vision and mission, it has agreed to deliver the following strategic aims:

- Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.
- Elevate the voices of community members in strategic decision making and operational development and delivery.
- Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities.
- VCSE sector organisational capability, governance and service delivery is enhanced, and the evidence of impact is demonstrated and communicated.
- The diversification and growth of CAS income.
- That CAS is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

The organisation, in delivering the above strategic objectives, defines its work under the following 5 Pillars, which also serve as our values:

- We **Promote** equality, diversity and positive change for communities in Sutton
- We **Inspire** partnerships/collaboration across the Voluntary and Community Sector
- We **Represent** the voice of the Voluntary and Community Sector
- We **Support** growing and established organisations to reach their full potential
- We **Develop** a diverse and vibrant Voluntary and Community Sector

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Our main focus, highlights and key achievements during 2024/2025 includes.

- Scoping, commissioning and supporting delivery of the State of the Sector Research
- Advocating on situation for charities finances and what steps public sector bodies, especially the NHS can take to support;
- Advocating on charity input into NHS plans and seeking to extend representation to make it more meaningful;
- Working with SWL VCSE Alliance to input into NHS changes at a South West London level;
- Improving links and working relationships between charities and Sutton Council and NHS;
- Delivered the Fairness Commission: Equality, Diversity and Inclusion Partnership Event;
- Administered a range of funding pots;
- Inputted and supported Council Peer Challenges;
- Delivered the Sutton Safer Neighbourhood Board (SNB) and supported work on community safety and the New Met for London.

Community Action Sutton has delivered the following activities in relation to its 5 pillars as follows:

Promoting equality, diversity and positive change for communities in Sutton

Communications and keeping our members informed

To ensure our members deliver the best support and services to the communities they work we endeavour to provide them with the most up to date information as possible. We do this by sending out regular communications containing useful information, resources, changes to legislation and policies and funding opportunities.

During 2024/2025 we continued to send out our weekly e-bulletins which includes a monthly funding e-bulletin which has funding news and details of local and national funding opportunities. We also send out an e-bulletin with information and updates about the work we do to support charities and community groups. We also share information about our members and local organisations events, activities and the important work they are doing in the Lond Borough of Sutton.

Between April 2024 and March 2025, we sent **211** e-bulletins and direct communications to our membership which includes key stakeholders. This is an increase of **12.8%** from last year.

We are pleased to report that both our open and click rates have risen over this past year and we continue to maintain a higher than 'industry average' open and click rate (see details below).

2024-25

- Open Rate **43%** average (industry average 20%)
- Click Rate **5%** average (industry average 2.4%)

2023-24

- Open Rate 42% average (industry average 20%)
- Click Rate 4.5% average (industry average 2.4%)

We support organisations with their fundraising efforts by sending out a monthly funding e-bulletin, this contains funding news and opportunities in this past year we have sent out **12** funding e-bulletins and **12** funding related e-bulletins, these include information about specific funding opportunities e.g. MOPAC. Feedback from organisations tells us that these e-bulletins continue to be a valuable resource.

During the past year these have been opened **4045** (previous year 3833) times and recipients have clicked the links **1883** (previous year1192) times.

We endeavour to share news and funding opportunities via our social media channels (Facebook and X). During this past year we have seen an increased in followers on Facebook. In recent years we have made the decision to collect limited and more relevant analytical information from our social media, please see details below.

2024-25

- 1.3K Followers on Facebook (617 Posts)
- 2,402 Followers on X (313 Posts)

2023-24

- 1.2K Followers on Facebook
- 2,451 Followers on X

Information leaflets

During 2024 following feedback we created a range of information leaflets to provide clear messaging about the support and services we provide to new and emerging groups. We also refreshed the content of our website and created a page to showcase the impact we have on groups and communities.

Summer Satisfaction Surveys

In 2024 we carried out a series of satisfaction surveys over the summer months to help us better understand how we can support our members. We were pleased with the results and plan to run the surveys annually.

Here's a snippet of the feedback we received. Over 80% of our members said they had received support from us and rated the support they had received an average of 4.4 out of 5. We were also pleased to hear that 90% said they had been able to get in touch with who they need to, when they needed to.

Over 80% of our members said they found our e-bulletins useful but felt more could be done around showcasing organisations to help raise their profiles – to help address this we are looking to change the headings within the e-bulletin to include a section on local organisations where we will highlight and share information from local organisations.

Unfortunately, we were not surprised to see that many of our members continue to struggle financially with over 70% expressing concern around the future of their organisations, and 61% saying they did not feel confident with their organisation's finances. Throughout the past year we have continued to support our members with our community accountancy service along with bespoke one to one support around charity finances and governance.

Raising awareness and supporting good causes

We continue to promote, support and take part in raising awareness around different themes each year. This ranges from working with partners to share information and resources; to working in partnership with local charities and community groups to create timetables of events and activities for local communities. Some key awareness day/weeks we have been involved with includes:

- Black History Month
- International Women's Day
- National Hate Crime Awareness Week
- Mental Health Awareness Week
- Talk Money Week
- White Ribbon campaign

Our focus is supporting charities community and faith groups therefore we prioritise the following Awareness Week Small Charity Week, Trustees' Week and Interfaith Week.

Small Charity Week 2024

During Small Charity Week we offer a range of practical and promotional support. This year we ran a series of advice and training sessions. We held 3 one to one support sessions with The National Lottery Community Fund, Groundworks and the Ethical Property Foundation. We also held two training session specifically designed for local groups to access information. This included a session on hate crime, including the impact of online hate crime and how to report hate crime. We also held a session around protecting vulnerable people from fraud and cybercrimes.

These sessions were all well attended, and many groups went on to apply for funding having met with and add that one-to-one support directly with the funders.

Trustees' Week 2024

We believe Good Governance is key to running a successful charity and/or community group, with this in mind we held out popular Good Governance training session during Trustees' Week. This session was combined with support around charity finances, and we were pleased to see some new groups attending.

Interfaith Week 2024

As part of Inter Faith Week in 2024 we held an event bringing together faith leaders and community groups to share news and information about the good work that was being done locally.

Mental health Awareness Week 2024

Food brings people together and during Mental Health Awareness Week we worked in partnership with Sutton Mental Health Foundation (SMHF). Our Head of Partnerships, Impact and Equalities worked alongside staff from SMHF to produce a home cooked curry and an assortment of side dishes. This was shared amongst the regular service users as part of their weekly drop in.

Community Action Sutton has led or been a key partner in a number of programmes and initiatives with a defined aim to promote equality and diversity and this includes:

The Fairness Commission / Race Equality

In 2024/2025 we continued the Racial Equality work by having regular Friday meetings with voluntary and community organisations, external partners and interested parties. The Friday meetings have given individuals the chance to talk about Race Equality, share experiences and information in a safe space. The group also work collaboratively together, promoting Black History Month.

The group has played an integral part in working with the police on the New Met for London plan to improve trust and policing standards. The group continue to work closely in partnership.

Inspire partnerships/collaboration across the Voluntary and Community Sector

As an infrastructure organisation one of the key functions of CAS is to promote, facilitate and support partnerships and collaborative working. Examples of this work during 2024/2025 include:

Provider Consortium (Sutton Together)

The informal provider consortium has not met in this year as other forms and ways of working have replaced it (formal consortia and partnership meetings such as the Charity and Public Sector Partners Forum). A review will be undertaken with the members and if there is agreement the fora will be wound down.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Together for Sutton

Together for Sutton (TfS), Sutton's front door service for independent, impartial, free and confidential information and advice services continues to deliver significantly over capacity and manage increased demand from residents and professionals.

TfS' third year saw a total of £4,217,695 income being brought in across the partnership, directly for local residents. This money is in the form of unclaimed benefits and grants that residents are entitled to but not currently claiming. This support is life-changing for these residents as they will receive their benefits for many years to come.

It has sadly been observed by the TfS partnership that support options for residents are almost reduced, and levels of desperation are at a critical level. It is expected that demand will continue to grow in the following year, with an 18% increase on contacts from last year.

36,483 contacts were supported by the service throughout the year. This not only shows the level of demand seen in the Borough but also highlights the value of the TfS partnership and it's collaborative approach throughout a worsening climate.

The Biggest Campaign in the whole of the UK! #DoOneThingSutton

With the biggest Talk Money Week 2024 campaign in the whole of the UK, Together for Sutton worked with Money Helper for Talk Money Week 2024 and managed to help over 250 individuals throughout the week. When breaking down a campaign like this, you can really see the impact it had on people's lives! Our residents of Sutton!

"Sutton's collective effort was remarkable; I attended a couple of the events and enjoyed meeting local people who were appreciative of the opportunity to meet local support organisations and personnel. It was great to see people learning about financial and practical support opportunities that would improve their financial wellbeing and receiving information that helped relieve concerns about money topics that can be confusing and alarming. Well done to everyone who got involved and got Sutton talking about money!" Victoria Copeland, Regional Partnership Manager - London West, Money & Pensions Service. A larger event is planned for 2025.

Together for Sutton Information Networks

November 2024's Together for Sutton Information Network looked through the lens of our younger residents in order to understand the kinds of barriers they face; the Sutton services that they may use, particularly when they are already living with disadvantages in life. The hope? To support our Children/Younger People better in order for them to have the best chance in life through the work of our local services.

This event was very much an opportunity for Sutton professionals to speak to a group of young people directly; to ask questions about their experiences of our services and walk in their shoes for a small amount of time. These Together for Sutton events will continue to innovate and go from strength to strength.

Sutton Safer Neighbourhood Board (SNB)

Funded by MOPAC (the Mayor of London's office for Policing) SNBs have been set up in every London borough - to establish local policing and crime priorities and monitor police performance and resident confidence. CAS administrates and Chairs this Board which comprises of relevant partners from the public sector, community representatives and Ward Panel Chairs. The Ward Panel Chairs Network continues to meet 2 weeks prior to the Sutton Safer Neighbourhood Board with the Inspector of the Safer Neighbourhoods Team in attendance. Ward Panel Chairs are able to raise specific issues regarding their areas with the Police. We are looking to review the purpose and terms of reference for Ward Panel Meetings in the coming year.

During this period, we held 4 meetings of the Sutton Safer Neighbourhood Board. Prior to each meeting the Police Data Performance Packs are circulated and the Police provide a verbal update and answer questions at the meeting. Meetings have also provided updates on Unpaid Work Project, feedback from the Independent Advisory Group and the Young People's Independent Advisory Group, discussions regarding the increased use of e-bikes and ward panel activity.

Once again Sutton received funding from MOPAC to support a number of projects in the Borough. The meeting shortlisted the applications received and agreed on those to put forward for consideration by MOPAC. CAS provided the administration for this Fund.

Advocating for the Voluntary and Community Sector

CAS represents and strengthens the voice of local voluntary sector organisations in Sutton. We facilitate several meetings, forums and networks that provides groups with the opportunity to share information, receive updates, and give feedback on local plans and policies. We also help groups to connect and develop strong partnerships. Information about some of the meetings, forums and networks can be found below:

State of the Sector

In the Autumn of 2024, working with the Volunteer Centre Sutton CAS commissioned a consultant to carry out research into the state of the voluntary and community sector in the London Borough of Sutton.

This important piece of research gave us an insight into the strengths and challenges the sector faces. Over 100 organisations took part in some form, whether responding to questionnaires or speaking directly with our consultants. While there are passion and strong ambition within the sector, unsurprisingly many organisations feel they are being stretched to breaking point and many raised concerns about their future sustainability, with 41% of charities spending more than they generated in that financial year.

This was the first report of its kind in nearly a decade, capturing the voices of local leaders, volunteers, and key partners such as the NHS and Sutton Council. The findings reveal both the strengths and challenges faced by organisations working tirelessly for our communities. The research has provided valuable Sutton specific evidence to support efforts to outline the perilous nature of charity finances and what steps public sector bodies, especially the NHS can take to provide support.

As a result of this research, CAS has been able to build a picture of the support needed and how we can deliver this. Throughout 2025 we will be concentrating on continuing to build a strong, resilient voluntary sector in Sutton.

Charity and Public Sector Forum

Even before the State of the Sector research, it became clear that work was needed to improve the communications and working relationships between charities and the public sector, particularly the NHS. This is due to a great deal of change both in structure and personnel in the NHS leading to a lack of understanding on both sides. This was compounded by a lack of opportunities for three way communication (involving Sutton Council) on charity related matters. Community Action Sutton did significant work to communicate the situation for charities, nationally and specifically in Sutton and then set up some sessions to bring all three groups (charities, Sutton Council and the NHS) together.

Charity and Public Sector Forum replaced the old Voluntary Sector Compact. The aims of this meeting are simple, to improve communication and tangible joint working between charities and the public sector. The first meeting took place in mid-December 2024 and since then we have been working together to create a framework document that outlines how we can best work together and trying to better understand our respective challenges and priorities. Whilst this document is not an end in itself, it is intended to make clear our intentions and the way we will work together in challenging times. The agenda will be set by all, and the chairing will rotate between charity leaders, the Council and NHS to ensure leadership is shared. Please see meeting summaries and actions here.

This meeting has improved working relationships and led to a number of projects and has also been the place where Sutton Council launched it's £400k prevention fund aimed at charities.

Voluntary Sector Forum

This meeting is run when is needed and there are items for discussion, we held 1 Voluntary Sector Forum during this period. The main topic on the agenda was the introduction of the new Leader of Sutton Council, Cllr Barry Lewis. He gave details about how the Council were consulting with the Voluntary and Community Sector on the regeneration of the St Nicholas Centre, Civic Centre, Secombe Theatre and Gibson Road Car Park Sites. It provided an opportunity to put forward suggestions and comment on the presentation given by the Council. He also set out the key priorities for the Council and there was an opportunity for him to find out what issues the voluntary and community sector are facing. There were also opportunities for people to exchange news and network. There was an attendance of 26 people.

Anti-Poverty Forum

4 meetings were held during this period. The main topics were Carer Poverty, data report on demographics and the cost of living in Sutton, MAPS and MoneyHelper, London Poverty Week, incomes of unpaid carers, Council Tax reduction, Social Care Charging, Welfare Benefits for Unpaid Carers, Government Proposals to reduce benefits. We also shared details of any new projects/initiatives and funding/grant opportunities at each meeting.

CAS also provides representation and advocates for the sector on a range of boards, committees and partnerships both locally and nationally. Staff attend various meetings, and we continue to act as a conduit between the VCS and the local authority.

Below is a list of forums, groups and boards that staff have attended throughout 2024-2025:

- Borough Resilience Forum
- Sutton Alliance Board
- Sutton Health and Care Executive
- Sutton Systems Leaders Group
- Local Safeguarding Children's Board
- Local Safeguarding Children's Board Quality Sub Group
- Sutton Safeguarding Adults Board
- Sutton Adult Safeguarding Executive Board
- Safeguarding Adults Engagement Subgroup (Chair)
- Health inequalities Board
- Health and Wellbeing Board
- Domestic Abuse Transformation Board
- Safer Sutton Partnership Board
- Reducing Reoffending Board
- Sutton Local Place Partnership Board)
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Local Authority Designated Officer steering group
- Youth Offending Management Board
- BCU Independent Advisory Group
- SN BCU Death Scrutiny Panel
- Gold Case meetings
- Integrated Neighbourhood Teams (INT) meetings

The list below highlights some of the different areas and key themes of discussion at the meetings above.

- Community Safety
- Resilience and emergency planning
- Equalities and Diversity
- Domestic Abuse and preventing VAWG
- Anti-Poverty
- Health and Social Care Integration
- Sutton Plan and overall partnership working
- Adults Safeguarding
- Health Inequalities
- The future of the VCSE Sector

Supporting growing and established organisations to reach their full potential

One of our core functions is to support charities, community and faith groups to enable and empower them to support and deliver services to the people and communities they work with. We do this in a range of ways from support with setting up as a registered charity to helping groups access vital funding.

Supporting Organisations

We support charities, community and faith groups in many ways, one of which is providing one to one support and capacity building. We provide development support covering every aspect of setting up and running a charity, community and or faith group.

Throughout the past year we have seen an increase in groups asking for support with setting up as a Charitable Incorporated Organisation and a Community Interest Company.

During 2024/2025 we supported **93** unique organisations.

68 organisations were supported with governance and funding. Another key area of our work is encouraging collaborative working and joint projects. We support organisations to engage with others and help to foster strong partnerships. We also support organisations by signposting to relevant organisations.

Examples of the different types of support given is below.

- Legal Structures and addressing governance structures
- One to one session with groups on policies
- Partnership working
- Funding and conducting funding searches
- Supporting Trustees through training and one to one support with Boards and Committees

We have also been working with the following partnerships to seek funding:

- Race Equality work in school
- Health inequalities work in Sutton

Funding and Fundraising Support

As well as administering different funding streams we also support charities, community and faith groups by providing funding searches using the Grant Finder database. This database is regularly updated with funding opportunities from many funders, both large and small including funders such as, Awards for All, Lloyds TSB Foundation, and the Henry Smith Charity, Civil Society Roots Programme.

Funding for charities is more competitive than ever. During 2024/2025 a total of **£202,275.73** was brought into the Borough (i.e. not via Sutton Council). During the past year we have carried out **35** funding searches of these funding searches we know that **5** groups have gone to be successful in applying for Awards for All funding which in all cases has secured them two years funding. However, we are aware that some groups were unsuccessful in their bids and others had feedback that they had not had time to apply. All the groups we have supported with funding searches have been happy with the searches we have carried out.

easyFundraising

Throughout the past we continue to support groups to access unrestricted funding through easyFundraising. We promote this platform via different communication channels, and we're pleased that during 2024-2025 **34** organisations registered with easyFundraising.

Below is information about some of funding streams we support and/or administer:

Sutton Community Fund

The Sutton Community Fund is a grant funding programme financed by Sutton Council and administered by CAS. During this period we ran one round – October 2024. **20** applications were considered by the independent Panel totalling **£69,782.30** and **15** were successful totalling **£50,285.30**. It was agreed not to run a second round with limited funds left in the pot but to add this to the funding to be received for 2025/26.

To support the Sutton Community Fund we run workshops prior to the closing date of each round. The aim is to inform participants about the Sutton Community Fund and its guidelines and offer advice and support on the application process. A workshop was held in August 2024 and **11** people attended. One to one advice is also offered to charity and community groups.

The Sutton Community Fund has been awarding grants each year for the past 25 years with a short pause during 2020 due to the COVID pandemic. CAS have continued to administer this Fund on behalf of the London Borough of Sutton since its inception. During that time the fund was replaced with a Crisis and Rebuild Fund which awarded **£167,000** to **27** organisations.

Throughout the 25 years, the fund criteria has changed and evolved to meet the needs of the local community. Starting as a small pot, where groups could apply for up to **£2,000.** In 2011 groups were able to apply for up to **£10,000** and in 2019 this was reduced to **£5,000.**

During the 25 years the fund has supported **412** charities, community and faith groups, awarding a total of **£1,473.080.01** grants.

NHS South West London Winter Engagement Fund

NHS South West London launched its Winter Engagement Fund in the Autumn 2024 and CAS provided the administration. Grants of up to **£500** were awarded to help local organisations talk to communities about winter health and wellbeing including the NHS App. **22** applications were put forward for moderation and **21**were approved totalling **£10,331.49.** A total of **64** events/activities took place between November 2024 and January 2025.

NHS South West London launched its Spring Engagement Fund in February 2024 and CAS again provided the administration. This runs into the next financial year and we will provide details on this in the next Charity Commission Report.

LBS Cost of Living Food Support Grant

This was a grant funded programme financed by Sutton Council and administered by CAS and launched in January 2025 with monies being spent by 31st March 2025. Grants of £500 were awarded to 18 organisations totalling £9,000. Each Grant was used for food basics/essentials for those in need, for example, packages containing food and/or other essentials for those in need (e.g. baby essentials, toiletries etc), stocking a community cupboard or fridge which can be accessed by those in need or offering free community breakfasts, lunches or evening meals to people in need.

Sutton Charity Cost of Living Fund

In 2024 we administered Sutton Councils Charity Cost of Living Fund. A total of **£200,000** was available for groups to apply. A total of **13** groups submitted Expressions of Interest, and **5** groups were successful with their bids a total of **£197,994** was awarded.

Innovation and Pilot Fund (Previously Innovation Fund)

In 2024 we changed the name of the Innovation Fund to Innovation and Pilot Fund, changes to the criteria were also made to highlight the panels interest in new pilot projects. The unique application process where groups were asked to submit a short video as part of their application remained. A round of funding was opened in September 2024. A total of **7** groups applied through the first stage and **5** groups were successful in the second round. The total amount awarded was **£136, 242**

SWL Cancer Alliance Fund

While we did not administer this fund, we actively supported groups in applying for this fund. **8** groups were successful in applying for the South West London Cancer Alliance, Community Cancer Awareness grant. A total of **£4000** was awarded between the **8** groups.

Community Accountancy Service

Our community accountancy service continues to provide a low cost, easily accessible accountancy service for small businesses, social enterprises, charities and voluntary groups to make them more stable and sustainable. We continue to empower trustees, finance workers, treasurers, and other committee members on how to cope with the financial management of their organisation and changes in legislation. We strive to enable voluntary organisations develop and implement effective accounting and financial management systems which better facilitate the pursuit of their aims and objectives.

We have built up an excellent track record for ensuring that these organisations have proper financial procedures in place, suitable for the organisation, and complying with legal requirements; supporting and reviewing any aspect of their financial system, and making recommendations for changes where necessary; help with setting up and maintaining manual or computerised accounting systems; assisting in preparing year-end accounts and conducting independent examinations; and training in financial matters to meet the needs of staff and trustees with financial responsibility.

Creative Payroll Solutions (CPS)

CPS Payroll provides a complete payroll service which is run by friendly, helpful and experienced people and is both professional and sympathetic to the needs of the voluntary sector and beyond. Over **170** organisations, businesses and individuals employing a PA use the payroll service with employee numbers ranging from just a single employee to organisations with **80** plus employees. The payroll service produce an average of **1315** payslips per month and submit pension contributions on behalf of **62** clients.

Develop a diverse and vibrant Voluntary and Community Sector

In 2024/2025, CAS worked closely with key partners and local groups to ensure a cohesive approach across the VCS. Our focus was on developing innovative methods to align our efforts with the community's evolving needs, promoting sustainable and inclusive growth.

Hill House Community Centre

CAS took on Hill House Community Centre in order to ensure it remained a community asset, to develop it and pass it on to another organisation. Due to COVID and various other factors this became more challenging than anticipated. In 2024 work was done to identify an organisation and People Arise Now expressed an interest. Following this work was done to support them to take on the centre and to develop a robust business plan. Given that they are such a dynamic and effective organisation this was achieved and in December they 2024 they took over management of the building and associated projects. This was a big success for both organisations and more importantly residents in St Helier - T**he Inequalities project.**

The aims of our Health Inequalities Project (which started in 2023) was to work with local groups and residents to identify community led responses and shape ideas into projects which would support local communities.

Working closely with partners including Sutton Primary Care Networks, we further developed the NHS Talking Series. This initiative aims to link specialist clinicians with community groups with a particular interest or prevalence of said conditions. This work has had a real impact for the groups who have heard firsthand the ways of supported people with specific conditions, especially those where heritage or cultural traditions may make it difficult to seek medical or other support.

The following initiatives took place between April 2024 and March 2025:

Roundshaw

We continued working with the Wallington Integrated Neighbourhood Team (INT) to create and promote the new Dementia Café at St Paul's Church. We also helped promote other initiatives setup by the INT like a Men's walking group.

We supported the borough's Outpatient Musculoskeletal (MSK) Service in their efforts to engage more with Sutton's communities. This support has helped them already present to local groups to better address concerns about arthritis and other common MSK conditions.

Benhill

Working again in partnership with local service providers and organisations the second Benhill Community Fun Day was held in September 2024. It was another success with free food, physical activities for all ages and local health and wellbeing services. A third Community Fund Day is planned for July 2025. Over **150** residents attended. We used the event to promote the new Benhill Community Calendar which we developed in response to feedback from residents on how difficult it is to know what support is available locally.

The new Benhill Community Calendar was so popular an updated 2025 version was released in March 25, the printing for which was funded by Sutton College. The calendar has helped estate residents access support they would not have normally been aware of. Due to the success of the Community Calendar and Sutton Colleges commitment to sponsor the calendar we will be looking for a way to produce an updated version for 2026. We also created a dedicated page on the Sutton Information Hub which has been accessed dozens of times and helped more residents find support in their local area.

We also supported newly identified groups in the Central Sutton area to become better connected with the wider voluntary sector and the work going on in the Benhill estate. For example, the Duffus Foundation, who opened a new activity and support space in the St Nicholas Shopping Centre and a local supported group for people living with Essential Tremors.

Shanklin

Throughout this year we continued to work with the resident's association and continued work with the local Muslim community, linking them with local services and the family hub. We facilitated work between the PCN and Belmont GP Surgery as well as work with St Margrets Church with small pots of funding.

We also worked with our colleagues to deliver health talks to the local community. This included a talk on menopause with the South Asian Groups in partnership with Sutton Mental Health Foundation.

St Helier

Over the past year we have been developing and working with local groups such as Horizon Church, Sutton Music Festival and St Andrews Church. We developed key relationships with Tamil Groups from supporting the Tamil school to develop projects and seek funding to setting up of the Tamil Heritage Group. This also included sessions with the Tamil elderly community on arthritis and diabetes.

We continued our talking series here with the residents. These included:

- Carshalton health and wellbeing -Riverside Centre
- Nordic walking, communities first
- Wallington Wellbeing Charity (Roundshaw)

Healthwatch Sutton

Community Action Sutton provides hosting, management and operational support to Healthwatch Sutton. Throughout 2024 – 2025 Healthwatch Sutton has:

- Surveyed residents about their recent use of Maternity Services in Sutton, to identify areas for improvement.
- Interviewed Sutton residents about their experience of the Borough's safeguarding process. Feedback was shared with Sutton Council, with a purpose of helping the Council 'make safeguarding personal.'
- Interviewed Sutton residents about their experience of NHS services and of living with frailty. Produced a report summarising the key themes from the interviews and shared whit with the NHS in Sutton and SWL ICB and the Frailty Board.
- Organised 6 Patient Reference Group Meetings with volunteer residents from 17 GP surgeries in Sutton attending.
- Held a CYP Mental Health workshop to discuss how we might develop actions to support the improvement in young people's mental health of all ages in Sutton.

Plans for the Future

Our mission remains to strengthen and champion a thriving and influential voluntary and community sector, through high quality local support.

We will ensure that we:

- continue to demonstrate our impact and value to funders and the community.
- embrace diversity and inclusion by widening reach, enabling access and participation across all groups.
- empower people and communities at the heart of everything we do, building trust through integrity and accountability.

The Board is mindful of medium and long term funding challenges. This will include the need to secure further core funding when the current contract ends in March 2026.
To progress this, we will take the following actions.

- Adopt a medium term Financial Management Plan accompanied by a robust resource plan to enable delivery of the Strategic Development Plan.
- Have a current Strategic Development Plan in place at all times, with regular planned reviews to ensure it is up to date.
- Engage in scenario planning and horizon scanning to maximise the opportunities for delivering CAS's objectives and mitigate risks to delivery and financial sustainability.
- Ensure Board approval for all new projects and commitments is informed by consideration of full cost, resource and risk implications.
- Meet the requirements of good governance, ensuring appropriate oversight and assurance of all CAS activities.

Financial Review

The financial statements have been presented in a format to comply with both company and charity law.

Significant figures during the year can be summarised from the Statement of Financial Activities and Balance Sheet as follows:

Incoming Resources:

Community Action Sutton received the Infrastructure and Capacity Building Fund Strategic Partner from Sutton Council which constituted 44% of the total income. Additional grants or contracts are also received from Sutton Council for separate areas of work and to distribute as part of the Sutton Community Fund. The remaining income came from fees, charges for use of facilities and Bank interest.

Outgoing Resources:

98% of outgoing resources were utilised for the direct charitable objectives of the charity and costs in support of that activity. 1% were utilised for fundraising and publicity, with the remaining 1% being spent on the Governance of the charity.

Reserves policy

It is the policy of the trustees to maintain sufficient reserves to ensure the day to day running of the charity.

Unrestricted and Restricted Funds:

As at 31 March 2025, Community Action Sutton held £1,757,383 in unrestricted and restricted funds. An explanation of these funds is given below.

Unrestricted Funds:

The total value of unrestricted funds held by Community Action Sutton as at 31 March 2025 stands at £478,814 and is being managed for the following reasons:

Unrestricted General Fund - Community Action Sutton's reserves policy calls for reserves to be held in the general fund to cover at least three months operating expenditure. Unrestricted Reserves at the end of March 2025 were £217,360.

Designated Fund – Property Dilapidation

This fund is designated as premises maintenance at the current site of Granfers Community Centre

Designated Fund – Staff/Close Down

The Board agreed that this fund should be used to cover any wind up costs and subsidise project staff salaries where there is a gap before new funding has been secured.

Infrastructure Development Fund

This fund has been established to support the ongoing costs and activities associated with the ISCBF contract and to support, where appropriate, the development of closer working relationships with other partner infrastructure organisations.

Sector Research:

The State of the sector research was commissioned by CAS and Volunteer Centre Sutton to assess the status of charities in the Borough and give decision-makers a high-level, evidence-based picture of how the sector is performing and where it's heading, helping with planning, funding, and strategic choices.

The research project covered :-

- the size of the sector, growth rates, major players, economic contribution, etc.
- Key Trends & Emerging Issues - technology shifts, regulatory impacts, innovation patterns.
- Opportunities & Challenges - barriers to growth, competitive pressures, funding or workforce gaps.
- Future Outlook / Forecasts
- Data from Surveys and Interviews

The final report mapped sector specifics like funding, workforce, service areas, and resilience to inform decision-making and demonstrate value. It served as a vital evidence base for the VCSE sector to advocate for support, inform policy decisions, and ensure effective service delivery.

Restricted Funds

The reserves mentioned above also cover restricted funds. Restricted fund reserves represent the unexpended balances of lump sums received for specific projects or purposes and will vary according to the life of the project or purpose concerned. The norm is for such funds to be spent within two years of receipt and each fund is regularly monitored to ensure some activity takes place. Where funds are dormant for any length of time this is reported back to the original donor for guidance.

The total value of restricted funds held by Community Action Sutton stands at £1,278,569. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements. An explanation for each respective fund holding is set out as follows:

Sutton Safer Partnership – Hate Crime

Community Action Sutton is working in partnership with the Safer Sutton Partnership to deliver a programme of activity to raise awareness of hate crime and to develop appropriate interventions.

Sutton Community Fund

Community Action Sutton has been delivering the revised SCF for three years following a review in March 2014. Following contributions from Public Health and Sutton Council, £80,356 remains in this fund that will be subject to distribution by the SCF Panel.

Sutton CCG Charitable Fund

During 2019/20 Sutton and Merton Clinical Commissioning Group dissolved

One of is charitable trust funds, passing £1.5m to Community Action Sutton. Community Action Sutton plan to give grants to organisations to benefit the people of Sutton. £100,000 has been allocated to Sutton charities.

Making Informed Choices

Community Action Sutton formed a consortium of charities to deliver the Together for Sutton (TfS) contract with the London Borough of Sutton. TfS was launched in July 2022 and is a partnership made up of seven local charities with CAS as the lead accountable body. All the delivery partners deliver services in the London Borough of Sutton with expertise in a wide range of services to support Sutton residents and professionals. TfS is a single point of access (SPA) for residents and professionals in the London Borough of Sutton. Community Action Sutton delivers a small part of the contract, but the majority of the work is sub-contracted to the other delivery partners in the consortium.

Ukraine Response Fund

Community Action Sutton was coordinating and administering funds to Voluntary and Community Sector (VCS) organisations to support this scheme. The funds are ring fenced for VCS work to support sponsors and Ukrainians and cannot be used by Community Action Sutton for any other purpose. Decisions on funding proposals are taken by LBS who then instructs Community Action Sutton to make the payments to successful VCS organisations. All the funds have been allocated and we are no longer administering these funds.

Together for Sutton UKSPF

With another successful year completed, the Together for Sutton UKSPF projects have seen real progress with just under 800 families getting the well needed support they need.

Since the UKSPF project started in July 2023, the three UKSPF roles have brought in a total of £629,211.84. Broken down this equates to £519,707.70 income maximisation and an additional £109,504.14 of debt written off. This is a massive amount of money, and it is important to remember that reports only present the value of one year, whereas in reality, residents will continue to receive this additional income for years to come.

This means real money for residents; unclaimed benefits and grants that they have been entitled to but were not claiming due to lack of knowledge. This truly demonstrates the value added from the UKSPF roles within the TfS partnership, particularly where roles were designed with outreach in mind.

NHS Winter Engagement Fund

NHS South West London launched its Winter Engagement Fund in the Autumn 2024 and CAS provided the administration. The Fund was set up to deliver information about vaccines eg flu vaccine, pharmacies, NHS app and mental health. Grants of up to **£500** were awarded to help local organisations talk to communities about winter health and wellbeing including the NHS App. **22** applications were put forward for moderation and **21**were approved totalling **£10,331.49.** A total of **64** events/activities took place between November 2024 and January 2025.

Sutton Cost of Living Charity Fund 2025

At the Council's Housing, Economy and Business (HEB) Committee on the 11th of March 2025, it was agreed to allocate £200,000 of the Council's Household Support Fund Grant for 2025/26 to support various activities/projects delivered by Sutton-based charities. The funding identified will enable local residents to benefit from this support, and charity and community organisations across Sutton are supported to help meet the demand they may be seeing for help and support around the cost of living.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Action Sutton for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf on 17 December 2025 by:

Chair and Trustee: Jenny Sims

Trustee: Laurence Imrie

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinion

We have audited the financial statements of Community Action Sutton (the 'charitable company') for the year ended 31 March 2025 which comprise the Statement of Financial Activities (including Income and Expenditure Account), Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 17 , the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

K.C. Fisher

Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
for and on behalf of Kingston Burrowes Audit Ltd
Statutory Auditors
308 Ewell Road
Surbiton
Surrey
KT6 7AL

22 — 12 — 2025

COMMUNITY ACTION SUTTON

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total Funds 2025 £	Total Funds 2024 £
Income from:						
Donations	2	30	-	-	30	733
Charitable activities	3	582,012	6,734	1,449,748	2,038,494	2,079,573
Other trading activities	4	73,958	-	-	73,958	131,676
Investments	5	87,479	-	-	87,479	58,235
Total		743,479	6,734	1,449,748	2,199,961	2,270,217
Expenditure on:						
Raising funds	6	10,881	-	-	10,881	12,501
Charitable activities	7	682,930	18,120	1,541,464	2,242,514	2,293,499
Total		693,811	18,120	1,541,464	2,253,395	2,306,000
Net expenditure/(income)	12	49,668	(11,386)	(91,716)	(53,434)	(35,783)
Transfers between funds	21	-	-	-	-	-
Net movement in funds		49,668	(11,386)	(91,716)	(53,434)	(35,783)
Reconciliation of funds:						
Total funds brought forward	21	167,692	272,840	1,370,285	1,810,817	1,846,600
Total Funds carried forward	21	£217,360	£261,454	£1,278,569	£1,757,383	£1,810,817

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		-
Investments	15		1		1
			1		1
CURRENT ASSETS					
Debtors	16	99,362		494,967	
Cash at bank and in hand		1,668,569		1,649,707	
		1,767,931		2,144,674	
CREDITORS: amounts falling due within one year	17	10,549		333,858	
NET CURRENT ASSETS			1,757,382		1,810,816
NET ASSETS	19		£1,757,383		£1,810,817
FUNDS:					
Unrestricted - General	21		217,360		167,692
Unrestricted - Designated	21		261,454		272,840
Restricted	22		1,278,569		1,370,285
			£1,757,383		£1,810,817

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board on 17 December 2025.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims

Trustee: Laurence Imrie

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(53,434)	(35,783)
Adjustments for:		
Interest received	(58,216)	(17,310)
Distribution received	(29,263)	(24,478)
Depreciation charges	-	-
(Increase)/decrease in debtors	395,605	(9,354)
Increase /(decrease) in creditors	(323,309)	(4,225)
Net cash provided by / (used in) operating activities	(68,617)	(143,863)
Cash flows from investing activities		
Interest received	58,216	53,532
Distribution received	29,263	4,703
Net cash provided by/(used in) investing activities	87,479	58,235
Change in cash and cash equivalents in the year	18,862	(85,628)
Cash and cash equivalents brought forward	1,649,707	1,735,335
Cash and cash equivalents carried forward	£1,668,569	£1,649,707

	2025	2024
Analysis of cash and cash equivalents		
Cash at bank and in hand	£1,668,569	£1,649,707

1. Accounting policies

General information and basis of accounting
Community Action Sutton (CAS) is a registered charity (no. 1063129) and private company limited by guarantee (no. 3336660) registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Administrative Information on page 1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition
Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition
Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

Fund accounting
Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose. CAS makes an administrative charge for the operation of some restricted funds and this is included as unrestricted income. An equal amount is also recognised as restricted fund expenditure.

1. **Accounting policies**/contd...

Tangible fixed assets
Tangible assets costing more than £500 are capitalised.

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Office furniture and equipment	20% straight line
Computer equipment	33% straight line
Leasehold property improvements	33% straight line

All assets acquired as part of restricted fund projects are treated as revenue expenditure and written off in the year of purchase.

Debtors and creditors receivable/payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price Any losses arising from impairments are recognised in expenditure.

Leases
Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs
The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

2. **Donations**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Donations	£30	£Nil	£Nil	£30	£733

3. **Income from charitable activities**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Grants	224,735	-	217,811	442,546	1,737,174
Contracts	275,400	-	1,231,937	1,507,337	270,000
Management charges	25,980	6,734	-	32,714	25,980
Fees	55,897	-	-	55,897	46,419
	£582,012	£6,734	£1,449,748	£2,038,494	£2,079,573

Of the £2,079,573 recognised in 2024, £565,977 was unrestricted general funds and £1,513,596 was restricted funds. £1,741,818 (2024: £1,945,032) of government grant was received from London Borough of Sutton.

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2025	Total 2024
Rent and other charges	£73,958	£Nil	£Nil	£73,958	£131,676

All of the £131,676 recognised in 2024 was unrestricted general funds.

5. Investment income	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Dividends	29,263	-	-	29,263	4,703
Bank interest	58,216	-	-	58,216	53,532
	£87,479	£Nil	£Nil	£87,479	£58,235

All of the £58,235 recognised in 2024 was unrestricted general funds.

6. Cost of raising funds	Grant funding of Activities	Direct costs	Support costs	Total 2025	Total 2024
Fundraising activities	£Nil	£Nil	£10,881	£10,881	£12,501

All of the £12,501 recognised in 2024 was unrestricted general funds.

7. Cost of charitable activities	Grant funding of activities	Direct costs	Support costs	Total 2025	Total 2024
Voluntary sector support and development	£1,638,361	£503,364	£100,789	£2,242,514	£2,293,499

Of the £2,293,499 expenditure recognised in 2024, £713,440 was charged to unrestricted general funds and £1,580,059 was charged to restricted funds.

8. Analysis of grant funding	Raising funds £	Charitable activities £	Total 2025 £	Total 2024 £
Grants to institutions				
Sutton Community Fund	-	95,550	95,550	49,736
NHS Winter/Spring Fund	-	9,335	9,335	-
Ukraine Response Fund	-	6,096	6,096	241,348
Hill House	-	30,000	30,000	965
LBS – Physical Activity Fund	-	-	-	50,529
Sutton CCG Charitable Fund	-	68,121	68,121	21,250
Cost of Living Fund	-	8,000	8,000	-
UKSPF	-	81,963	81,963	-
MIC – Together for Sutton	-	1,128,815	1,128,815	1,131,184
Infrastructure Support and Capacity Building	-	210,481	210,481	163,636
	£Nil	£1,638,361	£1,638,361	£1,658,648

9. Analysis of direct costs

	Raising funds £	Charitable activities £	Total 2025 £	Total 2024 £
Staff costs	-	468,852	468,852	487,863
Staff and volunteer expenses	-	5,681	5,681	11,216
Consultancy	-	22,376	22,376	6,779
Training courses and subsidies	-	1,192	1,192	1,544
Group activities	-	5,263	5,263	23,696
	£Nil	£503,364	£503,364	£531,098

10. Analysis of support costs

	Raising funds £	Charitable activities £	Total 2025 £	Total 2024 £
Staff costs	5,589	-	5,589	5,938
Office expenses	-	19,095	19,095	17,132
Premises costs	2,738	52,014	54,752	70,728
Other support costs	2,554	17,289	19,843	6,953
Governance costs (see Note 11)	-	12,391	12,391	15,503
	£10,881	£100,789	£111,670	£116,254

11. Governance costs

	Total 2025 £	Total 2024 £
Staff costs	6,876	7,574
Audit fee	4,500	4,000
Legal and professional fees	315	3,229
Annual general meeting	-	-
Trustee/fidelity insurance	700	700
	£12,391	£15,503

12. Net income/(expenditure)

	2025	2024
This is stated after charging:		
Depreciation	£Nil	£Nil
Operating lease rentals	£20,069	£19,742

13. Staff costs

	2025 £	2024 £
Wages and salaries	421,872	439,662
Employer's National Insurance Costs	39,387	41,131
Employer's Pension Costs	20,058	20,582
	£481,317	£501,375

The total employee benefits received by Key Management Personnel amounted to £132,501 (2024 : £144,744). Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

	2025 Number	2024 Number
The average number of employees	12	16
The average number of employees based on full-time equivalents	10	11

The number of employees whose employee benefits (including employer's national insurance contributions and employer's pension costs) exceeded £60,000 was:

	2025	2024
£60,001 - £70,000	2	-
£70,001 - £80,000	1	-
£80,001 - £90,000	-	1

14. Tangible fixed assets

	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2024 and at 31 March 2025	14,547	5,473	20,020
Depreciation			
At 1 April 2024 and at 31 March 2025	14,547	5,473	20,020
Net Book Value			
At 31 March 2025	£Nil	£Nil	£Nil
At 31 March 2024	£Nil	£Nil	£Nil

15. Investments

Cost	
As at 31 March 2024 and 31 March 2025	£1

Subsidiary Undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Creative Payroll Solutions Limited, which provides payroll services previously provided by Community Action Sutton Charity Company. The aggregate capital and reserves at 31 March 2025 was £18,589 (2024: £1). The company reported a profit for the year of £18,588 (2024: £26,358).

16. Debtors

	2025 £	2024 £
Trade debtors	57,722	382,620
Other debtors	3,834	24,486
Prepayments	378	1,200
Amounts owed by group undertakings	37,428	86,661
	£99,362	£494,967

17. Creditors: Amounts falling due within one year

	2025 £	2024 £
Accruals	5,326	31,983
Other creditors	5,223	301,875
	£10,549	£333,858

18. Obligations under leases

The total minimum lease payments due under non-cancellable operating lease agreements are as follows:

	2025 Land and Buildings	Other	2024 Land and Buildings	Other
Less than one year	£10,588	£Nil	£9,850	£Nil

19. Analysis of net assets between funds

2025	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,278,569	-	1,278,569
Designated Funds	-	261,454	-	261,454
Unrestricted Funds	1	227,908	(10,549)	217,360
As at 31 March 2025	£1	£1,767,931	£(10,549)	£1,757,383

Comparative information for the analysis of net assets between funds is as follows:

2024	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,370,285	-	1,370,285
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	501,549	(333,858)	167,692
As at 31 March 2024	£1	£2,144,674	£(333,858)	£1,810,817

20. Related Party Disclosures

A summary of the account movements with Creative Payroll Solutions Limited (subsidiary of Community Action Sutton) is shown below:

	£
Debtor as at 1 April 2024	86,661
Recharged costs	120,997
Receipt	(169,217)
Debtor as at 31 March 2025	£38,441

No trustees received any remuneration or reimbursed expenses during either year.

21. Movement in unrestricted funds	**Balance at 1 April 2024**	**Income**	**Expenditure**	**Transfers**	**Balance at 31 March 2025**
2025					
Unrestricted Funds:					
General	167,692	743,479	693,811	-	217,360
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	6,734	18,120	-	10,026
	272,840	6,734	18,120	-	261,454
	£440,532	£750,213	£711,931	£Nil	£478,814

Comparative information for the movement in unrestricted funds is as follows:

21. Movement in unrestricted funds	**Balance at 1 April 2023**	**Income**	**Expenditure**	**Transfers**	**Balance at 31 March 2024**
2024					
Unrestricted Funds:					
General	160,633	756,621	725,941	(23,621)	167,692
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-	-	-	272,840
	£433,473	£756,621	£725,941	£(23,621)	£440,532

Transfers have been made to return restricted funds no longer required.

22. Movement in restricted funds 2025	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
Sutton Community Fund	80,823	71,700	95,550	-	56,973
LBS Ukraine Response Fund	13,921	-	13,921	-	-
Making Informed Choices (MIC)	-	1,231,937	1,231,937	-	-
Sutton CCG Charitable Fund	1,275,541	-	68,121	-	1,207,420
UKSPF	-	114,600	114,600	-	-
NHS Winter Engagement Fund	-	21,511	9,335	-	12,176
Cost of Living Fund	-	10,000	8,000	-	2,000
	£1,370,285	£1,449,748	£1,541,464	£Nil	£1,278,569

Comparative information for the movement in restricted funds is as follows:

22. Movement in restricted funds 2024	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Sutton Community Fund	50,559	80,000	49,736	-	80,823
LBS Ukraine Response Fund	65,777	189,493	241,349	-	13,921
Making Informed Choices (MIC)	-	1,193,574	1,217,195	23,621	-
Sutton CCG Charitable Fund	1,296,791	-	21,250	-	1,275,541
Physical Activity	-	50,529	50,529	-	-
	£1,413,127	£1,513,596	£1,580,059	£23,621	£1,370,285

A description of the purpose for each of these restricted funds can be found in the Trustees' Annual Report.

COMMUNITY ACTION SUTTON

England & Wales - Charity number 1063129

Accounts

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

PQASSO QUALITY MARK level 2
Charities Evaluation Services
Part of NCVO

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

PRESIDENT	The Worshipful the Mayor (For their term of office)
VICE PRESIDENT	Joy Ross MBE
TRUSTEES AND DIRECTORS	
Chairman	Jenny Sims
Vice-Chairman	Nick Walsh (Resigned December 2023) Laurence Imrie (Appointed March 2024)
Treasurer	Amie Stace
Trustees:	Vanessa McCain Bob Harrison Dave Hobday Polly Pereschino Louise Kelly
LONDON BOROUGH OF SUTTON REPRESENTATIVES	Councillor Moira Butt Councillor Patrick Ogbonna
Senior Management Team	
Chief Executive	Simon Breeze
Company Secretary	Dunstanette Kuti
Registered Office Address:	Granfers Community Centre 73-79 Oakhill Road Sutton Surrey, SM1 3AA
Bankers:	Barclays Bank PLC 43 High Street Sutton Surrey SM1 1DR CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA
Solicitors:	Ouvry Goodman & Co Solicitors 12 High Street Sutton Surrey, SM1 1HP
Auditor:	Kingston Burrowes Audit Ltd 308 Ewell Road Surbiton Surrey, KT6 7AL

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Community Action Sutton (CAS) is a Charity Company governed by a Memorandum & Articles of Association. It is a membership organisation made up of voluntary/community organisations (VCOs) in Sutton and it currently has **299** members. The Charity Company is run by a team of **20** paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Organisation Structure

Trustees are proposed and elected by the membership at the Annual General Meeting (AGM) for an initial term of three years and may then stand for a further two terms. During this reporting year the number of trustees has been nine. Honorary Officers (Chair, Vice-Chair and Treasurer) are elected annually at the AGM. There are recruitment, induction and training policies in place for trustees. A regular trustee skills audit is carried out which identifies training needs and forms the basis of the recruitment of new trustees.

The Community Action Sutton Board of Trustees meets quarterly and receives reports from the Chief Executive on all strategic and other important matters that require a decision by the trustees. A full financial report is also provided by the Head of Finance at each board meeting, and the progress of the other projects delivered by the organisation is reported at least once a year. There is an agreed rolling programme for the Board to review all the policies and procedures of the organisation. The Board of Trustee Meetings are also attended by two local Councillors as observers.

During this year, the Board has delivered its annual operational plan based on its strategic plan.

The risk management framework continues to be embedded within the organisations governance framework and is reviewed regularly by the Board. The Board and staff contribute to the development of the annual risk register at a staff and board development day.

The Chair meets regularly with the Chief Executive to review the progress of the organisation and to identify challenges and opportunities and to develop appropriate and responsive strategies for action.

The organisation is a member of London Plus, the National Council for Voluntary Organisations (NCVO) and the National Association for Voluntary and Community Action (NAVCA), all of which are bodies that provide information, guidance and other support services to voluntary organisations.

Quality Standards

Community Action Sutton has Mindful Employer status, Disability Confident Employer and is a London Living Wage Employer.

Trading Activity

Creative Payroll Solutions (CPS) Ltd, (established in April 2010) provides payroll services to the local voluntary sector and has a Board made up of two Community Action Sutton trustees, the Chief Executive and Head of Finance. As well as this, Community Action Sutton offers a Community Accountancy Service and Organisational Development Service which generates income for the organisation.

OBJECTIVES & ACTIVITIES

Charitable Objectives

CAS's main charitable objectives as set out in the governing document are to develop and support Voluntary and Community Organisations (VCO) in the London Borough of Sutton (LBS) and surrounding areas. CAS is a 'second tier' or infrastructure organisation because it does not provide direct services to individual members of the public but supports front line voluntary organisations to be effective and sustainable. The trustees of the Charity have taken due regard of the guidance on public benefit published by the Commission when exercising their powers and duties and have complied with the duty.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Activities

CAS is a membership organisation currently supporting **299** local VCOs in Sutton. VCOs are established because people care about a cause or a group of individuals, not because they want to write a business plan, manage finances, deal with staff, write policies or negotiate with funders or the local authority. However, they need to do all these things to run successful organisations which promote their cause or support their beneficiaries. The role of CAS is to provide the expertise and support in these areas to enable these VCOs to be as effective as possible in meeting their aims (this is capacity building).

A business plan for 2024-2026 is currently under development.

Vision

To promote equality and diversity and positive change for communities in the London Borough of Sutton.

Mission

To **lead** and **act** as a **catalyst** in the advancement of the Voluntary, Community and Social Enterprise (VCSE) as a strategic partner and deliverer of services in Sutton.

Strategic Aims and Activities

To enable CAS to achieve its vision and mission, it has agreed to deliver the following strategic aims:

- Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.
- Elevate the voices of community members in strategic decision making and operational development and delivery.
- Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities.
- VCSE sector organisational capability, governance and service delivery is enhanced and the evidence of impact is demonstrated and communicated.
- The diversification and growth of CAS income.
- That CAS is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

The organisation, in delivering the above strategic objectives, defines its work under the following 5 Pillars, which also serve as our values:

- We **Promote** equality, diversity and positive change for communities in Sutton
- We **Inspire** partnerships/collaboration across the Voluntary and Community Sector
- We **Represent** the voice of the Voluntary and Community Sector
- We **Support** growing and established organisations to reach their full potential
- We **Develop** a diverse and vibrant Voluntary and Community Sector

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Our main focus during 2023/2024 was the following;

- Anti-Poverty Forum.
- Representing the VCS in key strategic meetings with public sector leaders particularly around how commissioning and contracting are done.
- Linking in with the South West London VCSE Alliance
- Delivering Together for Sutton
- Delivering South West London NHS Health Inequalities projects.
- Sutton Community Fund.
- Race Equality
- Continuation of projects at Hill House
- Working in partnership with both voluntary sector organisations, local authority, health partners and other agencies.
- Continue to run a weekly group to address inequalities in the Black Asian and Minority Ethnic (BAME) Communities.
- Keeping Women Safe Network including supporting the White Ribbon campaign.
- Continued to work with local organisations to support them.
- Promoted funding opportunities and co-funded and promoted the Grantfinder system.
- Continued representation (in some settings) and advocacy for the voluntary sector across a variety of fora.

Community Action Sutton has delivered the following activities in relation to its 5 pillars as follows:

Promoting equality, diversity and positive change for communities in Sutton

Communications and keeping our members informed
One of the ways we support our members and the wider sector is by sending out communications containing useful information, resources, changes to legislation and policies and funding opportunities.

During 2023/2024 we continued to send out our weekly e-bulletins which includes a monthly funding e-bulletin which has funding news and details of local and national funding opportunities. We also send out an e-bulletin with information and updates about the work we do to support charities and community groups.

Between April 2023 and March 2024 we sent **187** e-bulletins whilst this is less than last year, we have tried to reduce the number of additional e-bulletins and ensure more relevant information is contained within the regular weekly communications.
We are pleased to maintain a higher than industry average open and click rate (see below). As the number of e-bulletins has reduced the open rate has reduced by 1% from the previous year. The click rate has increased, and we believe that this is likely to be from the monthly e-bulletins which are very well received.

2023-24
Open Rate **42%** average (industry average 20%)
Click Rate **4.5%** average (industry average 2.4%)

2022-23
Open Rate **43%** average (industry average 20%)
Click Rate **4.1%** average (industry average 2.4%)

Social Media
We continue to share news and information via our social media channels Facebook and X (formally known as Twitter). Our presence and reach continues to grow, and in this past year we have **2,451 Followers for X and 1.2K Followers on Facebook.**

We are pleased to see this has also increased from the previous year. We no longer record the number of posts as some social media platforms are starting to charge for analytical information and we believe our time and resources can be better spent elsewhere.

2023-24
1.2K Followers on Facebook (and 928 Likes)
2,451 Followers on X (formally Twitter)

2022-23
1.033 followers on Facebook
2,200 followers on X

Raising awareness and supporting good causes
We continue to promote and take part in raising awareness around different themes each year. This ranges from working with partners to share information and resources; to working in partnership with local charities and community groups to create timetables of events and activities for local communities. Some key awareness day/weeks we have been involved with includes;

- International Women's Day
- National Hate Crime Awareness Week
- Mental Health Awareness Week
- White Ribbon campaign

Small Charity Week 2023
In June 2023 we held a Funding event bringing together different funders to share information about their funding opportunities. Over 30 organisations attended the event and many groups went on to apply for funding as a result of hearing more about the different funding opportunities. At the funding event, a local charity signed up to attend another fundraising event called Sutton Soup where they pitched their idea for a project and won the most votes. This group were pleased to receive £1125 in community funding from the Sutton Soup fundraising initiative.

We also completed 10 Funding searches for groups that attended this event, so they went away with information about funding opportunities relevant to them.

Trustees' Week 2023
In November 2023 we held an event focusing on strengthening charities board and helping to demystify charity finances, while the event did not have a high number of attendees those that did attend felt they learnt a lot and one group in particular went on to receive further support around setting up as a registered charity. We guided this community group through the process to become a registered charity and advised them about opening a bank account.

Inter Faith Week 2023
We endeavour to raise awareness and promote local events and activities throughout Inter Faith Week in November each year. In 2023 we hosted an event, bringing faith leaders and communities representatives together to share information about the work they were doing locally. We aim to further develop this work.

Community Action Sutton has led or been a key partner in a number of programmes and initiatives with a defined aim to promote equality and diversity and this includes:

The Fairness Commission / Race Equality
In 2023/2024 we continued the Racial Equality work by having regular Friday meetings with voluntary and community organisations, external partners and interested parties. The Friday meetings have given individuals the chance to talk about Race Equality, share experiences and information in a safe space. The group also work collaboratively together, promoting Black History Month. The group was key in getting representation onto the Police Encounter Panels and the Stop Search Monitoring groups.

The Race Equality work in Sutton has been shared across the region. We are also working with NAVCA on their equality and diversity agenda. In October 2023 we hosted an Equalities Event which brough together equalities groups and local partners. The aim of this session was to hear about equalities work in the Borough and discuss how the sector can work together.

In August 2023 we facilitated an event held in partnership with the Metropolitan Police around the New Met for London two year plan to improve trust and policing standards. This was held to raise awareness of the plan and to give local residents a chance to ask questions and share concerns. A second event was held in December 2023 which we again supported. As part of this work CAS has been instrumental in bringing communities together to discuss crime and community safety concerns.
In October 2023 we hosted two listening events with Sutton Council in the Roundshaw area. The aim of these sessions was to listen and get feedback from the local community on issues such as crime and safety.

Youth Participation
During 2023/2024 we supported a local organisation to take over the Youth Information and Advisory Group (IAG). We continue to actively promote and signpost groups working with younger people to this organisation. We also continue to feed any issues or common themes into the main Race Equality Group.

Inspire partnerships/collaboration across the Voluntary and Community Sector

As an infrastructure organisation one of the key functions of CAS is to promote, facilitate and support partnerships and collaborative working. Examples of this work during 2023/2024 include:

Sutton Together
Sutton Together is an informal provider consortium. CAS supports the consortium to identify and work together on potential commercial opportunities. Although it has not met during this period the consortium has been notified of tendering opportunities and sessions held regarding available funds eg Q&A Session on the SWL Priorities and Health Inequalities funds

Together for Sutton
The Together for Sutton (TfS) partners continue to work together as one branded 'Front Door' and provide independent, impartial, free and confidential information and advice services to support residents and professionals in Sutton.

TfS' second year saw a total of **£3,654,185** income being brought in across the partnership, directly for local residents. This money is in the form of unclaimed benefits and grants that residents are entitled to but not currently claiming.

Within this period, over **31,000** contacts were supported by the service. This not only shows the level of demand seen in the Borough, but also highlights the value of the TfS partnership and it's collaborative approach throughout a worsening climate.

Further funding was awarded in July 2023 by the GLA to support residents affected directly by the cost of living crisis. Three new roles were created and between July and March 2024, a further **£78,000+** was raised through income with just under **£22,250** worth of resident's debt written off. A further total of **481** households were supported through this project, with **425** of these being unique individuals.

Together for Sutton Information Networks
The TfS Information Networks have gone from strength to strength, with just under 100 Sutton professionals attending a network session themed around Housing in December 2023. The session opened up discussions around housing in the Borough, exploring homelessness and gaps that could be addressed. The TfS partners have been seen to lead the way in collaborative working, not only as a partnership, but together with wider services and providers.

A further three TfS Information Networks took place during 2023-2024 covering the following topics:

- Ripple Effects from the Cost of Living Crisis – Hidden pressures on families with children.
- Focussing on how we can integrate Sutton services and Health Care services
- Employment, Education & Training

Sutton Safer Neighbourhood Board
Set up by MOPAC (the Mayor of London's office for Policing) in every London borough - to establish local policing and crime priorities and monitor police performance and confidence. CAS administrates and chairs this Board which comprises of relevant partners from the public sector and Ward Panel Chairs. The Ward Panel Chairs Network continues to meet 2 weeks prior to the Sutton Safer Neighbourhood Board with the Inspector of the Safer Neighbourhoods Team in attendance. These meetings continue to work and provide an opportunity for the Ward Panel Chairs to give detailed feedback on their Wards activity and raise concerns. As a result of the work Community Action Sutton has carried out and the introduction of a new Police Data system the Police/Data Performance Packs are clearer and contain the information broken down on a ward level. Meetings have been held throughout the year providing updates from Sutton Women's Centre on the White Ribbon Campaign, Street Pastors on their work, detailed reports from the Police about operations that have taken place across the Borough, feedback from the New Met for London Launch Event which CAS helped to facilitate and regular updates on the work of the Independent Advisory Group and the Youth Independent Advisory Group. The Terms of Reference for this meeting were also reviewed and revised. Once again Sutton received funding from MOPAC to support a range of projects and this was processed by CAS.

Representing the voice of the Voluntary and Community Sector
CAS represents and strengthens the voice of local voluntary sector organisations in Sutton. We facilitate a number of meetings, forums and networks that provides groups with the opportunity to share information, receive updates, and give feedback on local plans and policies. We also help groups to connect and develop strong partnerships. Information about some of the meetings, forums and networks can be found below:

Voluntary Sector Forum
We held **2** meetings during this period. The main topics were the Council consulting with the Voluntary and Community Sector on the regeneration of the St Nicholas Centre, Civic Centre, Secombe Theatre and Gibson Road Car Park Sites. It provided an opportunity to put forward suggestions and comment on the presentation given by the Council. The newly appointed Leader of Council set out the key priorities for the Council and to find out what issues the voluntary and community sector are facing. There were also opportunities for the people to exchange news and network. There was an average attendance of **20** people.

Keeping Women Safe Network
The main focus last year has been working with the police to build better relationships, work with partners on the White Ribbon Campaign and addressing issues on how women are kept safe in Sutton through the work with the police.

Anti-Poverty Forum
3 meetings were held during this period. The main topics were presentation from SES Water Vulnerable Customer Team, Council Data Insights around Cost of Living, Sutton Community Fund, Local Housing Allowance, presentation from Children England, Affordability of private rented accommodation In Sutton, new projects and initiatives, Uprating of Local Housing Allowance Rates and Response/results from open letter signed by over 50 organisations to candidates of Mayor's election to tackle poverty and pledge to put at the heart of their manifesto. We also shared information from Sutton Council's Cultural Services on 2 new schemes – Databank and Devicebank.

CAS also provides **representation** on a range of boards, committees and partnerships both locally and nationally. Staff attend various meetings and we continue to act as a conduit between the VCS and the local authority. Below is a list of forums, groups and boards that staff have attended throughout 2023-2024:

- Borough Resilience Forum
- Sutton Alliance Board
- Sutton Health and Care Executive
- Sutton Systems Leaders Group
- Local Safeguarding Children's Board
- Local Safeguarding Children's Board Quality Sub Group
- Sutton Safeguarding Adults Board
- Sutton Adult Safeguarding Executive Board
- Safeguarding Adults Engagement Subgroup (Chair)
- Health inequalities Board
- Health and Wellbeing Board
- Domestic Abuse Transformation Board
- Safer Sutton Partnership Board
- Reducing Reoffending Board
- Sutton Local Place Partnership Board)
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Local Authority Designated Officer steering group
- Youth Offending Management Board
- Reducing Reoffending Board
- Sutton Local Place Partnership Board)
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Local Authority Designated Officer steering group
- Youth Offending Management Board
- BCU Independent Advisory Group
- SN BCU Death Scrutiny Panel
- Gold Case meetings
- Integrated Neighbourhood Teams (INT) meetings

The list below highlights some of the different areas and key themes of discussion at the meetings above.

- Community Safety
- Equalities and Diversity
- Domestic Violence
- Anti-Poverty
- Health and Social Care Integration
- Sutton Plan and overall partnership working
- Adults Safeguarding
- Health Inequalities
- The future of the VCSE Sector

Supporting growing and established organisations to reach their full potential
One of our core functions is to support charities and community groups, we do this in many different ways for example helping groups to access funding. Below is information about some of funding streams we support and/or administer:

Sutton Community Fund
The Sutton Community Fund is a grant funding programme financed by Sutton Council and administered by CAS. Two rounds were run during this period – September 2023 and March 2024. In the September 2023 round **18** applications were considered by the Panel totalling **£80,259.28** and **9** were successful totalling **£37,890.28**. In March 2024 **22** applications were considered by the Panel totalling **£100,851.42** and **11** were successful totalling **£38,216.40**. Before each round the Council and CAS review the priorities to ensure that they are current and in line with those of the Council.

To support the Sutton Community Fund we run workshops prior to the closing date of each round. The aim is to inform participants about the Sutton Community Fund and its guidelines and offer advice and support on the application process. Workshops were held in August 2023 and January 2024 with an average of **20** attendees. One to one advice is offered following the workshops.

Innovation Fund
During 2023/2024 the Innovation fund went through some changes and therefore no funding rounds took place during this past year. Changes were made to the criteria and the next round of funding will be launched along with a new name in September 2024.

Physical Activities Grant
The Physical Activity Grant Programme was a one-off programme financed by Sutton Council and administered by CAS. In October 2023 **13** groups were successful in their applications with a total of **£50,529.28** was awarded.

One to one Support/Capacity Building
Our one to one support and capacity building service is another key area of work for us. We provide development support covering every aspect of running a charity or community group. As with previous years, we found that funding and governance have been most sought after areas of support. During 2023/2024 we supported **112** organisations.

We provided the following support to groups: one to one advice sessions on topics including; setting up a group, writing a constitution, advising on governance structures, working with trustees boards, partnership working, managing risk and fundraising, funding searches.

Funding and Fundraising Support
As well as administering funding streams we also support charities and community groups by providing a funding search service using the Grant Finder database. This database is regularly updated with funding opportunities from many funders, both large and small including funders such as, Awards for All, Lloyds TSB foundation, and the Henry Smith Charity, Civil Society Roots Programme.

We continue to support organisations with their fundraising efforts by sending out a monthly funding e-bulletin, and this past year we have sent **12**. These continue to be a valuable resource to local organisations. During the past year these have been opened **3833** times and recipients have clicked the links **1192** times. We also endeavour to share these funding opportunities via our social media channels.

During 2023/2024 a total of **£155K** was brought into the Borough. Over the past year we have supported **47** organisations with fundraising (including funding searches). We are pleased that **8** organisations applied for funding and were successful.

EasyFundraising
During 2023/2024 we worked with easyFundraising to help local organisations to access unrestricted funding. Organisations were invited to attend an information session which was planned for 2024.

Community Accountancy Service

Our community accountancy service continues to provide a low cost, easily accessible accountancy service for small businesses, social enterprises, charities and voluntary groups to make them more stable and sustainable. We continue to empower trustees, finance workers, treasurers, and other committee members on how to cope with the financial management of their organisation and changes in legislation. We strive to enable voluntary organisations develop and implement effective accounting and financial management systems which better facilitate the pursuit of their aims and objectives.

We have built up an excellent track record for ensuring that these organisations have proper financial procedures in place, suitable for the organisation, and complying with legal requirements; supporting and reviewing any aspect of their financial system, and making recommendations for changes where necessary; help with setting up and maintaining manual or computerised accounting systems; assisting in preparing year-end accounts and conducting independent examinations; and training in financial matters to meet the needs of staff and trustees with financial responsibility.

Creative Payroll Solutions (CPS)
CPS Payroll provides a complete payroll service which is run by friendly, helpful and experienced people and is both professional and sympathetic to the needs of the voluntary sector and beyond. Over **160** organisations, businesses and individuals employing a PA use the payroll service with employee numbers ranging from just a single employee to organisations with **80** plus employees. The payroll service produce an average of **1340** payslips per month and submit pension contributions on behalf of **70** clients.

Develop a diverse and vibrant Voluntary and Community Sector
In 2023/2024, CAS worked closely with key partners and local groups to ensure a cohesive approach across the VCS. Our focus was on developing innovative methods to align our efforts with the community's evolving needs, promoting sustainable and inclusive growth. Community development was at the forefront of our initiatives, including:

Projects Operating Out of Hill House
Our Asset-Based Community Development (ABCD) approach has successfully fostered new projects and strengthened community engagement, contributing to securing South West London NHS Health Inequalities Funding. Hill House has continued to serve as a hub for community activities, increasing visibility and supporting various ongoing initiatives:

Active Me
In collaboration with Sutton Housing Partnership, we delivered **49** engagement-focused sessions tailored for older adults with limited exercise experience. These sessions improved physical fitness and social connections among participants. **23** sessions were held at Hill House, actively engaging residents from the St. Helier area.

Community Garden
Each Friday throughout 2023/2024, we held social gardening sessions for individuals without access to garden space, focusing on improving physical and mental well-being through the benefits of gardening. Throughout the year, we welcomed new participants and held a special wreath-making workshop, alongside a storytelling workshop for dedicated garden volunteers to celebrate their contributions to the community.

Sutton Men in Sheds
Sutton Men in Sheds provides a dedicated space for men to connect and engage in meaningful conversations. During 2023/24, we delivered **27** sessions, engaging **150** men—doubling participation from the previous year. The increase in participation reflects the project's growing reach and positive impact. Activities included well-being workshops in partnership with Sutton Uplift. Physical and recreational activities including tai chi, yoga, creative writing and workshops on stress and anxiety.

Community Learning Project
The Community Learning Project successfully equipped learners with essential job-search skills, resulting in over one-third of participants securing employment.
The positive feedback indicated that the course was instrumental in helping new immigrants, particularly those eager to return to work, thereby making a significant impact on their lives.

Sutton Bike Project
The aim of the project is to transform unwanted bikes into valued possessions. This initiative promotes sustainability and fosters a sense of ownership among participants.

St Helier Community Food Shop
In partnership with Sutton Housing Partnership (SHP), we hosted **52** open days at the St. Helier Community Food Shop. The food shop provides vital support to residents through affordable food and targeted assistance.

Building New Connections with Sutton Hong Kongers
We are committed to working with the Sutton Hong Kong community to assist new immigrants in adapting and building a cohesive community, ensuring our services are accessible and well-known. Key events included:

Big Help Out Event: This brought together over **60** volunteers from the Hong Kong community to support Coronation celebrations.

Sutton Spring Festival Party: In February 2024 **300** community members celebrated this festival.

Mid-Autumn Festival: In partnership with Volunteer Centre Sutton, this festival was held in September 2023, engaging **300** participants and over **50** volunteers in a celebration of culture.

Lunar New Year Event: This attracted **2,000** attendees and **70** volunteers, showcasing the rich cultural heritage of the Hong Kong community.

St Helier Music Festival
In July 2023, we attended this event to promote the various services and activities at Hill House to members of the local community and key partners.

New Volunteer Opportunities at Hill House
As a result of attending the Sutton Volunteer Showcase, we had 80 volunteers help to transform the grounds of Hill House.

Health Inequalities project
In January 2023 Community Action Sutton launched its Health Inequalities Project to employ community development officers to focus work in Shanklin, Roundshaw, St Helier and Benhill known to have long-standing health inequalities. The aim is to work local groups and residents to identify community led responses and shape ideas into projects. The following initiatives took place between April 2023 and March 2024:

Roundshaw
We worked with the Wallington Integrated Neighbourhood Team (ITN) to run monthly 'Healthy You' events giving residents the opportunity to find out more about local services available to them. We have supported a local organisation to secure funding for a delivery van which is used at the weekly Food Hub on the Roundshaw estate. They also maintain a food cupboard near the community centre.

We are working with local churches to enable them to look at new and innovative ways to support residents.

Benhill
Working in partnership with local service providers and organisations the first Benhill Community Fun Day was held in September 2023. It was a huge success with free food, physical activities for all ages and local health and wellbeing services. Over **200** local residents attended. At the fun day residents expressed concerns that they were not always aware of support and local activities. To help address this concern an online and paper based Benhill Community Calendar is currently being developed.

Working in partnership with a local foods bank, we supported a local residents association to install a community food cupboard.

Weekly drop-ins were set up at a local Health centre to support patients to access a range of information and support. 12 sessions were held throughout 2023-2024 with over 100 patients attending.

Shanklin
We supported a local Residents Association to work in partnership with South West London NHS and the Sutton Primary Care network to provided various health initiatives for example mental health group discussions and cook and eat sessions with social prescribers. We also worked closely with ethnic residents and encouraged them to take a more active role with the Residents Association. A food cupboard has also been installed in this area to help support residents.

We supported a group of Muslim ladies to host an EID party in the community hall on the housing estate, this was the first time there was an EID celebration in the community hall.

We worked in partnership with a well-established local mental health charity as they were keen to engage with local Muslim women. A cake sale for Macmillan Cancer charity was held at the charity and a number of Muslim women attended the event. Following the success of the event younger members of the community expressed an interest in volunteer with the mental health charity and a group of Muslim ladies run exercise classes at the mental health charity.

St Helier
During 2023/2024 a number of information session were held for a group of older Tamil residents at Hill House. These sessions included awareness talks on eye health, diabetes information, NHS App support, winter health and being safe in the community. A group of residents and carers have also come together and hold regular exercise / dance session in the evenings.

We have also supported churches in the St Helier area who are keen to increase working in partnership.

In November 2023 we supported a Sutton Tamil School with their board of trustee and governance, this lead to various engagement session around health where we found a high level of diabetes amongst this community. We supported the school to apply for funding from the Physical Activity Fund and they were successful in their application. The funding has been used to run exercise sessions.

We supported a local group to work in partnership with the ITN to hold the first health and wellbeing event in St Helier.

We worked in partnership with a local health centre, which enabled a local organisation to provide free blood pressure checks and NHS app support for local residents.

As part of health inequalities project it was identified that there was a high level of health conditions amongst Muslim women in the St Helier area, for example obesity, diabetes and heart conditions. To help address this we supported a local organisation to deliver yoga classes.

We also supported a local church to apply for funding from the Winter Engagement Fund. Following a success application the church were awarded funding to provide a weekly lunch, where residents could attend and have a bowl of soup and play games. This initiative also lead to installing a food cupboard near the church.

Healthwatch Sutton
Community Action Sutton provides hosting, management and operational support to Healthwatch Sutton. This year Healthwatch Sutton has:

- Completed a survey of 9-11 year olds about their mental wellbeing, to push for them to have more support following the impact of the COVID-19 pandemic.
- Surveyed residents about their recent use of GP Practices in Sutton, to ensure ongoing changes at Practices improve patient experience.
- Surveyed people with disabilities to identify whether their Practices are meeting their communication and health information needs under the Accessible Information Standard.
- Surveyed residents about their recent experience of ear wax treatment, to determine its local availability and push for this to be extended.
- Recruited a new Project Officer and three new Trustees, to increase project activity, provide more health and social care expertise and decide which areas of health and social care to investigate in the future.

Plans for the future
Our key developments for the year ahead include:

- Continuing to deliver organic growth in membership with targeted growth in non-members.
- Position ourselves and the sector to understand emerging opportunities and challenges arising from the development of the new South West London Integrated Care System.
- Advocating for stronger, equitable representation for the sector within the Integrated Care Board in South West London
- Securing additional new funding into the sector in Sutton, maintain and maximise current service offer at highest possible capacity, and appropriate reach across all VCSE organisations in Sutton.
- Developing our voluntary sector forum.
- Diversify our fundraising in order to maintain sufficient resources to operate at our current capacity.
- Support infrastructure and service delivery with review and upgrade of IT systems, ensuring GDPR compliance.
- Improve efficiency through reviewing administrative systems, such as database and internal monitoring processes.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Financial Review
The financial statements have been presented in a format to comply with both company and charity law.

Significant figures during the year can be summarised from the Statement of Financial Activities and Balance Sheet as follows:

Incoming Resources:
Community Action Sutton received the Infrastructure and Capacity Building Fund Strategic Partner from Sutton Council which constituted 12% of the total income. Additional grants or contracts are also received from Sutton Council for separate areas of work and to distribute as part of the Sutton Community Fund. The remaining income came from fees, charges for use of facilities and Bank interest.

Outgoing Resources:
98% of outgoing resources were utilised for the direct charitable objectives of the charity and costs in support of that activity. 1% were utilised for fundraising and publicity, with the remaining 1% being spent on the Governance of the charity.

Reserves policy
It is the policy of the trustees to maintain sufficient reserves to ensure the day to day running of the charity.

Unrestricted and Restricted Funds:
As at 31 March 2024, Community Action Sutton held £1,810,817 in unrestricted and restricted funds. An explanation of these funds is shown in the notes to the accounts.

Unrestricted Funds:
The total value of unrestricted funds held by Community Action Sutton as at 31 March 2024 stands at £440,532 and is being managed for the following reasons:

Unrestricted General Fund:
Community Action Sutton's reserves policy calls for reserves to be held in the general fund to cover at least three months operating expenditure. Unrestricted Reserves at the end of March 2024 were £167,692

Designated Fund – Property Dilapidation
This fund is designated as premises maintenance at the current site of Granfers Community Centre

Designated Fund – Staff/Close Down
The Board agreed that this fund should be used to cover any wind up costs and subsidise project staff salaries where there is a gap before new funding has been secured.

Infrastructure Development Fund
This fund has been established to support the ongoing costs and activities associated with the ISCBF contract and to support, where appropriate, the development of closer working relationships with other partner infrastructure organisations.

Capacity Building
This funding is to enable the organisation to enhance its support to local community and voluntary sector organisations.

Restricted Funds
The reserves mentioned above also cover restricted funds. Restricted fund reserves represent the unexpended balances of lump sums received for specific projects or purposes and will vary according to the life of the project or purpose concerned. The norm is for such funds to be spent within two years of receipt and each fund is regularly monitored to ensure some activity takes place. Where funds are dormant for any length of time this is reported back to the original donor for guidance.

The total value of **restricted funds** held by Community Action Sutton stands at £1,370,285. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements. An explanation for each respective fund holding is set out as follows:

Sutton Safer Partnership – Hate Crime
Community Action Sutton is working in partnership with the Safer Sutton Partnership to deliver a programme of activity to raise awareness of hate crime and to develop appropriate interventions

Social Care Delivery Grant
Community Action Sutton received a grant to enable Sutton Together to explore options for setting up a Care Delivery Partnership.

Sutton Community Fund
Community Action Sutton has been delivering the revised SCF for three years following a review in March 2014. Following contributions from Public Health and Sutton Council, £80,356 remains in this fund that will be subject to distribution by the SCF Panel.

Sutton CCG Charitable Fund
During 2019/20 Sutton and Merton Clinical Commissioning Group dissolved one of is charitable trust funds, passing £1.5m to Community Action Sutton. Community Action Sutton plan to give grants to organisations to benefit the people of Sutton. £200,000 has been allocated to Sutton charities.

Part of these funds will be distributed in the next financial year to take into account spending and changing needs of the business.

Sutton Transformation Fund – PQASSO
Community Action Sutton held this fund to support a number of organisations to complete the PQASSO Accreditation.

Ukraine Response Fund
Community Action Sutton is coordinating and administering funds to Voluntary and Community Sector (VCS) organisations to support this scheme. The funds are ring fenced for VCS work to support sponsors and Ukrainians and cannot be used by Community Action Sutton for any other purpose. Decisions on funding proposals are taken by LBS who then instructs Community Action Sutton to make the payments to successful VCS organisations. As we are moving out of the crisis response stage after the remaining funds are allocated, we will no longer be administering these funds.

Making Informed Choices (MIC)
Community Action Sutton formed a consortium of charities to deliver the Together for Sutton (TfS) contract with the London Borough of Sutton. TfS was launched in July 2022 and is a partnership made up of seven local charities with CAS as the lead accountable body. All the delivery partners deliver services in the London Borough of Sutton with expertise in a wide range of services to support Sutton residents and professionals. TfS is a single point of access (SPA) for residents and professionals in the London Borough of Sutton. Community Action Sutton delivers a small part of the contract, but the majority of the work is sub-contracted to the other delivery partners in the consortium.

Restricted Funds.../continued

Cost of Living Response
London Borough of Sutton repurposed all funds not used for the Community Fund in 2021/22, held by Community Action Sutton, to support the cost of living crisis. The funding was aimed at responding to increased demand for Debt Advice; increased community presence; outreach and support to people who may experience financial shocks (unexpected costs). Community Action Sutton distributed the funds accordingly.

Warm Homes Project
The legacy Health and Wellbeing fund together with the balance of the 2021/22 Sutton Community funds was repurposed with the approval of Sutton Council to a Warm Homes Project fund. This was distributed to VCS organisations to host warm hubs. The project provided a place for residents to go during colder autumn and winter months. It offered residents a safe, accessible and warm environment during the day to help those facing extreme fuel poverty; are isolated or are worried about rising energy bills.

Access to Work
The Access to Work scheme offers a discretionary grant, which supports disabled people to enter and remain in work. The grant contributes to the disability-related extra costs of working faced by disabled people and those with a health condition that are beyond reasonable adjustment. The Access to Work grant enabled CAS to support an employee to perform to their full potential. Adjustments were made to the employee's workstation. Standard equipment and furniture were purchased to demonstrate their value in the workplace and that Community Action Sutton are accurately capturing support needs and funding the right level of support.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Action Sutton for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf on 18 November 2024 by:

Chair and Trustee: Jenny Sims

Trustee: Laurence Imrie

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinion

We have audited the financial statements of Community Action Sutton (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities (including Income and Expenditure Account), Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 17 , the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Kevin Fisher BA FCA CTA (Senior Statutory Auditor)
for and on behalf of Kingston Burrowes Audit Ltd
Statutory Auditors
308 Ewell Road
Surbiton
Surrey
KT6 7AL

3 December 2024

COMMUNITY ACTION SUTTON

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total Funds 2024 £	Total Funds 2023 £
Income from:						
Donations	2	733	-	-	733	1,145
Charitable activities	3	565,977	-	1,513,596	2,079,573	1,758,514
Other trading activities	4	131,676	-	-	131,676	107,222
Investments	5	58,235	-	-	58,235	41,788
Total		756,621	-	1,513,596	2,270,217	1,908,669
Expenditure on:						
Raising funds	6	12,501	-	-	12,501	13,201
Charitable activities	7	713,440	-	1,580,059	2,293,499	1,937,074
Total		725,941	-	1,580,059	2,306,000	1,950,275
Net expenditure/(income)	12	30,680	-	(66,463)	(35,783)	(41,606)
Transfers between funds	21	(23,621)	-	23,621	-	-
Net movement in funds		7,059	-	(42,842)	(35,783)	(41,606)
Reconciliation of funds:						
Total funds brought forward	21	160,633	272,840	1,413,127	1,846,600	1,888,206
Total Funds carried forward	21	£167,692	£272,840	£1,370,285	£1,810,817	£1,846,600

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		-
Investments	15		1		1
			1		1
CURRENT ASSETS					
Debtors	16	494,967		116,115	
Cash at bank and in hand		1,649,707		1,735,335	
		2,144,674		1,851,450	
CREDITORS: amounts falling due within one year	17	333,858		4,851	
NET CURRENT ASSETS			1,810,816		1,846,599
NET ASSETS	19		£1,810,817		£1,846,600
FUNDS:					
Unrestricted - General	21		167,692		160,633
Unrestricted - Designated	21		272,840		272,840
Restricted	22		1,370,285		1,413,127
			£1,810,817		£1,846,600

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board on18 November 2024.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims

Trustee: Laurence Imrie

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(35,783)	(41,606)
Adjustments for:		
Interest received	(53,532)	(17,310)
Distribution received	(4,703)	(24,478)
Depreciation charges	-	-
(Increase)/decrease in debtors	(378,852)	(9,354)
Increase /(decrease) in creditors	329,007	(4,225)
Net cash provided by / (used in) operating activities	(143,863)	(96,973)
Cash flows from investing activities		
Interest received	53,532	17,310
Distribution received	4,703	24,478
Net cash provided by/(used in) investing activities	58,235	41,788
Change in cash and cash equivalents in the year	(85,628)	(55,185)
Cash and cash equivalents brought forward	1,735,335	1,790,520
Cash and cash equivalents carried forward	£1,649,707	£1,735,335

	2024	2023
Analysis of cash and cash equivalents		
Cash at bank and in hand	£1,649,707	£1,735,335

1. Accounting policies

General information and basis of accounting
Community Action Sutton (CAS) is a registered charity (no. 1063129) and private company limited by guarantee (no. 3336660) registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Administrative Information on page 1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition
Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition
Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

Fund accounting
Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose. CAS makes an administrative charge for the operation of some restricted funds and this is included as unrestricted income. An equal amount is also recognised as restricted fund expenditure.

1. **Accounting policies**/contd...

Tangible fixed assets
Tangible assets costing more than £500 are capitalised.

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Office furniture and equipment	20% straight line
Computer equipment	33% straight line
Leasehold property improvements	33% straight line

All assets acquired as part of restricted fund projects are treated as revenue expenditure and written off in the year of purchase.

Debtors and creditors receivable/payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price Any losses arising from impairments are recognised in expenditure.

Leases
Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs
The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

2. **Donations**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations	£733	£Nil	£Nil	£733	£1,145

3. **Income from charitable activities**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Grants	223,578	-	1,513,596	1,737,174	1,411,563
Contracts	270,000	-	-	270,000	285,000
Management charges	25,980	-	-	25,980	24,148
Fees	46,419	-	-	46,419	37,803
	£565,977	£Nil	£1,513,596	£2,079,573	£1,758,514

Of the £1,758,514 recognised in 2023, £675,315 was unrestricted general funds and £1,083,199 was restricted funds.
£1,945,032 (2023: £1,400,823) of government grant was received from London Borough of Sutton.

4. Income from other trading activities

	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2024	Total 2023
Rent and other charges	£131,676	£Nil	£Nil	£131,676	£107,222

All of the £107,222 recognised in 2023 was unrestricted general funds.

5. Investment income

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Dividends	4,703	-	-	4,703	24,478
Bank interest	53,532	-	-	53,532	17,310
	£58,235	£Nil	£Nil	£58,235	£41,788

All of the £41,788 recognised in 2023 was unrestricted general funds.

6. Cost of raising funds

	Grant funding of Activities	Direct costs	Support costs	Total 2024	Total 2023
Fundraising activities	£Nil	£Nil	£12,501	£12,501	£13,201

All of the £13,201 recognised in 2023 was unrestricted general funds.

7. Cost of charitable activities

	Grant funding of activities	Direct costs	Support costs	Total 2024	Total 2023
Voluntary sector support and development	£1,658,648	£531,098	£103,753	£2,293,499	£1,937,074

Of the £1,937,074 expenditure recognised in 2023, £802,759 was charged to unrestricted general funds and £1,134,315 was charged to restricted funds.

8. Analysis of grant funding

	Raising funds £	Charitable activities £	Total 2024 £	Total 2023 £
Grants to institutions				
Sutton Community Fund	-	49,736	49,736	51,245
Health and Wellbeing Fund	-	-	-	10,090
Ukraine Response Fund	-	241,348	241,348	64,783
Hill House	-	965	965	-
LBS – Physical Activity Fund	-	50,529	50,529	-
Sutton CCG Charitable Fund	-	21,250	21,250	70,858
Cost of Living Response	-	-	-	50,000
Warm Homes Project	-	-	-	13,200
MIC – Together for Sutton	-	1,131,184	1,131,184	777,766
Infrastructure Support and Capacity Building	-	163,636	163,636	255,896
	£Nil	£1,658,648	£1,658,648	£1,293,838

9. Analysis of direct costs

	Raising funds £	Charitable activities £	Total 2024 £	Total 2023 £
Staff costs	-	487,863	487,863	413,777
Staff and volunteer expenses	-	11,216	11,216	5,490
Consultancy	-	6,779	6,779	5,375
Training courses and subsidies	-	1,544	1,544	-
Group activities	-	23,696	23,696	47,063
	£Nil	£531,098	£531,098	£471,705

10. Analysis of support costs

	Raising funds £	Charitable activities £	Total 2024 £	Total 2023 £
Staff costs	5,938	-	5,938	6,000
Office expenses	-	17,132	17,132	21,442
Premises costs	3,536	67,192	70,728	69,195
Other support costs	3,027	3,926	6,953	74,818
Governance costs (see Note 11)	-	15,503	15,503	13,277
	£12,501	£103,753	£116,254	£184,732

11. Governance costs

	Total 2024 £	Total 2023 £
Staff costs	7,574	7,732
Audit fee	4,000	3,800
Legal and professional fees	3,229	450
Annual general meeting	-	595
Trustee/fidelity insurance	700	700
	£15,503	£13,277

12. Net income/(expenditure)

	2024	2023
This is stated after charging:		
Depreciation	£Nil	£Nil
Operating lease rentals	£19,742	£19,700

13. Staff costs

	2024 £	2023 £
Wages and salaries	439,662	376,255
Employer's National Insurance Costs	41,131	35,822
Employer's Pension Costs	20,582	15,432
	£501,375	£427,509

The total employee benefits received by Key Management Personnel amounted to £144,744 (2023 : £144,145). Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

	2024 Number	2023 Number
The average number of employees	16	14
The average number of employees based on full-time equivalents	11	12

The number of employees whose employee benefits (including employer's national insurance contributions and employer's pension costs) exceeded £60,000 was:

	2024	2023
£80,001 - £90,000	1	1

14. Tangible fixed assets

	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2023 and at 31 March 2024	14,547	5,473	20,020
Depreciation			
At 1 April 2023 and at 31 March 2024	14,547	5,473	20,020
Net Book Value			
At 31 March 2024	£Nil	£Nil	£Nil
At 31 March 2023	£Nil	£Nil	£Nil

15. Investments

Cost	
As at 31 March 2022 and 31 March 2023	£1

Subsidiary Undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Creative Payroll Solutions Limited, which provides payroll services previously provided by Community Action Sutton Charity Company. The aggregate capital and reserves at 31 March 2024 was £31,495 (2023: £2,906). The company reported a profit for the year of £28,599 (2023: £2,905).

16. Debtors

	2024 £	2023 £
Trade debtors	382,620	40,054
Other debtors	24,486	2,584
Prepayments	1,200	1,017
Amounts owed by group undertakings	86,661	72,460
	£494,967	£116,115

17. Creditors: Amounts falling due within one year

	2024 £	2023 £
Accruals	31,983	4,851
Other creditors	301,875	-
	£333,858	£4,851

18. Obligations under leases

The total minimum lease payments due under non-cancellable operating lease agreements are as follows:

	2024 Land and Buildings	2024 Other	2023 Land and Buildings	2023 Other
Less than one year	£9,850	£Nil	£9,850	£Nil

19. Analysis of net assets between funds

2024	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,370,285	-	1,370,285
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	501,549	(333,858)	167,692
As at 31 March 2024	£1	£2,144,674	£(333,858)	£1,810,817

Comparative information for the analysis of net assets between funds is as follows:

2023	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,413,127	-	1,413,127
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	165,483	(4,851)	160,633
As at 31 March 2023	£1	£1,851,450	£(4,851)	£1,846,600

20. Related Party Disclosures

A summary of the account movements with Creative Payroll Solutions Limited (subsidiary of Community Action Sutton) is shown below:

	£
Debtor as at 1 April 2023	72,460
Recharged costs	124,388
Receipt	(110,187)
Debtor as at 31 March 2024	£86,661

No trustees received any remuneration or reimbursed expenses during either year.

21. Movement in unrestricted funds

	Balance at 1 April 2023	Income	Expenditure	Transfers	Balance at 31 March 2024
2024					
Unrestricted Funds:					
General	160,633	756,621	725,941	(23,621)	167,692
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-	-	-	272,840
	£433,473	£756,621	£725,941	£(23,621)	£440,532

Comparative information for the movement in unrestricted funds is as follows:

21. Movement in unrestricted funds

	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
2023					
Unrestricted Funds:					
General	151,961	825,470	815,960	(838)	160,633
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-		-	272,840
	£424,801	£825,470	£815,960	£(838)	£433,473

Transfers have been made to return restricted funds no longer required.

22. Movement in restricted funds 2024	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Sutton Community Fund	50,559	80,000	49,736	-	80,823
LBS Ukraine Response Fund	65,777	189,493	241,349	-	13,921
Making Informed Choices (MIC)	-	1,193,574	1,217,195	23,621	-
Sutton CCG Charitable Fund	1,296,791	-	21,250	-	1,275,541
Physical Activity	-	50,529	50,529	-	-
	£1,413,127	£1,513,596	£1,580,059	£23,621	£1,370,285

Comparative information for the movement in restricted funds is as follows:

22. Movement in restricted funds 2023	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
LBS Safer Sutton Partnership Service	2,731	-	2,731	-	-
Sutton Community Fund	80,356	80,000	51,274	(58,523)	50,559
LBS Ukraine Response Fund	-	133,060	67,283	-	65,777
Transformation – PQASSO	1,365	-	1,365	-	-
Social Care Delivery Grant	11,304	-	6,814	(4,490)	-
Making Informed Choices (MIC)	-	867,500	867,500	-	-
Sutton CCG Charitable Fund	1,367,649	-	70,858	-	1,296,791
Cost of Living Response	-	-	50,000	50,000	-
Warm Homes Project	-	-	13,200	13,200	-
Access to Work	-	2,639	3,290	651	-
	£1,463,405	£1,083,199	£1,134,315	£838	£1,413,127

A description of the purpose for each of these restricted funds can be found in the Trustees' Annual Report.

COMMUNITY ACTION SUTTON

England & Wales - Charity number 1063129

Accounts

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

PQASSO QUALITY MARK level 2
Charities Evaluation Services
Part of NCVO

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COMPANIES HOUSE

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

PRESIDENT	The Worshipful the Mayor (For their term of office)	
VICE PRESIDENT	Joy Ross MBE	
TRUSTEES AND DIRECTORS		
Chairman	Jenny Sims	
Vice-Chairman	Nick Walsh	
Treasurer	Amie Stace	(Appointed 10 February 2023)
Trustees:	Jeffrey Cashier Vanessa McCain Bob Harrison Dave Hobday Polly Pereschino Laurence Imrie Louise Kelly	(Appointed 14 February 2023)
LONDON BOROUGH OF SUTTON REPRESENTATIVES	Councillor Moira Butt Councillor Patrick Ogbonna	
Senior Management Team		
Chief Executive	Simon Breeze	
Company Secretary	Dunstanette Kuti	
Registered Office Address:	Granfers Community Centre 73-79 Oakhill Road Sutton Surrey, SM1 3AA	
Bankers:	Barclays Bank PLC 43 High Street Sutton Surrey SM1 1DR	
	CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ	
	CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA	
Auditor:	Myrus Smith Chartered Accountants and Statutory Auditor Norman House 8 Burnell Road Sutton Surrey SM1 4BW	

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Community Action Sutton (CAS) is a Charity Company governed by a Memorandum & Articles of Association. It is a membership organisation made up of voluntary/community organisations (VCOs) in Sutton and it currently has **293** members. The Charity Company is run by a team of **17** paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Organisation Structure

Trustees are proposed and elected by the membership at the Annual General Meeting (AGM) for an initial term of three years and may then stand for a further two terms. During this reporting year the number of trustees has been nine. Honorary Officers (Chair, Vice-Chair and Treasurer) are elected annually at the AGM. There are recruitment, induction and training policies in place for trustees. A regular trustee skills audit is carried out which identifies training needs and forms the basis of the recruitment of new trustees.

The Community Action Sutton Board of Trustees meets quarterly and receives reports from the Chief Executive on all strategic and other important matters that require a decision by the trustees. A full financial report is also provided by the Head of Finance at each board meeting, and the progress of the other projects delivered by the organisation is reported at least once a year. There is an agreed rolling programme for the Board to review all the policies and procedures of the organisation. The Board of Trustee Meetings are also attended by two local Councillors as observers.

During this year, the Board has delivered its annual operational plan based on its strategic plan.

The risk management framework continues to be embedded within the organisations governance framework and is reviewed regularly by the Board. The Board and staff contribute to the development of the annual risk register at a staff and board development day.

The Chair meets regularly with the Chief Executive to review the progress of the organisation and to identify challenges and opportunities and to develop appropriate and responsive strategies for action.

The organisation is a member of London Plus, the National Council for Voluntary Organisations (NCVO) and the National Association for Voluntary and Community Action (NAVCA), all of which are bodies that provide information, guidance and other support services to voluntary organisations.

Quality Standards
Community Action Sutton has Mindful Employer status, Disability Confident Employer and is a London Living Wage Employer. We are currently working towards the Trusted Charity quality mark.

Trading Activity
Creative Payroll Solutions (CPS) Ltd, (established in April 2010) provides payroll services to the local voluntary sector and has a Board made up of two Community Action Sutton trustees, the Chief Executive and Head of Finance. As well as this, Community Action Sutton offers a Community Accountancy Service and Organisational Development Service which generates income for the organisation.

OBJECTIVES & ACTIVITIES

Charitable Objectives
Community Action Sutton's main charitable objectives as set out in the governing document are to develop and support VCOs in the London Borough of Sutton (LBS) and surrounding areas.

Community Action Sutton is a 'second tier' or infrastructure organisation because it does not provide direct services to individual members of the public but supports front line voluntary organisations to be effective and sustainable. The trustees of the Charity have taken due regard of the guidance on public benefit published by the Commission when exercising their powers and duties and have complied with the duty.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Activities

Community Action Sutton is a membership organisation currently supporting **293** local VCOs in Sutton. VCOs are established because people care about a cause or a group of individuals, not because they want to write a business plan, manage finances, deal with staff, write policies or negotiate with funders or the local authority. However, they need to do all these things to run successful organisations which promote their cause or support their beneficiaries. The role of Community Action Sutton is to provide the expertise and support in these areas to enable these VCOs to be as effective as possible in meeting their aims (this is capacity building).

A business plan for 2024-2026 is currently under development.

Vision

To promote equality and diversity and positive change for communities in the London Borough of Sutton.

Mission

To **lead** and **act** as a **catalyst** in the advancement of the VCSE as a strategic partner and deliverer of services in Sutton.

Strategic Aims and Activities

To enable Community Action Sutton to achieve its vision and mission, it has agreed to deliver the following strategic aims.

1. Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.

2. Elevate the voices of community members in strategic decision making and operational development and delivery.

3. Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities

4. VCSE sector organisational capability, governance and service delivery is enhanced and the evidence of impact is demonstrated and communicated.

5. The diversification and growth of Community Action Sutton's income.

6. That Community Action Sutton is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

The organisation, in delivering the above strategic objectives, defines its work under the following 5 Pillars, which also serve as our values:

We **Promote** equality, diversity and positive change for communities in Sutton

We **Inspire** partnerships/collaboration across the Voluntary and Community Sector

We **Represent** the voice of the Voluntary and Community Sector

We **Support** growing and established organisations to reach their full potential

We **Develop** a diverse and vibrant Voluntary and Community Sector

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Our main focus during 2022/2023 was the following;

- Launching the Together for Sutton partnership and Single Point of Access for Sutton Residents.
- Anti-Poverty Forum.
- Innovation Fund.
- *Sutton Community Fund Microgrants Programme.*
- Race Equality Conference.
- St Helier Community Project.
- New projects at Hill House (Passport for Employment, Self-Defense Class for Women)
- Working in partnership with both voluntary sector organisations, local authority, health partners and other agencies.
- Continue to run a weekly group to address inequalities in the Black Asian and Minority Ethnic (BAME) Communities.
- Keeping Women Safe Network including supporting the White Ribbon campaign.
- Continued to work with local organisations to support them.
- Promoted funding opportunities and co-funded and promoted the Grantfinder system.
- Continued representation (in some settings) and advocacy for the voluntary sector across a variety of fora.
- Attended the local Freshers Fair and provided information for newly elected Councillors.

Community Action Sutton has delivered the following activities in relation to its 5 pillars as follows:

Promote equality, diversity and positive change for communities in Sutton

Communications
A key area of our work is communication, ensuring we keep the voluntary and community sector in Sutton up to date on changes to legislation and policies as well as share information and resources.

During 2022/2023 we made some positive changes in the way in which we communicate with our members. In July 2022 we began to send a monthly funding e-bulletin. This e-bulletin was dedicated to funding news and contained several funding opportunities. We also started to send out a monthly e-bulletin which featured news and updates on the work and projects that Community Action Sutton had carried out or were involved with.

Between April 2022 and March 2023 we sent **208** e-bulletins. The e-bulletins are sent to over **400** members and stakeholders. We are pleased to maintain a higher than industry average open and click rate (see below), this past year our open rate has increased by **6%** compared to the previous year.

Open Rate **43%** average (industry average 20%)
Click Rate **4.1%** average (industry average 2.4%)

Social Media
We continue to share news and information via our social media channels, Facebook and X (formally known as Twitter). Our presence and reach continues to grow, we have **2,200 followers on X** and **1.033 followers on Facebook**. In this past year we have shared **735 Tweets** and **734 Facebook posts**.

During the past year we **increased our posts on Facebook by 70%,** as a result of this, we are pleased that both our profile visits and reach also increased, with the **profile visits increasing by 65%** and the **reach by 26%.**

Community Action Sutton has led or been a key partner in a number of programmes and initiatives with a defined aim to promote equality and diversity and this includes:

The Fairness Commission / Race Equality
In 2022/2023 we continued the Racial Equality work by having regular Friday meetings with voluntary and community organisations, external partners and interested parties. The Friday meetings have given individuals the chance to talk about Race Equality, share experiences and information in a safe space.

In February 2022 we hosted a Race Equality Conference which brough together the local community as well as young people. Young people had the opportunity to share their stories on Racism. The weekly Friday group will continue into next year.

Inter Faith
In November 2022 we hosted an event during interfaith week, the event enabled faith groups to hear about what was happening in the Borough. We aim to host another event as part of interfaith week in 2023.

Youth Participation
We continue to work with the Youth Independent Advisory Group (IAG) which brings young people and the police together to address issues such as Stop and Search, Crime and Community Safety. Young people have been meeting regularly with the Police to build relationships. This work is now being taken over by one of our VCS organisations with the support of CAS.

International Women's Day 2023
We continue to take part in raising awareness and celebrating the achievements of local women during International Women's Day. In March 2023 the theme was Embrace Equity. We encouraged colleagues to send in their photos showing them taking a stand and embracing equity as together we can work collectively to impact positive change. We also work closely with the local women's centre to promote the work they do and the events they run.

Freshers Fair May 2022
In May 2022 we attended the London Borough of Sutton's Councillors Freshers Fair, this event was for newly elected and returning local Councillors. We produced useful information specifically for local councillors to ensure they had a better understanding of the voluntary and community sector in Sutton and were aware of the different services available in the community they serve. Many of the local councillors were pleased with the information we had provided them with and said they found it very informative.

Giving Tuesday 2022
On Giving Tuesday, 29th November 2022 we launched our festive fundraising campaign. The aim of this campaign was to help local charities fundraise in the lead up to the Christmas period. We shared messages and information about 6 local charities including how residents could support them by donating to their causes. Charities that took part in this campaign were appreciative of our support to help raise awareness of their cause and services.

National Hate Crime Awareness Week 2022
National Hate Crime Awareness Week was held in October 2022, in the lead up to and during the awareness week we worked with key partners in the Borough to help to raise awareness and support local engagement events including an Active Bystander training session. The engagement work was a huge success with many residents speaking to local organisations and police about Hate Crime in the community. Residents had a greater understanding of hate crime and hate incidents and felt confident in where to go to get help or support as well as what to do should they witness a hate crime.

White Ribbon 2022
The White Ribbon Initiative aims to challenge the attitudes and behaviours of men and boys that perpetuate violence against women. We were proud to take part and encouraged members of the community to take the pledge to promise to never use, excuse or remain silent about men's violence against women. We collated short video clips of local community members saying the pledge and again shared this with our members and on social media.

Inspire partnerships/collaboration across the Voluntary and Community Sector

As an infrastructure organisation one of the key functions of Community Action Sutton is to promote, facilitate and support partnership. Examples of this work during 2022/2023 include:

Sutton Together
Sutton Together is an informal provider consortium. The consortium meets to identify and work together on potential commercial opportunities. The Partners met three times during 2022/2023 to discuss the social prescribing contract, VCS representation at the Integrated Care Partnership Board, and Sutton Information Hub.

Together for Sutton
Community Action Sutton developed a consortium of charities and led a tender for the Making Informed Choices contract put out by the London Borough of Sutton. Community Action Sutton working with the partners (below) was successful in winning the contract which launched on 1st July 2022.

- Advocacy for All
- Age UK Sutton
- Citizens Advice Sutton
- Community Action Sutton (Key Strategic Partner)
- Healthwatch Sutton
- Sutton Carers Centre
- Volunteers Centre Sutton

The partners came together to develop a brand and create a partnership called Together for Sutton. During this period the partnership established and launched an independent, impartial, free and confidential information and advice service to support residents and professionals in Sutton.

The Together for Sutton partnership has since come a long way. A great deal of work went into creating an approach that brought together 'apples and oranges.' A Single Point of Access has replaced a static telephone menu. Previously a resident had to know who to contact, now they have the option of speaking to someone who will listen and direct them to the right place. This part of the service will need to evolve and develop, but this has been in place since day one and we are now able to build and develop this across Year 2 of the contract.

Since its launch, Together for Sutton has functioned as a point of continuity for information and advice provision in the borough. Through the Information Networks we have brought together frontline staff, increased knowledge about what is available in the borough and provided debate and learning opportunities which will improve what is delivered and how. The platform provided by Together for Sutton is something that we can build on both for the benefit of wider Voluntary Sector and also in support of the Sutton system.

Together for Sutton Information Networks
Sutton professionals are already renowned for working together collaboratively, and Community Action Sutton wanted to utilise the Together for Sutton Information Networks in a way that would harness this and provide an opportunity for all Sutton professionals, both at Management and Practitioner levels, to be under the same roof in order to receive and share current news and information at the same time.

Two Together for Sutton Information Networks have run during this financial year, with three further events booked in for the remainder of 2023. These events are run on a quarterly basis for Sutton professionals and appear to be very popular.

The first event took place on 8th November 2022 with over 55 Sutton professionals attending across 26 local organisations; focussing on the current cost-of-living crisis and providing real tangible, solutions for services to use in their support of our Sutton residents.

The second event took place on 6th March 2023 with over 60 Sutton professionals attending across 30 organisations. Here the focus shifted to how the cost-of-living crisis has had a ripple effect on people's lives, mental health, behaviours and so much more. The event challenged services with their access/accessibility to support, and the way in which hidden bias can have a detrimental effect on the way we work with our service users.

Sutton Safer Neighbourhood Board
Set up by MOPAC (the Mayor of London's office for Policing) in every London borough - to establish local policing and crime priorities and monitor police performance and confidence. Community Action Sutton administrates and chairs this Board which comprises of relevant partners from the public sector and ward panel chairs. The Ward Panel Chairs Network which meets 2 weeks prior to the Sutton Safer Neighbourhood Board has worked well and all the Chairs appreciate an opportunity to share good practice and raise issues that their area is facing. Community Action Sutton has worked with the Police to present the Police Data/Performance Pack in a more accessible way. Meetings have been held quarterly with speakers attending including Sutton Women's Centre on the White Ribbon Campaign, MOPAC funding has once again been brought into the Borough to support a range of projects.

Represent the voice of the Voluntary and Community Sector
The work that Community Action Sutton undertakes in relation to representation can be described in two ways. First, it facilitates, develops and supports the voice of the sector through a range of forums and partnerships, which also provide an important opportunity for sharing information; receiving updates from the public and voluntary sector; and a chance for organisations to comment on and influence local strategies and policies. It also acts as a gateway and where appropriate supports other organisations to represent their beneficiaries or the wider voluntary sector.

Developing the Voice
During 2022/2023 we started to hold more meetings/events face to face but continued to use Teams / Zoom where appropriate. Below are details of the voluntary sector-led forums and networks which took place during 2022/2023:

Voluntary Sector Forum
We held **3** meetings during this period. The main topics were Council Accommodation for the VCS, Integrated Care System, Learning Disability Strategy and Learning Disability Conference, representation on Boards and Building a VCSE Alliance. We also shared updates on our work and discussed what the VCS needed from us.

Weekly Race Equality meetings
These meetings take place every Friday morning. It provides an opportunity for the VCS and stakeholders to come together to discuss any issues on Race Equality in the Borough. The meetings have enabled presentations from the police, health, local authority, and the heritage team. The meetings also enables the VCS to share information, network and work collectively on events happening over Black History Month.

Keeping Women Safe Network
4 meetings were held with the network during this period . The main focus has been working with the police to build better relationships, work with partners on the White Ribbon Campaign and addressing issues on how women are kept safe in Sutton. The network is made up of VCS and external stakeholders (Police, Safer Sutton Partnership and the Local Authority).

Smalls Groups Forum
One small groups forum was held as part of Small Charities Week in June 2022 which focussed on information sharing and networking.

Anti-Poverty Forum
6 meetings were held during this period. The main topics were trends from Sutton Community Works and Sutton Housing Partnership, feedback from Cost of Living Round Table Event, Trends in demands, updates on new initiatives, Thinking Works on Energy Efficiency, Government Grant Schemes, Sutton Community Fund Microgrants Programme, support for mortgage interest and shortfalls between rents and local housing allowance. We were also pleased to see an increase in attendance at these meetings. Following a letter from the Anti-Poverty Forum to public sector leaders, Sutton Council held 2 roundtable events with a range of partners. This led to the creation of 4 warm spaces and the funding of a Debt First Aider role to support those most affected by the cost of living.

Secondly, it provides **representation** to a range of boards, committees and partnerships.

The representational activity that Community Action Sutton has undertaken relates to the following themes:

- Children, Young People & Families
- Community Safety
- Equalities and Diversity
- Domestic Violence
- Anti Poverty Forum
- Health and Social Care Integration
- Sutton Plan and overall partnership working
- Children's and Adults Safeguarding
- Health Inequalities

This is evidenced through attendance and activity at the following:

- Borough Resilience Forum
- Sutton Operational Leadership Group
- Sutton Systems Leaders Group
- Local Safeguarding Children's Board
- Local Safeguarding Children's Board Quality Sub Group
- Local Safeguarding Children's Board youth participation sub group
- Sutton Safeguarding Adults Board
- Sutton Adult Safeguarding Executive Board
- Safeguarding Adults Engagement Subgroup (Chair)
- Health and Wellbeing Board
- Domestic Abuse Transformation Board
- Safer Sutton Partnership Board
- Reducing Reoffending Board
- Sutton Integrated Care Board (now the Local Place Partnership Board)
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Youth Independent Advisory Group (Chair)
- Local Authority Designated Officer steering group
- Youth Offending Management Board
- BCU Independent Advisory Group

Support growing and established organisations to reach their full potential
The support that Community Action Sutton provides is wide and varied but one of the key areas relates to funding:

Sutton Community Fund
A round of the Sutton Community Fund took place in October 2022 with only 4 applications despite a lot of marketing. Two grants were awarded totalling £19,400. As a result of this poor uptake the Sutton Community Fund programme was revised and we ran a rolling Microgrant Programme for grants up to a maximum of £1,000, a simplified application process and grants to be used to help the community with the cost of living crisis. This ran for 5 months with 18 grants being awarded totalling £17,000.

Innovation Fund
The Innovation Fund was launched in 2022, the open grants programme allowed organisations to submit a 2 minute video outlining a proposal for a project which was innovative and/or showed a different way of working in the Borough. If successful groups were asked to present a detailed proposal in front of the panel. In May 2022, 2 groups were awarded funding totalling £42,008. In August 2022 a further 3 groups were successful totalling £57,500

One to one Support/Capacity Building
The main area of Community Action Sutton's work is providing development support to voluntary and community organisations covering every aspect of running a charity or small community group. This year the greatest demand from organisations was primarily in relation to funding and governance.

During 2022/2023 we supported **152** organisations. We provided the following support to these groups: one to one advice sessions, on topics including; setting up a group, writing a constitution, looking at governance structures, work with trustees boards, partnership working, managing risk and fundraising, funding searches and grant finder searches.

Funding and Fundraising Support
The fundraising support we offer includes searching on the Grant Finder database for relevant funding opportunities from funders such as Awards for All, Lloyds TSB foundation, and the Henry Smith Charity, Civil Society Roots Programme. Over the past year we have supported **29** organisations with fundraising. **13** organisations applied for funding and were successful.

We sent out **9** funding e-bulletins from to July 2022 to March 2023, these e-bulletins were **opened 2610 times** and recipients **click the links within the e-bulletins 1331 times**. After contacting the groups that had clicked the funding links **28** said they had applied for funding with **8** being successful in receiving funding. We continue to send these monthly e-bulletin out to groups and where groups are not successful we reach out to help understand why they were unsuccessful and look to see how we can support them in the future. We do know that between July 2022 and March 2023 the groups that applied for funding were awarded a total of **£82,400** between them.

Community Action Sutton was awarded £99,280 for health inequalities community development work. Through this support Sutton voluntary organisations to make **8** applications to the South West London NHS Health Inequalities Fund. This resulted in People Arise Now, Sutton Mental Health Foundation, Sutton African Cultural Organisation and Self-Management UK receiving a share of £121,033 in funding to reduce health inequalities.

Funding workshops
During the year we held the following bespoke funding sessions for local groups:

- Two Sutton Innovation Workshops held in June of which 15 groups attended in total.
- 5 GrantFinder sessions conducted online with 10 participants attending to get a better idea of how to search for funding. Participants that attended the sessions had a better understanding of GrantFinder and found the sessions very helpful.
- Funding workshop held at Hill House - three groups attended. This was specifically aimed at St Helier Groups.

Training/workshops
During this past year we reviewed the attendance levels and costs of our training programme and took the decision to offer bespoke training as and when needed and work more closely one to one with VCS organisations to address their specific needs/issues. Therefore the following bespoke training was delivered.

- OCN leadership training for young people - 10 young people attending
- 9 people gained Open College Network London (OCN) certificates in Leadership and Fundraising .

We delivered three training sessions as part of trustee week in November2022.
- Managing Risk - 7 Participants (7 organisations) attended.
- Managing your Charities Finances - 8 Participants (8 organisations) attended.
- Good Governance - 10 Participants (10 organisations) attended.

As part of Black History Month 2022 we hosted an Unconscious Bias training of which 15 participants attended (15 organisations).

Advice Topic / Topic by %
- Fundraising - 40%
- Governance - 35%
- Setting up new groups - 10%
- Signposting - 10%
- Policy Development - 10%
- Partnership Working - 15%
- Establishing forums - 5%
- Understanding Community Needs - 5%

Small Charity Week
In 2022 Small Charity Week took place from Monday 20th June to Friday 24th June with a theme of 'Connecting Small Charities'. To help small charities connect we held a small groups forum to give groups to opportunity to come together, network and find out about what was happening in their local area plus find out more about funding opportunities that were available at the time.

To help connect small charities and raise awareness of their services, we organised a Charity Fair. Local charities were able to connect with each other, finding out more about the different services available as well as promote their charity and services to members of the community.

Trustees' Week 2022
Each year during Trustees' Week we recognise and acknowledge the work of local Trustees and the value they bring to their charities and small groups. For Trustees' Week 2022, we ran our popular training courses online including Good Governance, Managing your Charities Finances and Managing Risk. In total 25 people attended these courses. We also produced short video clips of Trustees sharing why they do what they do and how they supported their Charities through the pandemic.

After some research through the Charity commission website we produced and shared some highlighting facts about the number of charities and Trustees in the local borough.

Community Accountancy Service
Our community accountancy service continues to provide a low cost, easily accessible accountancy service for small businesses, social enterprises, charities and voluntary groups to make them more stable and sustainable. We continue to empower trustees, finance workers, treasurers, and other committee members on how to cope with the financial management of their organisation and changes in legislation. We strive to enable voluntary organisations develop and implement effective accounting and financial management systems which better facilitate the pursuit of their aims and objectives.

We have built up an excellent track record for ensuring that these organisations have proper financial procedures in place, suitable for the organisation, and complying with legal requirements; supporting and reviewing any aspect of their financial system, and making recommendations for changes where necessary; help with setting up and maintaining manual or computerised accounting systems; assisting in preparing year-end accounts and conducting independent examinations; and training in financial matters to meet the needs of staff and trustees with financial responsibility.

Creative Payroll Solutions (CPS)
CPS Payroll provides a complete payroll service which is run by friendly, helpful and experienced people and is both professional and sympathetic to the needs of the voluntary sector and beyond. Over **160** organisations, businesses and individuals employing a PA use the payroll service with employee numbers ranging from just a single employee to organisations with **80** plus employees. Pension contributions are submitted on behalf of over **60** clients to a range of pension providers.

Develop a diverse and vibrant Voluntary and Community Sector

During 2022/23 we worked with key partners to ensure the sector worked together to develop new ways of work. A key area of our work is community development. This included the following;

Projects operating out of Hill House:
Our Asset-Based Community Development (ABCD) approach and vision for St. Helier have resulted in the successful development of various new projects and increased engagement with the community. This project also provided part of the evidence base to secure the South West London NHS Health Inequalities Funding. Hill House continues to serve as a base for engaging local communities and enhancing visibility through various ongoing activities, as follows:

Active Me
In collaboration with Sutton Housing Partnership, we conducted a total of **76** sessions specifically designed for older adults with limited exercise experience. The primary objectives of these sessions are to enhance physical fitness levels and foster social connections among the participants.

In specific detail, **39** sessions took place at Hill House, where we successfully engaged regular residents from St Helier, emphasizing our commitment to advancing holistic well-being within our community. The program's impact stands as a testament to our dedication and the effectiveness of our approach toward community well-being.

Community Garden
These sessions are held every Friday and cater to individuals who are interested in gardening but lack their own garden space. In every session, we are fortunate to have 6-8 dedicated regular volunteers who generously contribute their time and expertise. The primary objectives of these sessions is to enhance participants' physical and mental well-being through the therapeutic benefits of gardening. These sessions have contributed to fostering a sense of community and well-being among the participants.

Sutton Men in Sheds
Sutton Men in Sheds provides a community space for men to connect, engage in conversation, and pursue practical interests. The project prioritises engaging vulnerable men dealing with mental health issues and has developed a referral system to make relevant referrals once specific needs for further support are identified.

During 2022/2023 we ran **16** sessions engaging **85** men. Various activities were offered, including wellbeing workshops in collaboration with Sutton Uplift. These workshops aimed to equip men with skills to enhance resilience and overall wellbeing. Additionally, physical/recreational activities were thoughtfully designed to resonate with the preferences of middle-aged men, including activities like tai chi, yoga, creative writing, drumming, walking football, and board games.

The project will continue to evolve based on direct feedback, solidifying its status as a dynamic and responsive resource for the well-being of men in Sutton.

Passport to Employment

The Passport to Employment project was established in partnership with Sutton College, involving the engagement of **10** residents in the course that took place from March 2022 to June 2022. The course outcomes were: Learners developed a better understanding of the importance of adapting CVs, cover letters and application statements to each role's requirements by referencing the person specification.

All learners expressed increased confidence in conducting a job search, citing a better understanding of what information employers sought in a CV, cover letter, and during interviews. This was particularly significant as none of the learners were employed at the time of the course, and five out of six had not worked for more than five years. This project equipped participants with essential skills and instilled confidence that will contribute to their success in future employment endeavors.

St Helier Community Food Shop

Partnering with Sutton Housing Partnership (SHP), we hosted **51** open days at the St. Helier Community Food Shop, operating every Thursday. These events played a crucial role in providing essential support to residents by offering affordable food and targeted assistance. The openings served as a consistent resource, creating a reliable platform for residents to access nutritious food. The primary goal was to address immediate food needs and enhance the overall well-being of SHP residents and individuals in the St. Helier area. Our collaborative efforts have significantly fostered community spirit, addressed food insecurity, and promoted the welfare of residents.

Self Defence class for Women

Our recent Self Defence Class, led by Defense Labs at Hill House on February 25th, 2023, was a pivotal moment in our ongoing commitment to community well-being. Over **30** women from diverse backgrounds and ages gathered, emphasizing the importance and relevance of such initiatives. Participants left not only with new knowledge but also with heightened confidence and personal security. We respond to community needs through community-driven programming. The positive impact of the 2023 self-defense class is a testament to its effectiveness.

New Volunteer Opportunities at Hill House

Hill House Projects is committed to creating ongoing volunteer opportunities for residents. On September 22, in collaboration with Sutton Housing Partnership teams, we organized a community event to transform areas. Local stakeholders were invited to Hill House to explore the community garden on the grounds of our community centre, and we were pleased to have **22** participants actively engaged in the event.

The goal is to revitalize the expansive Hill House grounds by uniting efforts such as litter picking, weed removal, bush tidying, and the planting of new turf. With a successful turnout, we are confident that the local community will take ownership of the garden and maximize its potential. We aim to showcase that Hill House is not just a community centre; it is a vibrant hub where residents actively contribute to the beauty of their shared spaces.

St Helier Community Project

The St Helier Project which was externally funded has been bringing together St Helier residents and increasing engagement. The St Helier Community fund was delivered using a participatory budgeting approach and further engagement at the St Helier Festival and via a community survey are planned. The project culminated in an event in November that brought together decision makers and the community to begin creating a community plan for the area.

The key themes were:

- St Helier Community Fund
- Community walk abouts in partnership with Sutton Housing Partnership
- St Helier residents survey in partnership with Volunteer Centre Sutton
- Community Conference
- Community Plan

The insights and relationships built for this work are being built upon and developed through the Health Inequalities project (part of which focuses on St Helier).

St Helier Music Festival

On June 25th, 2022, Community Action Sutton was one of the sponsors for an event which draws consistent attendance, showcasing the community's keen interest. The diverse entertainment provided a platform for our team to connect with residents, sharing insights into our work supporting charities and small groups in Sutton, as well as the initiatives of Community Action Sutton.

In our ongoing commitment to understanding resident needs, a survey initiated by Community Action Sutton and Volunteer Centre Sutton, local charities working in Sutton, was conducted before and during the Music Festival about living in St Helier. With over **300** responses, the survey aims to gather insights into the things you like, the things you don't like, and how things might be improved, contributing to better planning.

Our active involvement in the festival demonstrates our commitment to fostering community connections and tailoring initiatives based on direct feedback.

Connecting with key partners during the festival provided a valuable networking opportunity for a better Sutton.

Health Inequalities project

In January 2023 Community Action Sutton launched its Health Inequalities Project employing two community development officers to focus work in four areas known to have long-standing health inequalities (Shanklin, Roundshaw, St Helier and Benhill). They aim to work with local communities to identify community led responses and shape ideas into projects. As well as this, creating locally appropriate sources of support, health and well being. Creating pilot projects which would become self sustaining or attract ongoing funding.

Healthwatch Sutton

Community Action Sutton provides hosting, management and operational support to Healthwatch Sutton. This year Healthwatch Sutton has:

- Surveyed local people to understand the impact of the cost of living crisis on local people's physical and mental health
- Spoken to Long Covid patients and called for better public understanding of their condition, as well as more support for self-help groups
- Employed a new Executive Officer to liaise between the NHS and Healthwatch organisations across South West London. She has provided the local NHS with over 100 Healthwatch reports, which have informed their new 5-year strategy.
- Working with Sutton Council, our team of trained volunteers began work on a programme of quality assurance visits to care homes

Plans for the future

Our key developments for the year ahead include:

- Continuing to deliver organic growth in membership with targeted growth in non-members.
- Position ourselves and the sector to understand emerging opportunities and challenges arising from the development of the new South West London Integrated Care System.
- Advocating for stronger, equitable representation for the sector within the Integrated Care Board in South West London
- Securing additional new funding into the sector in Sutton, maintain and maximise current service offer at highest possible capacity, and appropriate reach across all VCSE organisations in Sutton.
- Developing our voluntary sector forum.
- Diversify our fundraising in order to maintain sufficient resources to operate at our current capacity.
- Support infrastructure and service delivery with review and upgrade of IT systems, ensuring GDPR compliance.
- Improve efficiency through reviewing administrative systems, such as database and internal monitoring processes.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Financial Review
The financial statements have been presented in a format to comply with both company and charity law.

Significant figures during the year can be summarised from the Statement of Financial Activities and Balance Sheet as follows:

Incoming Resources:
Community Action Sutton received the Infrastructure and Capacity Building Fund Strategic Partner from Sutton Council which constituted 15% of the total income. Additional grants or contracts are also received from Sutton Council for separate areas of work and to distribute as part of the Sutton Community Fund. The remaining income came from fees, charges for use of facilities and Bank interest.

Outgoing Resources:
98% of outgoing resources were utilised for the direct charitable objectives of the charity and costs in support of that activity. 1% were utilised for fundraising and publicity, with the remaining 1% being spent on the Governance of the charity.

Reserves policy
It is the policy of the trustees to maintain sufficient reserves to ensure the day to day running of the charity.

Unrestricted and Restricted Funds:
As at 31 March 2023, Community Action Sutton held £1,846,600 in unrestricted and restricted funds. An explanation of these funds is shown in the notes to the accounts.

Unrestricted Funds:
The total value of unrestricted funds held by Community Action Sutton as at 31 March 2023 stands at £433,473 and is being managed for the following reasons:

Unrestricted General Fund - Community Action Sutton's reserves policy calls for reserves to be held in the general fund to cover at least three months operating expenditure. Unrestricted Reserves at the end of March 2023 were £160,633

Designated Fund – Property Dilapidation
This fund is designated as premises maintenance at the current site of Granfers Community Centre

Designated Fund – Staff/Close Down
The Board agreed that this fund should be used to cover any wind up costs and subsidise project staff salaries where there is a gap before new funding has been secured.

Infrastructure Development Fund
This fund has been established to support the ongoing costs and activities associated with the ISCBF contract and to support, where appropriate, the development of closer working relationships with other partner infrastructure organisations.

Capacity Building
This funding is to enable the organisation to enhance its support to local community and voluntary sector organisations.

Restricted Funds
The reserves mentioned above also cover restricted funds. Restricted fund reserves represent the unexpended balances of lump sums received for specific projects or purposes and will vary according to the life of the project or purpose concerned. The norm is for such funds to be spent within two years of receipt and each fund is regularly monitored to ensure some activity takes place. Where funds are dormant for any length of time this is reported back to the original donor for guidance.

The total value of **restricted funds** held by Community Action Sutton stands at £1,413,127. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements. An explanation for each respective fund holding is set out as follows:

Sutton Safer Partnership – Hate Crime
Community Action Sutton is working in partnership with the Safer Sutton Partnership to deliver a programme of activity to raise awareness of hate crime and to develop appropriate interventions

Social Care Delivery Grant
Community Action Sutton received a grant to enable Sutton Together to explore options for setting up a Care Delivery Partnership.

Sutton Community Fund
Community Action Sutton has been delivering the revised SCF for three years following a review in March 2014. Following contributions from Public Health and Sutton Council, £50,559 remains in this fund that will be subject to distribution by the SCF Panel.

Sutton CCG Charitable Fund
During 2019/20 Sutton and Merton Clinical Commissioning Group dissolved pone of its charitable trust funds, passing £1.5m to Community Action Sutton. Community Action Sutton plan to give grants to organisations to benefit the people of Sutton. During through the year to 31st March 2023, £70,858 was distributed as grants through the Innovation Fund.

Sutton Transformation Fund – PQASSO
Community Action Sutton held this fund to support a number of organisations to complete the PQASSO Accreditation.

Ukraine Response Fund
Community Action Sutton is coordinating and administering funds to Voluntary and Community Sector (VCS) organisations to support this scheme. The funds are ring fenced for VCS work to support sponsors and Ukrainians and cannot be used by Community Action Sutton for any other purpose. Decisions on funding proposals are taken by LBS who then instructs Community Action Sutton to make the payments to successful VCS organisations. As we are moving out of the crisis response stage after the remaining funds are allocated, we will no longer be administering these funds.

Making Informed Choices (MIC)
Community Action Sutton formed a consortium of charities to deliver the Together for Sutton (TfS) contract with the London Borough of Sutton. TfS was launched in July 2022 and is a partnership made up of seven local charities with CAS as the lead accountable body. All the delivery partners deliver services in the London Borough of Sutton with expertise in a wide range of services to support Sutton residents and professionals. TfS is a single point of access (SPA) for residents and professionals in the London Borough of Sutton. Community Action Sutton delivers a small part of the contract, but the majority of the work is sub-contracted to the other delivery partners in the consortium.

Restricted Funds.../continued

Cost of Living Response
London Borough of Sutton repurposed all funds not used for the Community Fund in 2021/22, held by Community Action Sutton, to support the cost of living crisis. The funding was aimed at responding to increased demand for Debt Advice; increased community presence; outreach and support to people who may experience financial shocks (unexpected costs). Community Action Sutton distributed the funds accordingly.

Warm Homes Project
The legacy Health and Wellbeing fund together with the balance of the 2021/22 Sutton Community funds was repurposed with the approval of Sutton Council to a Warm Homes Project fund. This was distributed to VCS organisations to host warm hubs. The project provided a place for residents to go during colder autumn and winter months. It offered residents a safe, accessible and warm environment during the day to help those facing extreme fuel poverty; are isolated or are worried about rising energy bills.

Access to Work
The Access to Work scheme offers a discretionary grant, which supports disabled people to enter and remain in work. The grant contributes to the disability-related extra costs of working faced by disabled people and those with a health condition that are beyond reasonable adjustment. The Access to Work grant enabled CAS to support an employee to perform to their full potential. Adjustments were made to the employee's workstation. Standard equipment and furniture were purchased to demonstrate their value in the workplace and that Community Action Sutton are accurately capturing support needs and funding the right level of support.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Action Sutton for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

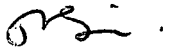
The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf on 5/12/1 2023 by:

Chair and Trustee: Jenny Sims



Trustee: Nick Walsh

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinion

We have audited the financial statements of Community Action Sutton (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities (including Income and Expenditure Account), Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 17 , the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Stephen Jones FCA (Senior Statutory Auditor)
for and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditors
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

21 December 2023

COMMUNITY ACTION SUTTON

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total Funds 2023 £	Total Funds 2022 £
Income from:						
Donations	2	1,145	-	-	1,145	-
Charitable activities	3	675,315	-	1,083,199	1,758,514	760,972
Other trading activities	4	107,222	-	-	107,222	84,526
Investments	5	41,788	-	-	41,788	19,844
Total		825,470	-	1,083,199	1,908,669	865,342
Expenditure on:						
Raising funds	6	13,201	-	-	13,201	9,994
Charitable activities	7	802,759	-	1,134,315	1,937,074	827,457
Total		815,960	-	1,134,315	1,950,275	837,451
Net expenditure/(income)	12	9,510	-	(51,116)	(41,606)	27,891
Transfers between funds	21	(838)	-	838	-	-
Net movement in funds		8,672	-	(50,278)	(41,606)	27,891
Reconciliation of funds:						
Total funds brought forward	21	151,961	272,840	1,463,405	1,888,206	1,860,315
Total Funds carried forward	21	£160,633	£272,840	£1,413,127	£1,846,600	£1,888,206

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		-
Investments	15		1		1
			1		1
CURRENT ASSETS					
Debtors	16	116,115		106,761	
Cash at bank and in hand		1,735,335		1,790,520	
		1,851,450		1,897,281	
CREDITORS: amounts falling due within one year	17	4,851		9,076	
NET CURRENT ASSETS			1,846,599		1,888,205
NET ASSETS	19		£1,846,600		£1,888,206
FUNDS:					
Unrestricted - General	21		160,633		151,961
Unrestricted - Designated	21		272,840		272,840
Restricted	22		1,413,127		1,463,405
			£1,846,600		£1,888,206

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board on 5/12/2023.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims

Trustee: Nick Walsh

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(41,606)	27,891
Adjustments for:		
Interest received	(17,310)	(828)
Distribution received	(24,478)	(19,016)
Depreciation charges	-	-
(Increase)/decrease in debtors	(9,354)	(56,898)
Increase /(decrease) in creditors	(4,225)	(94,406)
Net cash provided by / (used in) operating activities	(96,973)	(143,257)
Cash flows from investing activities		
Interest received	17,310	828
Distribution received	24,478	19,016
Net cash provided by/(used in) investing activities	41,788	19,844
Change in cash and cash equivalents in the year	(55,185)	(123,413)
Cash and cash equivalents brought forward	1,790,520	1,913,933
Cash and cash equivalents carried forward	£1,735,335	£1,790,520

	2023	2022
Analysis of cash and cash equivalents		
Cash at bank and in hand	£1,735,335	£1,790,520

1. Accounting policies

General information and basis of accounting
Community Action Sutton (CAS) is a registered charity (no. 1063129) and private company limited by guarantee (no. 3336660) registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Administrative Information on page 1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition
Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition
Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

Fund accounting
Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose. CAS makes an administrative charge for the operation of some restricted funds and this is included as unrestricted income. An equal amount is also recognised as restricted fund expenditure.

1. **Accounting policies**/contd...

Tangible fixed assets
Tangible assets costing more than £500 are capitalised.

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Office furniture and equipment	20% straight line
Computer equipment	33% straight line
Leasehold property improvements	33% straight line

All assets acquired as part of restricted fund projects are treated as revenue expenditure and written off in the year of purchase.

Debtors and creditors receivable/payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

Leases
Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs
The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

2. **Donations**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Donations	£1,145	£Nil	£Nil	£1,145	£Nil

3. **Income from charitable activities**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Grants	328,364	-	1,083,199	1,411,563	397,292
Contracts	285,000	-	-	285,000	300,000
Management charges	24,148	-	-	24,148	24,148
Fees	37,803	-	-	37,803	39,532
	£675,315	£Nil	£1,083,199	£1,758,514	£760,972

Of the £760,972 recognised in 2022, £680,972 was unrestricted general funds and £80,000 was restricted funds.

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2023	Total 2022
Rent and other charges	£107,222	£Nil	£Nil	£107,222	£84,526

All of the £84,526 recognised in 2022 was unrestricted general funds.

5. Investment income	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
Dividends	24,478	-	-	24,478	19,016
Bank interest	17,310	-	-	17,310	828
	£41,788	£Nil	£Nil	£41,788	£19,844

Of the £19,844 recognised in 2022, £19,488 was unrestricted general funds and £356 was restricted funds.

6. Cost of raising funds	Grant funding of Activities	Direct costs	Support costs	Total 2023	Total 2022
Fundraising activities	£Nil	£Nil	£13,201	£13,201	£9,994

All of the £9,994 recognised in 2022 was unrestricted general funds.

7. Cost of charitable activities	Grant funding of activities	Direct costs	Support costs	Total 2023	Total 2022
Voluntary sector support and development	£1,293,838	£471,705	£171,531	£1,937,074	£827,457

Of the £827,457 expenditure recognised in 2022, £778,898 was charged to unrestricted general funds and £48,559 was charged to restricted funds.

8. Analysis of grant funding	Raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Grants to institutions				
Sutton Community Fund	-	51,245	51,245	-
Health and Wellbeing Fund	-	10,090	10,090	-
Ukraine Response Fund	-	64,783	64,783	-
National Lottery Response Programme	-	-	-	48,559
Hate Crime	-	-	-	18,045
Sutton CCG Charitable Fund	-	70,858	70,858	-
Cost of Living Response	-	50,000	50,000	-
Warm Homes Project	-	13,200	13,200	-
MIC – Together for Sutton	-	777,766	777,766	-
Infrastructure Support and Capacity Building	-	255,896	255,896	209,248
	£Nil	£1,293,838	£1,293,838	£275,852

9. Analysis of direct costs	Raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Staff costs	-	413,777	413,777	345,430
Staff and volunteer expenses	-	5,490	5,490	3,893
Consultancy	-	5,375	5,375	4,216
Training courses and subsidies	-	-	-	60
Group activities	-	47,063	47,063	82,144
	£Nil	£471,705	£471,705	£435,743

10. Analysis of support costs	Raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Staff costs	6,000	-	6,000	5,326
Office expenses	-	21,442	21,442	15,677
Premises costs	3,460	65,735	69,195	68,200
Other support costs	3,741	71,077	74,818	25,160
Governance costs (see Note 11)	-	13,277	13,277	11,493
	£13,201	£171,531	£184,732	£125,856

11. Governance costs	Total 2023 £	Total 2022 £
Staff costs	7,732	6,723
Audit fee	3,800	3,900
Legal and professional fees	450	-
Annual general meeting	595	170
Trustee/fidelity insurance	700	700
	£13,277	£11,493

12. Net income/(expenditure)	2023	2022
This is stated after charging:		
Depreciation	£Nil	£Nil
Operating lease rentals	£19,700	£17,437

13. Staff costs

	2023 £	2022 £
Wages and salaries	376,255	316,153
Employer's National Insurance Costs	35,822	27,765
Employer's Pension Costs	15,432	13,561
	£427,509	£357,479

The total employee benefits received by Key Management Personnel amounted to £144,145 (2022 : £124,485). Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

	2023 Number	2022 Number
The average number of employees	14	12

The number of employees whose employee benefits (including employer's national insurance contributions and employer's pension costs) exceeded £60,000 was:

	2023	2022
£80,001 - £90,000	1	-

14. Tangible fixed assets

	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2022 and at 31 March 2023	14,547	5,473	20,020
Depreciation			
At 1 April 2022 and at 31 March 2023	14,547	5,473	20,020
Net Book Value			
At 31 March 2023	£Nil	£Nil	£Nil
At 31 March 2022	£Nil	£Nil	£Nil

15. Investments

Cost	
As at 31 March 2021 and 31 March 2022	£1

Subsidiary Undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Creative Payroll Solutions Limited, which provides payroll services previously provided by Community Action Sutton Charity Company. The aggregate capital and reserves at 31 March 2023 was £2,906 (2022: £24,479). The company reported a profit for the year of £2,905 (2022: £24,478).

16. Debtors

	2023 £	2022 £
Trade debtors	40,054	75,524
Other debtors	2,584	5,135
Prepayments	1,017	961
Amounts owed by group undertakings	72,460	25,141
	£116,115	£106,761

17. Creditors: Amounts falling due within one year

	2023 £	2022 £
Accruals	4,851	7,823
Other creditors	-	1,253
	£4,851	£9,076

18. Obligations under leases

The total minimum lease payments due under non-cancellable operating lease agreements are as follows:

	2023 Land and Buildings	Other	2022 Land and Buildings	Other
Less than one year	£9,850	£Nil	£8,719	£Nil

19. Analysis of net assets between funds

2023	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,413,127	-	1,413,127
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	165,483	(4,851)	160,633
As at 31 March 2023	£1	£1,851,450	£(4,851)	£1,846,600

Comparative information for the analysis of net assets between funds is as follows:

2022	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,463,405	-	1,463,405
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	161,036	(9,076)	151,961
As at 31 March 2022	£1	£1,897,281	£(9,076)	£1,888,206

20. Related Party Disclosures

A summary of the account movements with Creative Payroll Solutions Limited (subsidiary of Community Action Sutton) is shown below:

	£
Debtor as at 1 April 2022	25,141
Recharged costs	122,998
Receipt	(75,679)
Debtor as at 31 March 2023	£72,460

No trustees received any remuneration or reimbursed expenses during either year.

21. Movement in unrestricted funds

	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
2023					
Unrestricted Funds:					
General	151,961	825,470	815,960	(838)	160,633
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-		-	272,840
	£424,801	£825,470	£815,960	£(838)	£433,473

Transfers have been made to return restricted funds no longer required.

Comparative information for the movement in unrestricted funds is as follows:

21. Movement in unrestricted funds

	Balance at 1 April 2021	Income	Expenditure	Transfers	Balance at 31 March 2022
2022					
Unrestricted Funds:					
General	120,606	784,986	788,892	35,261	151,961
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-	-	-	272,840
	£393,446	£784,986	£788,892	£35,261	£424,801

22. Movement in restricted funds 2023	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
LBS Safer Sutton Partnership Service	2,731	-	2,731	-	-
Sutton Community Fund	80,356	80,000	51,274	(58,523)	50,559
LBS Ukraine Response Fund	-	133,060	67,283	-	65,777
Transformation – PQASSO	1,365	-	1,365	-	-
Social Care Delivery Grant	11,304	-	6,814	(4,490)	-
Making Informed Choices (MIC)	-	867,500	867,500	-	-
Sutton CCG Charitable Fund	1,367,649	-	70,858	-	1,296,791
Cost of Living Response	-	-	50,000	50,000	-
Warm Homes Project	-	-	13,200	13,200	-
Access to Work	-	2,639	3,290	651	-
	£1,463,405	£1,083,199	£1,134,315	£838	£1,413,127

Comparative information for the movement in restricted funds is as follows:

22. Movement in restricted funds 2022	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
LBS Safer Sutton Partnership Service	2,731	-	-	-	2,731
Sutton Community Fund	-	80,356	-	-	80,356
Sutton Giving	35,261	-	-	(35,261)	-
Transformation – PQASSO	1,365	-	-	-	1,365
Social Care Delivery Grant	11,304	-	-	-	11,304
National Lottery Response Programme	48,559	-	48,559	-	-
Sutton CCG Charitable Fund	1,367,649	-	-	-	1,367,649
	£1,466,869	£80,356	£48,559	£(35,261)	£1,463,405

A description of the purpose for each of these restricted funds can be found in the Trustees' Annual Report.

COMMUNITY ACTION SUTTON

England & Wales - Charity number 1063129

Accounts

Loc

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

PQASSO QUALITY MARK level 2
Charities Evaluation Services
Part of NCVO

FRIDAY
ABIIN3CO
A13 09/12/2022 #168
COMPANIES HOUSE

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

PRESIDENT	The Worshipful the Mayor (For their term of office)
VICE PRESIDENT	Joy Ross MBE
TRUSTEES AND DIRECTORS	
Chairman	Jenny Sims
Vice-Chairman	Nick Walsh
Treasurer	Neil Frater (Resigned 1 September 2021)
Trustees:	Jeffrey Cashier Vanessa McCain Bob Harrison Dave Hobday Polly Pereschino Laurence Imrie
LONDON BOROUGH OF SUTTON REPRESENTATIVES	Councillor Moira Butt Councillor Christopher Williams
Senior Management Team	
Chief Executive	Simon Breeze
Company Secretary	Dunstanette Kuti
Bankers:	Barclays Bank PLC 43 High Street Sutton Surrey SM1 1DR CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA
Auditor:	Myrus Smith Chartered Accountants and Statutory Auditor Norman House 8 Burnell Road Sutton Surrey SM1 4BW

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Community Action Sutton is a Charity Company governed by a Memorandum & Articles of Association. It is a membership organisation made up of voluntary/community organisations (VCOs) in Sutton and it currently has **271** members. The Charity Company is run by a team of 15 paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Organisation Structure

Trustees are proposed and elected by the membership at the AGM for an initial term of three years and may then stand for a further two terms. During this reporting year the number of trustees has been eight. Honorary Officers (Chair, Vice-Chair and Treasurer) are elected annually at the Annual General Meeting. There are recruitment, induction and training policies in place for trustees. A regular trustee skills audit is carried out which identifies training needs and forms the basis of the recruitment of new trustees.

The Community Action Sutton Board of Trustees meets quarterly and receives reports from the Chief Executive on all strategic and other important matters that require a decision by the trustees. A full financial report is also provided by the Head of Finance at each board meeting, and the progress of the other projects delivered by the organisation is reported at least once a year. There is an agreed rolling programme for the Board to review all the policies and procedures of the organisation. The Board of Trustee Meetings are also attended by two local Councillors as observers.

During this year, the Board has delivered its annual operational plan for 2021/22 based on its strategic plan for 2020-2022.

The risk management framework continues to be embedded within the organisations governance framework and is reviewed regularly by the Board. The Board and staff contribute to the development of the annual risk register at a staff and board development day.

The Chair meets regularly with the Chief Executive to review the progress of the organisation and to identify challenges and opportunities and to develop appropriate and responsive strategies for action.

The organisation is a member of London Plus, the National Council for Voluntary Organisations (NCVO) and the National Association for Voluntary and Community Action (NAVCA), all of which are bodies that provide information, guidance and other support services to voluntary organisations.

Quality Standards

Community Action Sutton has Mindful Employer status, Disability Confident Employer and is a London Living Wage Employer. In the next year we will be working towards Trusted Charity quality mark.

Trading Activity

Creative Payroll Solutions (CPS) Ltd, (established in April 2010) provides payroll services to the local voluntary sector and has a Board made up of two Community Action Sutton trustees, the Chief Executive and Head of Finance. As well as this, Community Action Sutton offers a Community Accountancy Service and Organisational Development Service which generates income for the organisation.

COMMUNITY ACTION SUTTON
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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Charitable Objectives
Community Action Sutton's main charitable objectives as set out in the governing document are to develop and support VCOs in the London Borough of Sutton (LBS) and surrounding areas.

Community Action Sutton is a 'second tier' or infrastructure organisation because it does not provide direct services to individual members of the public but supports front line voluntary organisations to be effective and sustainable. The trustees of the Charity have taken due regard of the guidance on public benefit published by the Commission when exercising their powers and duties and have complied with the duty.

Activities
Community Action Sutton is a membership organisation currently supporting **271** local VCOs in Sutton. VCOs are established because people care about a cause or a group of individuals, not because they want to write a business plan, manage finances, deal with staff, write policies or negotiate with funders or the local authority. However, they need to do all these things to run successful organisations which promote their cause or support their beneficiaries. The role of Community Action Sutton is to provide the expertise and support in these areas to enable these VCOs to be as effective as possible in meeting their aims (this is capacity building).

Strategic Plan 2020 - 2022 The Strategic Plan sets the framework for all the activities of Community Action Sutton during 2021-22.

Vision
To promote equality and diversity and positive change for communities in the London Borough of Sutton.

Mission
To **lead** and **act** as a **catalyst** in the advancement of the VCSE as a strategic partner and deliverer of services in Sutton.

Strategic Aims and Activities
To enable Community Action Sutton to achieve its vision and mission, it has agreed to deliver the following strategic aims.

1. Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.

2. Elevate the voices of community members in strategic decision making and operational development and delivery.

3. Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities

4. VCSE sector organisational capability, governance and service delivery is enhanced and the evidence of impact is demonstrated and communicated.

5. The diversification and growth of Community Action Sutton's income.

6. That Community Action Sutton is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

The organisation, in delivering the above strategic objectives, defines its work under the following 5 Pillars, which also serve as our values:

We **Promote** equality, diversity and positive change for communities in Sutton

We **Inspire** partnerships/collaboration across the Voluntary and Community Sector

We **Represent** the voice of the Voluntary and Community Sector

We **Support** growing and established organisations to reach their full potential

We **Develop** a diverse and vibrant Voluntary and Community Sector

Our main focus during 2021/22 was the following;

- Forming consortium/bidding and winning MIC tender.
- Mobilising Together for Sutton (TfS) service.
- Anti-Poverty Forum.
- Ukraine response.
- Innovation and Community funds.
- Racial Justice Work.
- St Helier Project.
- Developing new projects at Hill House (Community Garden, Active Me)
- Working in partnership with both voluntary sector organisations, local authority, health partners and other agencies.
- Continue to run a group which met weekly to address inequalities in the Black Asian and Minority Ethnic (BAME) Communities due to COVID-19 and death of George Floyd.
- Facilitate a group focussed on women's safety.
- Delivered an online training programme.
- Continued to work with local organisations to support them.
- Promoted funding opportunities and co-funded and promoted the Grantfinder system.
- Continued representation (in some settings) and advocacy for the voluntary sector across a variety of fora.
- Hosting the Sutton Fairness Commission.

Community Action Sutton has delivered the following activities in relation to its 5 pillars as follows:

Promote equality, diversity and positive change for communities in Sutton

Communications
A key part of Community Action Sutton's work centres around communication and keeping the voluntary and community sector up to date on legislation, policy and practice and share training and funding opportunities. Throughout this year we have continued to ensure the sector is kept up to date with relevant information due to the ever changing landscape.

In October 2021 we launched a new website featuring a page called Community Spaces, this was added to help groups find venues and room hire.

The following communications were delivered during 2021/22:

E-Bulletins
During 2021/22 we carried out a survey of our members to inform a review of our communications. In the coming year we will look to make some positive changes in the way in which we communicate via a survey of our members. We sent out **263** e-bulletins throughout 2021/22. We are pleased to continue to have a higher than industry average open and click through rate. We have over **400** members and stakeholders that receive our weekly e-bulletins.

Open Rate (average) Industry Av 20%
- 37%

Click Rate (average) Industry Av 2.4%
- 4.7%

Social Media
We continue to engage and share news and information via our social media channels, we use both Facebook and Twitter. Whilst the number of twitter posts, mentions and new followers are lower than last, our profile visits have increased from just over 4000 in 2020/21 to just over 19,000 in 2021/22.

Tweets	**794**		Facebook Posts	**430**
Mentions	**385**		Page Visits	**1,673**
Profile Visits	**19250**		Likes (new)	**57**
New Followers	**187**		Followers (March 22)	**922**
Impressions	**195.2**		Reach	**37,709**
Likes	**1389**			
Links clicked	**471**			
Retweets	**685**			

Community Action Sutton has led or been a key partner in a number of programmes and initiatives with a defined aim to promote equality and diversity and this includes:

The Fairness Commission / Race Equality
In 2021/22 the Racial Justice Report along with an animation was launched at an event for the wider VCS and stakeholders. The animation was created by members of a weekly group, that was set up following the death of George Floyd. The report highlighted key recommendations and actions that a steering group will be taking forward.

Extensive work with BAME Young People took place throughout 2021/22. Community Action Sutton worked closely with this group to launch a series of poems and stories highlighting experiences of Race and Racism. More creative writing sessions are planned for the future. As part of this work the young people have engaged with the local police through the Youth Independent Advisory Group (IAG). This work will continue to be shared with stakeholders.

Hate Crime
During National Hate Crime Awareness Week in October 2021, we supported Stop Hate UK to raise awareness and provide support and information. An event was held at Hill House and staff also took part in a high street walkabout, speaking to residents and shop keepers ensuring they knew how to access support. Stop Hate UK will be leading on this area of work in the future.

Dementia Action Alliance
The Dementia Action Alliance met twice during this period. The long-standing Chair retired at the first meeting and the CEO of Age UK Sutton was appointed at the second meeting. The focus of the second meeting was to review membership and terms of reference. The meetings continue to have regular updates from the Alzheimer's Society both locally and nationally. Community Action Sutton continues to send out weekly e-bulletins received from Alzheimer's Society to the members for information. Community Action Sutton worked with partners to put together a programme of events and activities that took place during Dementia Action Week in May 2021.

Interfaith Forum
During 2020/21 Community Action Sutton facilitated 3 Interfaith Forums to bring together local Faith Communities in Sutton. Topics discussed included: funding; joint working; and COVID-19 representation. Further networking events with faith communities in Sutton will be carried out in 2022/23 and efforts will be made to expand attendence.

Youth Participation
In January 2021 we set up a Youth Independent Advisory Group (IAG) which brings young people and the police together to address issues such as Stop and Search, Crime and Community Safety. Young people have been meeting regularly with the Police to build relationships.

Sutton's IAG and Youth IAG participated in a Hydra event in February 2022, this was held in partnership with Bromley and Croydon Police. Hydra events provide an immersive, interactive environment that provides highly realistic simulations of different scenarios. The Hydra exercise gave members of the community along with younger residents the chance to watch simulated scenarios and give their feedback. Participants were asked to record their decisions, which was further discussed in a time-out session, by trained and skilled facilitators.

International Women's Day
Community Action Sutton regularly takes part in raising awareness and celebrating the achievements of local women during International Women's Day. In March 2022 the theme was Break the Bias. We produced a short video showing partners coming together to show solidarity.

Inspire partnerships/collaboration across the Voluntary and Community Sector

As an infrastructure organisation one of the key functions of Community Action Sutton is to promote, facilitate and support partnership. Examples of this work during 2020/21 include:

Sutton Community Awards
The Sutton Community Awards took place 23rd February 2021. The awards were streamed live online and hosted by comedian and actor Tim Vine. Over 150 nominations were submitted across ten categories and finalists shared stories about their work in the community via pre-recorded video. All finalists received a certificate and the winners have all received a glass trophy and a prize. The working group planned to host a face to face event in the summer for the finalists. The awards are part funded by Community Action Sutton and the steering group and awards panels are chaired by our CEO.

Sutton Together
The Sutton Together is an informal provider consortium. The consortium meets to identify and work together on potential commercial opportunities. Partners met during 2021/22 to discuss the Making Informed Choices bid and social prescribing. A sub-group of members agreed to submit a bid for the tender, with the relevant partners coming forward to form a consortium.

Making Informed Choices Tender
Community Action Sutton developed a consortium of charities and led a tender for the Making Informed Choices contract put out by the London Borough of Sutton. The partners (below) were successful in winning the contract.

- Advocacy Partners
- Age UK Sutton
- Citizens Advice Sutton
- Community Action Sutton (Key Strategic Partner)
- Healthwatch Sutton
- Sutton Carers Centre
- Volunteers Centre Sutton

The contract covers information, advice, support, advocacy and Healthwatch and Sutton Council has taken the approach of combining several contracts previously delivered by voluntary sector organisations into one large contract (circa £1.1m per annum) approximately £9m over the possible life of the contract (5 years with 2 possible 1 year extensions). The contract calls for the contract to be led by a Key Strategic Partner (Community Action Sutton) which would also be the lead contracting organisation and main point of contact between the Council and the delivery partners. Mobilisation of the delivery model and the launch was set for July 2022.

This contract is significant as it secures ongoing investment into the Sutton Charity Sector in uncertain times. It could also be a platform to develop new opportunities and initiatives across the Sutton Charity Sector.

Sutton Safer Neighbourhood Board
Set up by MOPAC (the Mayor of London's office for Policing) in every London borough - to establish local policing and crime priorities and monitor police performance and confidence. Community Action Sutton administrates and chairs this Board which comprises of relevant partners from the public sector and ward panel chairs. The board meets quarterly and in 2022 the board established it first Ward Panel Chairs Network. Community Action Sutton acts as intermediary for MOPAC funding and has successfully brought funding into the Borough through this means.

Represent the voice of the Voluntary and Community Sector

The work that Community Action Sutton undertakes in relation to representation can be described in two ways. First, it facilitates, develops and supports the voice of the sector through a range of forums and partnerships, which also provide an important opportunity for sharing information; receiving updates from the public and voluntary sector; and a chance for organisations to comment on and influence local strategies and policies. It also acts as a gateway and where appropriate supports other organisations to represent their beneficiaries or the wider voluntary sector.

Developing the Voice
During 2021/22 we continued to hold the majority of our meetings and forums online. Below details of the voluntary sector-led forums and networks which took place during 2021/22:

- Voluntary Sector Forum
- Weekly Race Equality Communities Network
- Dementia Action Alliance
- Domestic Violence Provider Forum
- Young Sutton Network
- Faith and Belief Forum
- Small Groups Forum
- Anti-Poverty Forum
- Keeping Women Safe Network

The main topics / themes for the forums and networks included:

- Integrated Care System and future collaboration with the VCS
- Sutton Care Plan
- Updates and news exchange
- Advice and support, including funding information

23 meetings were held during 2021/22 with representatives from **135** organisations.
Representation.

Secondly, it provides **representation** to a range of boards, committees and partnerships.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The representational activity that Community Action Sutton has undertaken relates to the following themes:

- Children, Young People & Families
- Community Safety
- Equalities and Diversity
- Domestic Violence
- Poverty
- Health and Social Care Integration
- Sutton Plan and overall partnership working
- Safeguarding

This is evidenced through attendance and activity at the following:

- Borough Resilience Forum
- Sutton Operational Leadership Group
- Sutton Systems Leaders Group
- Local Safeguarding Children's Board
- Sutton Safeguarding Adults Board
    - Safeguarding Adults Communications and Engagement Subgroup (Chair)
- Health and Wellbeing Board
- Domestic Abuse Transformation Board
- Safer Sutton Partnership Board
- Reducing Reoffending Board
- Sutton Integrated Care Board (now the Local Place Partnership Board)
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Independent Advisory Group (Chair)
- Local Authority Designated Officer steering group

Support growing and established organisations to reach their full potential

The support that Community Action Sutton provides is wide and varied but one of the key areas relates to funding:

Sutton Community Fund
Due to the administration of the Ukraine Fund which Community Action Sutton supported the London Borough of Sutton to deliver only one round of the Sutton Community Fund was held during 2021/22. **8** grants were awarded totalling £26,290. The remainder of the funds will be added to the 2022/23 pot and further rounds will be held. A new member was introduced to the Sutton Community Fund Panel to enhance the diversity of the Panel. It was also agreed that a review of the criteria of the Sutton Community Fund would take place in 2022/23.

St Helier Community Fund
The St Helier Community Fund was set up to support new projects that would benefit the community in the St Helier ward. **4** projects were awarded grants totalling £8000.

One to one Support/Capacity Building
The main area of Community Action Sutton's work is providing development support to voluntary and community organisations covering every aspect of running a charity or small community group. This year the greatest demand from organisations was primarily in relation to funding and changes to their service delivery models.

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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

During 2021/22 we supported **84** organisations. We provided **48** one to one advice sessions, on topics including; setting up a group, writing a constitution, managing risk and fundraising. Support was provided virtually, by phone and/or by e-mail.

The fundraising support we offer includes searching on GrantFinder for relevant funding opportunities from funders such as Awards for All, Lloyds TSB foundation, and the Henry Smith Charity. Over the past year we have supported **36** organisations with fundraising.

Funding was awarded to the following organisations; People Arise Now **(£25k)** and African & Caribbean Heritage Association and Sutton African & Caribbean Cultural Organisation **(£10k)**

Advice Topic / Topic by %

- Fundraising - 40%
- Governance - 30%
- Setting up new groups - 15%
- Signposting - 10%
- Policy Development - 10%
- Partnership Working - 15%
- Establishing forums - 10%
- Understanding Community Needs - 5%

Training/workshops

We also support organisations by providing training and workshops. Throughout 2021/22, we held **22** training sessions. On average **10** organisations took part in the training, with **265** people attending over the course of the year.

Training	Attendees	Organisations
Fundraising	8	7
Implementing Black Curriculum	46	38
BME co production	7	7
Implementing Black Curriculum	45	34
BME Mental Health	7	7
Meet the Funder	11	9
Equality and Diversity - Unconscious Bias	20	14
Writing for Impact Advanced	8	8
Leadership for Black Organisations	3	3
What Good Governance Looks Like	9	9
Mapping Power for Community Champions	2	2
Risk Assessment for Trustees	9	8
What Good Governance Looks Like	12	12
Leadership for Black Organisations	4	4
Accredited Training for Board Members	12	11
Exit UK Training	5	5
Fundraising for Small Groups Session 1	8	7
Fundraising for Medium/Large groups	4	4
Developing Effective Partnerships	15	13
Fundraising for Small Groups Session 2	7	7
Governance	7	7
Diversity, Equality and Inclusion	16	16

Small Charity Week
In 2021/22 Small Charity Week was held in June. We planned a week of different ways for groups to get involved as well as providing free training sessions on topics that were relevant at the time. With thousands of other small charities and organisations we managed to get #ILoveSmallCharities trending on Twitter at the start of the week.

Trustees' Week 2021
For Trustees' Week 2021, we recognised one of our long-standing Trustees' Neil Frater. We shared a message from Our Chair, Jenny Simms on social media and our website. We designed a training programme for organisations and small groups to access throughout the week and organisations sent in messages recognising one of the their own Trustees, which we shared on our website and across our social media channels.

Community Accountancy Service
Our community accountancy service continues to provide a low cost, easily accessible accountancy service for small businesses, social enterprises, charities and voluntary groups to make them more stable and sustainable. We continue to empower trustees, finance workers, treasurers, and other committee members on how to cope with the financial management of their organisation and changes in legislation. We strive to enable voluntary organisations develop and implement effective accounting and financial management systems which better facilitate the pursuit of their aims and objectives.

We have built up an excellent track record for ensuring that these organisations have proper financial procedures in place, suitable for the organisation, and complying with legal requirements; supporting and reviewing any aspect of their financial system, and making recommendations for changes where necessary; help with setting up and maintaining manual or computerised accounting systems; assisting in preparing year-end accounts and conducting independent examinations; and training in financial matters to meet the needs of staff and trustees with financial responsibility.

CPS Payroll
CPS Payroll provides a fast, efficient complete payroll service which is run by friendly, helpful and competent people that is both professional and sympathetic to the needs of the voluntary sector and beyond. CPS Payroll have over **150** organisations that use the payroll service ranging from groups and Individuals with just a single employee to **80** plus employees. Pension contributions are submitted on behalf of over **50** clients to their pension providers.

Develop a diverse and vibrant Voluntary and Community Sector

During 2021/22 we worked with key partners to ensure the sector worked together to develop new ways of work. A key area of our work is community development. This included the following;

Anti-Poverty Forum
This forum continues to meet bi-monthly and membership has continued to increase over the past months. It has become a good place to learn of what trends are developing and a good way to share resources. The main aim of the Forum is to take action for example holding job fairs and writing a letter on the impact of the cost of living crisis to request action from London Borough of Sutton and other partners. The focus next year will be on how larger scale action can be taken to share the support available to those in poverty.

Projects operating out of Hill House
Our ABCD (Asset Based Community Development) approach and vision for St. Helier has led to the successful development of a variety of new projects and increased engagement with the community.

Passport to Employment
The Passport to Employment project was set up in partnership with Sutton College where we engaged **10** residents on the course. The outcomes from the course were:

- Learners developed a better understanding of the importance of adapting CVs, cover letters/application statements to the requirements of each role by referencing the person specification.

- Learners developed a clear understanding of how to use the STAR technique to answer competency- based interview questions.

All learners said they felt much more confident about conducting a job search as they better understood what information employers were looking for in a CV, cover letter and at interview. This was important because none were working at the time they attended the course and 5 out of 6 had not worked for more than 5 years.

Aim 4 Work
A consultation took place with NHS Lead Employment Specialist resulting in the setup of the Aim 4 Work project. This was based at Hill House to link in with the take up of employment and volunteering opportunities for local residents.

Be Confident with Maths Workshop
Hill House hosted and promoted the Be Confident with Maths Workshop which were run by Sutton College.

Men in Sheds
The Men in Sheds project has been running since 2020 the following activities took place during 2021/22:

Physical and sport well-being sessions were held at the Phoenix Leisure Centre in Wallington to engage men who don't usually take part in physical exercise, **24** men took part and this work is continuing with them.

DIY activities and Wellbeing workshops jointly facilitated with Sutton Uplift took place during 2021/22. **16** men attended a Health & Well-Being Workshop on managing stress in March.

The Men in Sheds project worked in partnership with Man Van an NHS project. **26** men accessed health checks and prostate cancer checks at Hill House between October 2021 and January 2022 whilst the van was based there.

Job Fairs
During 2021/22 Community Action Sutton hosted two successful job fairs (one in July and one in October) with over **400** people in attendance. Another job fair was held in March 2022, where Sutton Job Centre took the lead and we offered support. A number of VCOs had display stands at the fairs and successfully engaged with residents, many of whom expressed an interest in volunteering.

St Helier Community Project
The St Helier Project which was externally funded has been bringing together St Helier residents and increasing engagement. The St Helier Community fund was delivered using a participatory budgeting approach and further engagement at the St Helier Festival and via a community survey are planned. The project will culminate in an event in the autumn to bring together decision makers and the community to begin creating a community plan for the area.

Small Groups Development
A key part of Community Action Sutton's role is to support small groups and during 2021/22 we have provided a more structured support programme through our training and one to one support. Next year we will be delivering a bespoke programme of support and learning after we carry out needs assessment with small groups.

Healthwatch Sutton
Community Action Sutton provides hosting, management and operational support to Healthwatch Sutton. This year Healthwatch Sutton has:

- Published a new report highlighting problems local people are having accessing NHS dental services.
- Surveyed over 3,000 people to understand their experience of GP services.
- Sent out a monthly email newsletter to over 250 local people and organisations, and worked in collaboration with local NHS communications staff.
- Continued to support Patient Participation Groups (PPGs) at local GP surgeries, as well as the Patient Reference Group (PRG) to communicate with local commissioners. This work is funded by NHS Sutton.
- Engaged with and supported over 1,600 people on topics including mental health and Covid-19.

Financial Review
The financial statements have been presented in a format to comply with both company and charity law.

Significant figures during the year can be summarised from the Statement of Financial Activities and Balance Sheet as follows:

Incoming Resources:
Community Action Sutton received the Infrastructure and Capacity Building Fund Strategic Partner from Sutton Council which constituted 44% of the total income. Additional grants or contracts are also received from Sutton Council for separate areas of work and to distribute as part of the Sutton Community Fund. The remaining income came from fees, charges for use of facilities and Bank interest.

Outgoing Resources:
98% of outgoing resources were utilised for the direct charitable objectives of the charity and costs in support of that activity. 1% were utilised for fundraising and publicity, with the remaining 1% being spent on the Governance of the charity.

Reserves policy
It is the policy of the trustees to maintain sufficient reserves to ensure the day to day running of the charity.

Unrestricted and Restricted Funds:
As at 31 March 2022, Community Action Sutton held £1,888,206 in unrestricted and restricted funds. An explanation of these funds is shown in the notes to the accounts.

Unrestricted Funds:
The total value of unrestricted funds held by Community Action Sutton as at 31 March 2022 stands at £424,801 and is being managed for the following reasons:

Unrestricted General Fund - Community Action Sutton's reserves policy calls for reserves to be held in the general fund to cover at least three months operating expenditure. Unrestricted Reserves at the end of March 2022 were £151,961

Designated Fund – Property Dilapidation
This fund is designated as premises maintenance at the current site of Granfers Community Centre

Designated Fund – Staff/Close Down
The Board agreed that this fund should be used to cover any wind up costs and subsidise project staff salaries where there is a gap before new funding has been secured.

Infrastructure Development Fund
This fund has been established to support the ongoing costs and activities associated with the ISCBF contract and to support, where appropriate, the development of closer working relationships with other partner infrastructure organisations.

Capacity Building
This funding is to enable the organisation to enhance its support to local community and voluntary sector organisations.

Restricted Funds
The reserves mentioned above also cover restricted funds. Restricted fund reserves represent the unexpended balances of lump sums received for specific projects or purposes and will vary according to the life of the project or purpose concerned. The norm is for such funds to be spent within two years of receipt and each fund is regularly monitored to ensure some activity takes place. Where funds are dormant for any length of time this is reported back to the original donor for guidance.

The total value of **restricted funds** held by Community Action Sutton stands at £1,463,405. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements. An explanation for each respective fund holding is set out as follows:

Sutton Safer Partnership – Hate Crime
Community Action Sutton is working in partnership with the Safer Sutton Partnership to deliver a programme of activity to raise awareness of hate crime and to develop appropriate interventions

Sutton Community Fund
Community Action Sutton has been delivering the revised SCF for three years following a review in March 2014. Following contributions from Public Health and Sutton Council, £80,356 remains in this fund that will be subject to distribution by the SCF Panel.

Sutton Giving Crisis Fund
This fund supports organisations in redesigning their service offer to local residents and communities in the context of the challenges faced during the COVID-19 Crisis and the insight gained. It is managed by Sutton Giving, which is part of Community Action Sutton (a registered charity). As a sector, we are continuing to work closely with the local NHS and Council to coordinate efforts, as well as with our Voluntary and Community sector friends and partners, to ensure that anyone in our community who needs support receives it.

Sutton Transformation Fund – PQASSO
Community Action Sutton hold this Fund to support a number of organisations to complete the PQASSO Accreditation.

Social Care Delivery Grant
Community Action Sutton received a grant to enable Sutton Together to explore options for setting up a Care Delivery Partnership.

Sutton CCG Charitable Fund
During 2019/20 Sutton and Merton Clinical Commissioning Group dissolved one of is charitable trust funds, passing £1.5m to Community Action Sutton.

Community Action Sutton plan to give grants to organisations to benefit the people of Sutton. £100,000 has been allocated to Sutton charities in the Covid response.

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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Action Sutton for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf on 1/12/ 2022 by:

Chair and Trustee: Jenny Sims

Trustee: Nick Walsh

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinion

We have audited the financial statements of Community Action Sutton (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities (including Income and Expenditure Account), Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Stephen Jones FCA (Senior Statutory Auditor)
for and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditors
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

7. 12. 2022

COMMUNITY ACTION SUTTON

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total Funds 2022 £	Total Funds 2021 £
Income from:						
Donations	2	-	-	-	-	4,776
Charitable activities	3	680,972	-	80,000	760,972	826,372
Other trading activities	4	84,526	-	-	84,526	32,887
Investments	5	19,488	-	356	19,844	19,696
Total		784,986	-	80,356	865,342	883,731
Expenditure on:						
Raising funds	6	9,994	-	-	9,994	7,694
Charitable activities	7	778,898	-	48,559	827,457	1,031,403
Total		788,892	-	48,559	837,451	1,039,097
Net income/(expenditure)	12	(3,906)	-	31,797	27,891	(155,366)
Transfers between funds	21	35,261	-	(35,261)	-	-
Net movement in funds		31,355	-	(3,464)	27,891	(155,366)
Reconciliation of funds:						
Total funds brought forward	21	120,606	272,840	1,466,869	1,860,315	2,015,681
Total Funds carried forward	21	£151,961	£272,840	£1,463,405	£1,888,206	£1,860,315

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		-
Investments	15		1		1
			1		1
CURRENT ASSETS					
Debtors	16	106,761		49,863	
Cash at bank and in hand		1,790,520		1,913,933	
		1,897,281		1,963,796	
CREDITORS: amounts falling due within one year	17	9,076		103,482	
NET CURRENT ASSETS			1,888,205		1,860,314
NET ASSETS	19		£1,888,206		£1,860,315
FUNDS:					
Unrestricted - General	21		151,961		120,606
Unrestricted - Designated	21		272,840		272,840
Restricted	22		1,463,405		1,466,869
			£1,888,206		£1,860,315

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board on 1/12/ 2022.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims

Trustee: Nick Walsh

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	27,891	(155,366)
Adjustments for:		
Interest received	(828)	(2,735)
Distribution received	(19,016)	(16,961)
Depreciation charges	-	947
(Increase)/decrease in debtors	(56,898)	6,847
Increase /(decrease) in creditors	(94,406)	100,282
Net cash provided by / (used in) operating activities	(143,257)	(66,986)
Cash flows from investing activities		
Interest received	828	2,735
Distribution received	19,016	16,961
Net cash provided by/(used in) investing activities	19,844	19,696
Change in cash and cash equivalents in the year	(123,413)	(47,290)
Cash and cash equivalents brought forward	1,913,933	1,961,223
Cash and cash equivalents carried forward	£1,790,520	£1,913,933

	2022	2021
Analysis of cash and cash equivalents		
Cash at bank and in hand	£1,790,520	£1,913,933

1. Accounting policies

General information and basis of accounting

Community Action Sutton (CAS) is a registered charity (no. 1063129) and private company limited by guarantee (no. 3336660) registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Administrative Information on page 1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

Fund accounting

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose. CAS makes an administrative charge for the operation of some restricted funds and this is included as unrestricted income. An equal amount is also recognised as restricted fund expenditure.

1. **Accounting policies**/contd...

Tangible fixed assets
Tangible assets costing more than £500 are capitalised.

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Office furniture and equipment	20% straight line
Computer equipment	33% straight line
Leasehold property improvements	33% straight line

All assets acquired as part of restricted fund projects are treated as revenue expenditure and written off in the year of purchase.

Debtors and creditors receivable/payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

Leases
Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs
The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

2. **Donations**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Donations	£Nil	£Nil	£Nil	£Nil	£4,776

3. **Income from charitable activities**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Grants	317,292	-	80,000	397,292	455,727
Contracts	300,000	-	-	300,000	304,565
Management charges	24,148	-	-	24,148	8,737
Fees	39,532	-	-	39,532	57,343
	£680,972	£Nil	£80,000	£760,972	£826,372

Of the £826,372 recognised in 2021, £606,048 was unrestricted general funds and £220,324 was restricted funds.

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2022	Total 2021
Rent and other charges	£84,526	£Nil	£Nil	£84,526	£32,887

All of the £32,887 recognised in 2021 was unrestricted general funds.

5. Investment income	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
Dividends	19,016	-	-	19,016	16,961
Bank interest	472	-	356	828	2,735
	£19,488	£Nil	£356	£19,844	£19,696

Of the £19,696 recognised in 2021, £19,228 was unrestricted general funds and £468 was restricted funds.

6. Cost of raising funds	Grant funding of Activities	Direct costs	Support costs	Total 2022	Total 2021
Fundraising activities	£Nil	£Nil	£9,994	£9,994	£7,694

All of the £7,694 recognised in 2021 was unrestricted general funds.

7. Cost of charitable activities	Grant funding of activities	Direct costs	Support costs	Total 2022	Total 2021
Voluntary sector support and development	£275,852	£435,743	£115,862	£827,457	£1,031,403

Of the £1,031,403 expenditure recognised in 2021, £681,408 was charged to unrestricted general funds and £349,995 was charged to restricted funds.

8. Analysis of grant funding	Raising funds £	Charitable activities £	Total 2022 £	Total 2021 £
Grants to institutions				
Sutton Community Fund	-	-	-	59,241
Sutton Giving Crisis Fund	-	-	-	132,178
City Bridge Trust – BAME Groups	-	-	-	9,500
National Lottery Response Programme	-	48,559	48,559	89,692
Hate Crime	-	18,045	18,045	22,104
Infrastructure Support and Capacity Building	-	209,248	209,248	230,128
	£Nil	£275,852	£275,852	£542,843

9. Analysis of direct costs	Raising funds £	Charitable activities £	Total 2022 £	Total 2021 £
Staff costs	-	345,430	345,430	368,402
Staff and volunteer expenses	-	3,893	3,893	4,052
Consultancy	-	4,216	4,216	18,378
Training courses and subsidies	-	60	60	-
Group activities	-	82,144	82,144	10,245
	£Nil	£435,743	£435,743	£401,077

10. Analysis of support costs	Raising funds £	Charitable activities £	Total 2022 £	Total 2021 £
Staff costs	5,326	-	5,326	4,764
Office expenses	-	15,677	15,677	15,425
Premises costs	3,410	64,790	68,200	49,237
Other support costs	1,258	23,902	25,160	15,435
Governance costs (see Note 11)	-	11,493	11,493	10,316
	£9,994	£115,862	£125,856	£95,177

11. Governance costs	Total 2022 £	Total 2021 £
Staff costs	6,723	5,816
Audit fee	3,900	3,800
Annual general meeting	170	-
Trustee/fidelity insurance	700	700
	£11,493	£10,316

12. Net income/(expenditure)	2022	2021
This is stated after charging:		
Depreciation	£Nil	£947
Operating lease rentals	£17,437	£17,437

13. Staff costs

	2022 £	2021 £
Wages and salaries	316,153	337,620
Employer's National Insurance Costs	27,765	28,477
Employer's Pension Costs	13,561	12,885
	£357,479	£378,982

No employee received total employee benefits (excluding employer's national insurance contributions and employer's pension costs) of £60,000 per annum or more.

The total employee benefits received by Key Management Personnel amounted to £124,485 (2021 : £67,282). Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

	2022 Number	2021 Number
The average number of employees	12	12

14. Tangible fixed assets

	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2021 and at 31 March 2022	14,547	5,473	20,020
Depreciation			
At 1 April 2021 and at 31 March 2022	14,547	5,473	20,020
Net Book Value			
At 31 March 2022	£Nil	£Nil	£Nil
At 31 March 2021	£Nil	£Nil	£Nil

15. Investments

Cost	
As at 31 March 2021 and 31 March 2022	£1

Subsidiary Undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Creative Payroll Solutions Limited, which provides payroll services previously provided by Community Action Sutton Charity Company. The aggregate capital and reserves at 31 March 2022 was £24,479 (2021: £19,017). The company reported a profit for the year of £24,478 (2021: £19,016).

16. Debtors

	2022 £	2021 £
Trade debtors	75,524	21,069
Other debtors	5,135	-
Prepayments	961	1,298
Amounts owed by group undertakings	25,141	27,496
	£106,761	£49,863

17. Creditors: Amounts falling due within one year

	2022 £	2021 £
Accruals	7,823	101,805
Other creditors	1,253	1,677
	£9,076	£103,482

18. Obligations under leases

The total minimum lease payments due under non-cancellable operating lease agreements are as follows:

	2022 Land and Buildings	Other	2021 Land and Buildings	Other
Less than one year	£8,719	£Nil	£8,719	£Nil

19. Analysis of net assets between funds

2022	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,463,405	-	1,463,405
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	161,036	(9,076)	151,961
As at 31 March 2022	£1	£1,897,281	£(9,076)	£1,888,206

Comparative information for the analysis of net assets between funds is as follows:

2021	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,557,561	(90,692)	1,466,869
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	133,395	(12,790)	120,606
As at 31 March 2021	£1	£1,963,796	£(103,482)	£1,860,315

20. Related Party Disclosures

A summary of the account movements with Creative Payroll Solutions Limited (subsidiary of Community Action Sutton) is shown below:

	£
Debtor as at 1 April 2021	27,496
Recharged costs	95,308
Receipt	(97,663)
Debtor as at 31 March 2022	£25,141

No trustees received any remuneration or reimbursed expenses during either year.

21. Movement in unrestricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
2022					
Unrestricted Funds:					
General	120,606	784,986	788,892	35,261	151,961
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	86,428	-	-	-	86,428
Sector Research	21,412	-	-	-	21,412
	272,840	-	-	-	272,840
	£393,446	£784,986	£788,892	£35,261	£424,801

Transfers have been made to return restricted funds no longer required.

Comparative information for the movement in unrestricted funds is as follows:

21. Movement in unrestricted funds

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
2021					
Unrestricted Funds:					
General	120,926	658,782	689,102	30,000	120,606
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development Fund	116,428	-	-	(30,000)	86,428
Sector Research	21,412	-	-	-	21,412
	302,840	-	-	(30,000)	272,840
	£423,766	£658,782	£689,102	£Nil	£393,446

22. Movement in restricted funds 2022	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
LBS Safer Sutton Partnership Service	2,731	-	-	-	2,731
Sutton Community Fund	-	80,356	-	-	80,356
Sutton Giving	35,261	-	-	(35,261)	-
Transformation – PQASSO	1,365	-	-	-	1,365
Social Care Delivery Grant	11,304	-	-	-	11,304
National Lottery Response Programme	48,559	-	48,559	-	-
Sutton CCG Charitable Fund	1,367,649	-	-	-	1,367,649
	£1,466,869	£80,356	£48,559	£(35,261)	£1,463,405

Comparative information for the movement in restricted funds is as follows:

22. Movement in restricted funds 2021	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
LBS Safer Sutton Partnership Service	25,224	-	22,493	-	2,731
Sutton Community Fund	58,773	80,468	59,241	(80,000)	-
Sutton Giving	27,600	4,157	138,245	141,749	35,261
Transformation – PQASSO	1,365	-	-	-	1,365
Social Care Delivery Grant	11,304	-	-	-	11,304
City Bridge Trust – BAME Groups	-	40,324	40,324	-	-
National Lottery Response Programme	-	100,000	89,692	38,251	48,559
Sutton CCG Charitable Fund	1,467,649	-	-	(100,000)	1,367,649
	£1,591,915	£224,949	£349,995	£Nil	£1,466,869

A description of the purpose for each of these restricted funds can be found in the Trustees' Annual Report.

COMMUNITY ACTION SUTTON

England & Wales - Charity number 1063129

Accounts

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

PQASSO QUALITY MARK level 2
Charities Evaluation Services
Part of NCVO

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

PRESIDENT	The Worshipful the Mayor (For their term of office)
VICE PRESIDENT	Joy Ross MBE
TRUSTEES AND DIRECTORS	
Chairman	Jenny Sims
Vice-Chairman	Nick Walsh
Treasurer	Neil Frater
Trustees:	Jeffrey Cashier Beth Johnson (Resigned November 2020) Vanessa McCain Bob Harrison Dave Hobday Polly Pereschino Laurence Imrie
LONDON BOROUGH OF SUTTON REPRESENTATIVES	Councillor Moira Butt Councillor Christopher Williams
Senior Management Team	
Chief Executive	Alison Navarro (Until 31 December 2020)
Chief Executive	Simon Breeze (From 1 January 2021)
Company Secretary	Dunstanette Kuti
Bankers:	Barclays Bank PLC 43 High Street Sutton Surrey SM1 1DR CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA
Auditor:	Myrus Smith Chartered Accountants and Statutory Auditor Norman House, 8 Burnell Road Sutton Surrey SM1 4BW

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Community Action Sutton (formerly known as Sutton Centre for the Voluntary Sector and name changed in 2018) is a Charity Company governed by a Memorandum & Articles of Association (reviewed and updated in November 2012). It is a membership organisation made up of voluntary/community organisations (VCOs) in Sutton and it currently has 267 members. The Charity Company is run by a team of 14 paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Trustees are proposed and elected by the membership at the AGM for an initial term of three years and may then stand for a further two terms. During this reporting year the number of trustees has been nine with one retiring. Honorary Officers (Chair, Vice-Chair and Treasurer) are elected annually at the Annual General Meeting. There are recruitment, induction and training policies in place for trustees. A regular trustee skills audit is carried out which identifies training needs and forms the basis of the recruitment of new trustees.

The Community Action Sutton Board of Trustees meets quarterly and receives reports from the Chief Executive on all strategic and other important matters that require a decision by the trustees. A full financial report is also provided by the Finance Manager at each board meeting, and the progress of the other projects delivered by the organisation is reported at least once a year. There is an agreed rolling programme for the Board to review all the policies and procedures of the organisation. The Board of Trustee Meetings are also attended by two local Councillors as observers.

During this year, the Board has delivered its annual operational plan for 2020/21 based on its strategic plan for 2020-2022.

The risk management framework continues to be embedded within the organisation's governance framework and is reviewed regularly by the Board. The Board and staff contribute to the development of the annual risk register at a staff and board development day.

The Chair meets regularly with the Chief Executive to review the progress of the organisation and to identify challenges and opportunities and to develop appropriate and responsive strategies for action.

Community Action Sutton was formerly a member of the South London CVS (SLCVS) Partnership (encompassing Community Action Sutton and the five other neighbouring CVSs, Bromley, Croydon, Kingston, Merton and Richmond) which has now been dissolved.

The organisation is a member of London Plus, the National Council for Voluntary Organisations (NCVO) and the National Association for Voluntary and Community Action (NAVCA), all of which are bodies that provide information, guidance and other support services to voluntary organisations.

Quality Standards
Community Action Sutton has Mindful Employer status, Disability Confident Employer and is a London Living Wage Employer.

Trading Activity
Creative Payroll Solutions (CPS) Ltd, (established in April 2010) provides payroll services to the local voluntary sector and has a Board made up of two Community Action Sutton trustees, the Chief Executive and Finance Manager. As well as this, Community Action Sutton offers a Community Accountancy Service and Organisational Development Service which generates income for the organisation.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Charitable Objectives
Community Action Sutton (previously known as SCVS) established in 1965 and the main charitable objectives as set out in the governing document are to develop and support VCOs in the London Borough of Sutton (LBS) and surrounding areas.

Community Action Sutton is a 'second tier' or infrastructure organisation because it does not provide direct services to individual members of the public but supports front line voluntary organisations to be effective and sustainable. The trustees of the Charity have taken due regard of the guidance on public benefit published by the Commission when exercising their powers and duties and have complied with the duty.

Activities
Community Action Sutton is a membership organisation currently supporting 267 local VCOs in Sutton. VCOs are established because people care about a cause or a group of individuals, not because they want to write a business plan, manage finances, deal with staff, write policies or negotiate with funders or the local authority. However, they need to do all these things to run successful organisations which promote their cause or support their beneficiaries. The role of Community Action Sutton is to provide the expertise and support in these areas to enable these VCOs to be as effective as possible in meeting their aims (this is capacity building).

Strategic Plan 2020 - 2022 The Strategic Plan sets the framework for all the activities of Community Action Sutton during 2020-21.

Vision
To promote equality and diversity and positive change for communities in the London Borough of Sutton.

Mission
To **lead** and **act** as a **catalyst** in the advancement of the VCSE as a strategic partner and deliverer of services in Sutton.

Strategic Aims and Activities
To enable Community Action Sutton to achieve its vision and mission, it has agreed to deliver the following strategic aims:

1. Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.

2. Elevate the voices of community members in strategic decision making and operational development and delivery.

3. Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities.

4. VCSE sector organisational capability, governance and service delivery is enhanced and the evidence of impact is demonstrated and communicated.

5. The diversification and growth of Community Action Sutton's income.

6. That Community Action Sutton is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

The organisation, in delivering the above strategic objectives, defines its work under the following 5 Pillars, which also serve as our values:

We **Promote** equality, diversity and positive change for communities in Sutton

We Inspire partnerships/collaboration across the Voluntary and Community Sector

We **Represent** the voice of the Voluntary and Community Sector

We **Support** growing and established organisations to reach their full potential

We **Develop** a diverse and vibrant Voluntary and Community Sector

Our main focus during 2020/21 was to respond to the COVID-19 Pandemic, this included:

- Working in partnership with both voluntary sector organisations, local authority, health partners and other agencies.
- Setting up a triage system, to assist residents in accessing services during the pandemic.
- Supported the council run food hub.
- Established a food hub at Hill House to run after the Council run food hub ceased.
- Set up and administered the COVID-19 Crisis Fund and Rebuild Fund.
- Working and feeding into PAN London Forums to address the impact of COVID- 19 on local communities in Sutton.
- Established a group which met weekly to address inequalities in the Black Asian and Minority Ethnic (BAME) Communities due to COVID-19 and death of George Floyd.
- Working in partnership with the Sutton Clinical Commissioning Group (CCG) and Sutton Council to set up and support the ward coordinators (now Health Champions).
- Delivered an extensive training programme online.
- Continued to work with local organisations to support them.
- Promoted funding opportunities related to COVID-19 and post COVID-19.
- Continued representation (in some settings) and advocacy for the voluntary sector across a variety of fora.
- Hosting the Sutton Fairness Commission.

Community Action Sutton has delivered the following activities in relation to its 5 pillars as follows:

Promote equality, diversity and positive change for communities in Sutton

Communications
A key part of Community Action Sutton's work centres around communication and keeping the voluntary and community sector up to date on legislation, policy and practice. All communications were increased to ensure the sector was kept up to date on the frequently changing landscape of the Pandemic.

This included weekly e-bulletins, extra pages on the website, increased presence on social media and targeted communications.

The following communications were delivered during 2020/21:

E-Bulletins
We sent out 321 e-bulletins throughout 2020/21, this included additional e-bulletins sent to community champions on behalf of Sutton Council.

Open Rate (average) Industry Av 20%

- 38%

Click Rate (average) Industry Av 2.4%

- 5%

Social Media
Our presence on social media increased dramatically during the COVID-19 pandemic. We wanted to ensure our members and members of the community had access to information when they needed it.

Twitter

- Tweets – 976
- Mentions – 569
- Profile visits – 4359
- New Followers – 244
- Impressions / engagement – 397.1k

Facebook

- Likes – 614
- Posts – 818
- Reach 46,235k

(Facebook Reach - The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.)

Community Action Sutton has led or been a key partner in a number of programmes and initiatives with a defined aim to promote equality and diversity and this includes:

The Fairness Commission / Race Equality
The first report of the Fairness Commission during 2018/19 was on the life chances of children from disadvantaged backgrounds. In 2020/21 the Fairness Commission agreed to focus its enquiries on the experiences of Black, Asian and Minority Ethnic Community Members in Sutton. This was to build on research undertaken by the Runnymede Trust which highlighted inequalities in Sutton between people from different ethnic backgrounds. In line with this research, COVID-19 highlighted that BAME communities were suffering disproportionate impact. A weekly meeting with interested residents and organisations was set up to address these issues. Shortly after this the murder of George Floyd occurred and the group started to address racism through gathering peoples experiences and stories. Young people have also been working on theme 'identity' throughout the year. The final report and recommendations were launched in October 2021.

Hate Crime
Community Action Sutton has continued to work with the Safer Sutton Partnership, Sutton Police and Stop Hate UK to raise awareness of hate crime and to empower local organisations and residents to take action. It currently chairs the Sutton Hate Crime Forum, and with partners facilitated a programme of online and physical events during National Hate Crime Awareness Week which took place in October 2020.

The online events focused on Covid-19 and Black Lives Matter and protecting people from hate crime and cuckooing. Both online events were well attended with over 30 for the Covid and Black Lives Matters and 33 for the protecting people from hate crime and cuckooing. There were information stands around the borough and new signage placed around schools.

Time to Change
Due to COVID-19 the work of the Time to Change Group had to adapt and change the way it engaged with the community. There were no physical events during Mental Health Awareness Week and instead support information was available through our social media channels. Staff at Community Action Sutton also took part in an online chat about mental health during one their staff meetings. The funding for the national Time to Change project ended in March 2021.

Dementia Action Alliance
The Dementia Action Alliance met three times during this period with the focus on supporting those organisations delivering services to vulnerable people in the community. At each meeting a report was given from the local Alzheimer's Society as well from the national Dementia Friendly Communities. Community Action Sutton ensured that regular updates from Alzheimer's Society (national) was sent through to the membership. Many services that were delivered face to face had to move to online or telephone support. For example, Whitehall Historic House made a number of films that could be accessed by YouTube, and Alzheimer's Society provided regular telephone calls to their users.

Interfaith Forum
During 2020/21 Community Action Sutton facilitated 3 Interfaith Forums to bring together local Faith Communites in Sutton. Topics considered included: funding; joint working; and COVID-19 representation.

Youth Participation/Young Londoners Fund
Due to COVID the Youth Participation Lead was unable to engage with schools, however it managed to host a training session with organisations on Youth Engagement and Participation. This post ended in October 2020. The key focus of this work was to engage young people in Sutton and this has continued by engaging BAME Young People through storytelling work. In January 2021 we set up a Youth Independent Advisory Group (IAG) which brings young people and the police to address issues such as Stop and Search, Crime and Community Safety.

International Women's Day
International Women's Day is held annually on 8th March. In 2021 the theme was 'Choose to Challenge'. Organisations in Sutton came together to Choose to Challenge and call out gender bias and inequality. Over 10 voluntary and community organisations along with local councillors took part in a short video clip to show their support for the campaign. We held an online event to celebrate the achievements of local women. Women from the Creative Writing Group read some of their poems and a tribute was made to a local woman who had assisted with setting up the creative writing group.

Small Charity Week
Each year we aim to raise the profile of small charities locally during Small Charity Week. 2020 although challenging was no different. The pandemic forced a lot of small charities to change the ways in which they worked and how they engaged with their members, service users and stakeholders. We put together short video clips highlighting some of the work that small charities in Sutton had been doing during the lockdown.

Inspire **partnerships/collaboration across the Voluntary and Community Sector**

As an infrastructure organisation one of the key functions of Community Action Sutton is to promote, facilitate and support partnership. Examples of this work during 2020/21 include:

Hill House
Our ABCD (Asset Based Community Development) approach and vision for St. Helier has led to the successful development of a variety of new projects and increased engagement with the community.

- In April a Food Hub was set up at Hill House in partnership with Sutton Council as the larger food hub at Westcroft was no longer needed as vulnerable people began to find other ways to get food. The large hall at Hill House was adapted in June 2020 and we worked with 60 volunteer packers and 30 drivers to deliver food to the most vulnerable. In summary:
    - Food parcels and other essentials were given to a local primary school to support 40 vulnerable families and those on a Child Protection Plan.
    - Over 2,000 food parcels and essentials were delivered to residents including half term food parcels delivered to families on Free School Meals
    - Over 950 cooked meals given to residents prioritising those on the government shield list or unable to cook their own meals due to illness or other vulnerability.
    - Once this work came to an end the remaining food and donations continued to be distributed to local residents within St. Helier and Carshalton still affected by the lockdown and or poverty.

- More than 150 local residents were able to access support groups at Hill House during lockdown. These services were delivered by partners including, Home-Start support group for vulnerable parents, Xray Wellness Hub delivered by London Ambulance Service Paramedics, Freedom Programme delivered Sutton Domestic Violence One Stop Shop (Sutton Women's Centre), Time Out Youth Outreach Project by Riverside Centre and a work placement for vulnerable young people supported by Sutton District College.

- In December 2020 Hill House became a Rapid Test Centre as part of Sutton Council's effort to control the local spread of COVID-19 in response to a request from Public Health Sutton. More than 12,000 Covid-19 Lateral Flow Test were carried out from Hill House.

- Sutton Men in Sheds was set up in July 2020 at Hill House to provide a community space/ place for men to connect, engage in conversation, create and pursue practical interest and get the support they need. The project prioritised engaging vulnerable men dealing with mental health issues and will make referrals when specific need for further support is identified. The sessions/activities are themed (based on feedback). Advice, support and sign posting is facilitated by professionals and incorporated in group sessions.

Voluntary and Community Sector Awards
For the second year running the Sutton Community Awards were held in partnership (with Sutton Council, Sutton Housing Partnership and Sutton Volunteers Centre) to celebrate the individuals, volunteers and community groups that have made an exceptional contribution to making Sutton a better place to live, work and raise a family. This year took on an even more special theme of celebration and commemoration in light of the challenges faced due to COVID-19. There were two additional awards in honour of colleagues that had passed away during the year.

The awards were held virtually due to the restrictions in place at the time. The people that were shortlisted along with the winners were asked to record a short video of themselves that would later be incorporated into a longer virtual awards video. The video was premiered on 3rd February 2021 with over 100 people tuning in to watch the live showing on YouTube.

Represent the voice of the Voluntary and Community Sector

The work that Community Action Sutton undertakes in relation to representation can be described in two ways.

Firstly, it facilitates, develops and supports the voice of the sector through a range of forums and partnerships, which also provide an important opportunity for sharing information; receiving updates from the public and voluntary sector; and a chance for organisations to comment on and influence local strategies and policies. It also acts as a gateway and where appropriate supports other organisations to represent their beneficiaries or the wider voluntary sector.

Developing the Voice

During the COVID-19 pandemic some of our regular meetings, forums and networks were replaced with ad-hoc meetings in response to the pandemic, a majority of these were adapted and took place online. Please see below details of the regular voluntary sector-led forums and networks which took place during 2020/21:

- Voluntary Sector Forum
- Children & Young Peoples Forum
- BME Forum
- Dementia Action Alliance
- DV Provider Forum
- Young Sutton
- Faith & Belief
- Small groups forums
- Anti-Poverty Forum

The main topics / themes for the forums and networks included:

- An overview of the pandemic
- Updates and news exchange
- Advice and support, including funding information

There were 18 meetings held during the COVID-19 pandemic with representatives from 61 organisations.

Representation

Secondly, it provides **representation** to a range of boards, committees and partnerships.

The representational activity that Community Action Sutton has undertaken relates to the following themes:

- Children, Young People & Families
- Equalities and Diversity
- Domestic Violence
- Community Safety
- Health and Social Care Integration
- Sutton Plan and overall partnership working
- Safeguarding

This is evidenced through attendance and activity at the following:

- Borough Resilience Forum
- Sutton Operational Leadership Group
- Sutton Systems Leaders Group
- Local Safeguarding Children's Board
- Sutton Safeguarding Adults Board
    - Safeguarding Adults Communications and Engagement Subgroup (Chair)
- Health and Wellbeing Board
- Domestic Abuse Transformation Board
- Safer Sutton Partnership
- Reducing Reoffending Board
- Local Transformation Board
- Safer Neighbourhood Board (Chair)
- Local Area Committees
- Independent Advisory Group (Chair)

Support growing and established organisations to reach their full potential

The support that Community Action Sutton provides is wide and varied but one of the key areas relates to funding:

Sutton Community Fund
The Sutton Community Fund was paused as a result of COVID-19. However, Sutton Giving in partnership with Community Action Sutton, Sutton CCG and Sutton Council set up a Crisis and Rebuild Fund to assist groups and organisations providing services and support to individuals and families, whether singly or collectively, affected by COVID-19. The overall funding pot included monies that would normally have been allocated under the Sutton Community Fund.

A total of £166,999.92 was awarded to 27 organisations for projects such as delivery of hot meals to vulnerable people over 70, to bereavement services to children for 3 months, to help support the rebuild of services, purchase equipment and training to enable the service to be delivered online.

We actively promoted any COVID-19 funding opportunities via our e-bulletins and social media platforms.

One to one Support/Capacity Building
The main area of Community Action Sutton's work is providing development support to voluntary and community organisations covering every aspect of running a charity or small community group. This year the greatest demand from organisations was primarily in relation to funding and changes to their service delivery models.

Through our work we supported 59 organisations. 87 one to one advice sessions were provided virtually, by phone or by e-mail. 21 organisations received bespoke support for fundraising. This was mainly for small grants such as Awards for All, Henry Smith Charity Arts Council, City Bridge, Lottery Community Fund, Clothworkers Foundation London Community Response.

Advice Topic / Topic by %

- Fundraising - 40%
- Governance - 17%
- Setting up new groups - 15%
- Signposting - 11%
- Policy Development - 12%
- Partnership Working - 15%
- Establishing forums - 10%
- Understanding Community Needs - 6%

Training/workshops
The following training programme was delivered virtually during 2020/21.

337 individuals attended our training sessions; we found the accredited training to be the most popular.

Understanding Hate Crime Measuring your impact - Session 1 Fundraising in Challenging Times OCN Level 2 x2 Charity Governance OCN Level 2 x2 Leadership in the Community for Young People OCN Level 2 Working with Young People Hate Crime Community Briefing Webinar BME Communities and Covid 19 Webinar Prevent Training Safeguarding Adults in our community Developing and managing finances for Small Groups Understanding Hate Crime and Equality Unconscious Bias x2 Community Campaigning OCN Level 2 Trustees and Risk Management Countering Far Right Extremism Sexual Violence-Online Awareness Briefing for Multi-Agency Practitioners	BME – Role of board BME – Communities and poverty BME – Board recruitment an induction BME – Legal obligations/governing document BME Groups and quality marks Funding – London sport BME – Managing people and managing risk BME – Managing finances BME - Developing fundraising strategies BME – Strategic and operational planning

Community Accountancy Service
Our community accountancy service continues to equip voluntary organisations with the appropriate and effective financial management systems which better facilitate the pursuit of their aims and objectives. We offer a low cost and affordable accounts service that includes preparation of annual accounts, Independent Examination of accounts, and analysis of financial systems. We continue to empower trustees, finance workers, treasurers, and other committee members on how to cope with the financial management of their organisation and changes in legislation. Due to the pandemic, most of the support offered has taken place remotely using Microsoft Teams and zoom platforms.

CPS Payroll
CPS Payroll provides a fast, efficient complete payroll service which is run by friendly, helpful and competent people that is both professional and sympathetic to the needs of the voluntary sector and beyond. CPS Payroll currently have over 150 organisations that use the payroll service ranging from groups with just a single part time employee to 80 plus employees. Pension contributions are submitted on behalf of over 50 clients to their pension providers.

During the pandemic furlough claims were submitted on behalf of around 30 clients who were unable to access the system themselves, however at least another 20 clients required calculations to enable them to submit claims. It is possible that a greater number used the furlough claim scheme but as they continued to pay full pay did not make us aware that they had employees on furlough.

Develop a diverse and vibrant Voluntary and Community Sector

One of the key achievements during 2020/21 was responding to the COVID 19 pandemic by bringing together the key partners of the voluntary and community sector to provide a coordinated response to ensure that vulnerable residents received the help and support they needed.

Setting up a triage service with Sutton Council

During the first lockdown in March 2020 Community Action Sutton partnered with Sutton Council to set up a triage system as a main part of the borough's COVID-19 response to support residents and voluntary organisations in dealing with the pandemic at a local level. The triage system Community Action Sutton set up also partnered with Volunteer Centre Sutton, Age UK Sutton, and Sutton Carers. Over 5,000 Sutton residents were supported through the triage system during the lockdown.

Establishing a food hub at Hill House

A Food Hub was also set up at Hill House in partnership with Sutton Council in April 2020 with the aim of supporting residents within St. Helier and Carshalton area affected by the lockdown with food parcels and other essentials they needed, including cooked meals. The large hall and facilities at Hill House were adapted in June 2020 to take over the much larger scale Food Hub that was operated from Westcroft Leisure Centre. Community Action Sutton from this point was responsible for delivery of food parcels and essentials to residents in Sutton with support from Volunteer Centre Sutton who provided volunteer packers and drivers needed for the operation. This piece of work was later incorporated into a Community Food Shop at Hill House in partnership with SHP where we converted a space within Hill House into a local food shop to address food poverty in the local area.

A key area of our work is community development. This included the following:

Anti-Poverty Forum

This forum was established in November 2020, following the trends that came out of the COVID-19 Crisis and Rebuild funds. It was apparent that many groups were already supporting their service users by providing food parcels on a regular basis.

The aim of the forum was to bring together partners to reducing poverty in Sutton through practical action and partnership.

Projects operating out of Hill House

- Sutton Men in Sheds – support group for men aimed at suicide prevention, mental health support, reducing social isolation and offering peer to peer support for men.
- Community Learning – hosted a range of training workshops facilitated by partner organisations including Sutton Women's Aid and Home-Start Sutton
- Work placement opportunities – students and young people Sutton District College offered the chance to help do some renovation work at Hill House including the painting of several rooms and offices and ground maintenance.
- Hill House Wellness Sessions – partnership with X-ray Wellness paramedic volunteers to co-deliver wellbeing activities to local residents

Small Groups Development

A key part of Community Action Sutton's role is to support small groups and during this year we have provided more structured support through a bespoke programme of support and learning.

Sutton Together

Sutton Together continues to operate as the voluntary and community sector consortium and the key focus during 2020/21 would have been preparing for the Making Informed Choices Commission from the Sutton Council. However due to COVID-19 the commissioning process had been suspended.

Healthwatch Sutton
Community Action Sutton is a key partner of Healthwatch Sutton and provides management and operational support. This year Healthwatch Sutton has:

- Embarked on a new project to find out the experiences of care home staff, residents and their family and friends during COVID-19.
- Published their report on the mental health needs of primary school children before COVID-19. They are currently investigating the potential to repeat their survey, possibly with additional questions that reflect the pandemic's impact, in order to publish a comparative report of pupil's mental health prior to and following the COVID-19 pandemic.
- Undertaken research to understand local residents' experiences of COVID-19 and new services, such as Test and Trace and the vaccine rollout programme.
- Continued to support Patient Participation Groups (PPGs) at local GP surgeries, as well as the Patient Reference Group (PRG) to communicate with local commissioners. This work is funded by NHS Sutton.
- Provided support to Primary Care Networks to enable them to identify the needs of specific groups within their local communities. This work is based around population health management.

Plans for Future Periods
2020/21 is the third year of our seven year contract with the London Borough of Sutton to provide infrastructure and capacity building support to VCS organisations in Sutton. We expect to continue to meet the Target KPIs for the contract, working alongside our delivery partners.

Financial Review
The financial statements are presented in a format to comply with both company and charity law. The COVID-19 pandemic has had little impact on the financial status of Community Action Sutton. Community Action Sutton continues to be granted smaller (often one-off) pieces of funding for specific projects and the pandemic has increased the number of opportunities that have been made available. We do not 'fund-raise' in the traditional sense and only obtain additional funding by delivery of services so this has not been impacted. All our staff have been able to work from home with the technology and other office supplies provided with a minimal impact on service delivery. It is not envisaged that the pandemic will have any adverse effect on our reserves.

Incoming Resources:
Community Action Sutton received the Infrastructure and Capacity Building Fund Strategic Partner from Sutton Council which constituted 32% of the total income. Additional grants or contracts are also received from Sutton Council for separate areas of work and to distribute as part of the Sutton Community Fund. The remaining income came from fees, charges for use of facilities and Bank interest.

Outgoing Resources:
98% of outgoing resources were utilised for the direct charitable objectives of the charity and costs in support of that activity. 1% were utilised for fundraising and publicity, with the remaining 1% being spent on the Governance of the charity.

Reserves policy
It is the policy of the trustees to maintain sufficient reserves to ensure the day to day running of the charity.

Unrestricted and Restricted Funds:
As at 31 March 2021, Community Action Sutton held £1,860,315 in unrestricted and restricted funds. An explanation of these funds is shown in the notes to the accounts.

Unrestricted Funds:
The total value of unrestricted funds held by Community Action Sutton as at 31 March 2021 stands at £393,446 and is being managed for the following reasons:

Unrestricted General Fund - Community Action Sutton's reserves policy calls for reserves to be held in the general fund to cover at least three months operating expenditure. Unrestricted Reserves at the end of March 2021 were £120,606.

Designated Fund – Property Dilapidation
This fund is designated as premises maintenance at the current site of Granfers Community Centre

Infrastructure Development Fund
This fund has been established to support the ongoing costs and activities associated with the ISCBF contract and to support, where appropriate, the development of closer working relationships with other partner infrastructure organisations.

Designated Fund – Staff/Close Down
The Board agreed that this fund should be used to cover any wind up costs and subsidise project staff salaries where there is a gap before new funding has been secured.

Restricted Funds
The reserves mentioned above also cover restricted funds. Restricted fund reserves represent the unexpended balances of lump sums received for specific projects or purposes and will vary according to the life of the project or purpose concerned. The norm is for such funds to be spent within two years of receipt and each fund is regularly monitored to ensure some activity takes place. Where funds are dormant for any length of time this is reported back to the original donor for guidance.

The total value of **restricted funds** held by Community Action Sutton stands at £1,466,869. These are funds overseen by Community Action Sutton relating to specific projects and are accounted for separately, as required by the Statement of Recommended Practice (SORP). A full schedule of the restricted funds controlled during the year is shown in the Financial Statements. An explanation for each respective fund holding is set out as follows:

Sutton Safer Partnership – Hate Crime
Community Action Sutton is working in partnership with the Safer Sutton Partnership to deliver a programme of activity to raise awareness of hate crime and to develop appropriate interventions

Social Care Delivery Grant
Community Action Sutton received a grant to enable Sutton Together to explore options for setting up a Care Delivery Partnership.

Sutton Community Fund
Community Action Sutton has been delivering the revised SCF for three years following a review in March 2014. The Sutton Community Fund was paused as a result of COVID-19. However, Sutton Giving in partnership with Community Action Sutton, Sutton CCG and Sutton Council set up a Crisis and Rebuild Fund to assist groups and organisations providing services and support to individuals and families, whether singly or collectively, affected by COVID-19. The overall funding pot included monies that would normally have been allocated under the Sutton Community Fund.

Sutton Giving Crisis Fund
This fund supports organisations in redesigning their service offer to local residents and communities in the context of the challenges faced during the COVID-19 Crisis and the insight gained. It is managed by Sutton Giving, which is part of Community Action Sutton (a registered charity). As a sector, we are continuing to work closely with the local NHS and Council to coordinate efforts, as well as with our Voluntary and Community sector friends and partners, to ensure that anyone in our community who needs support receives it.

PLANS FOR THE FUTURE

Community Action Sutton will continue to work to deliver its strategic objectives:

a) Community members, VCSE organisations and the VSCE Sector understand, influence and are resilient to the changing circumstances and are therefore better able to respond to geographical communities and communities of identity.
b) Elevate the voices of community members in strategic decision making and operational development and delivery.
c) Maximise the contribution of the corporate and social enterprise sector in delivering positive outcomes for Sutton's communities.
d) VCSE sector organisational capability, governance and service delivery is enhanced and the evidence of impact is demonstrated and communicated.
e) The diversification and growth of Community Action Sutton income.
f) Community Action Sutton is a key part of an effective and efficient infrastructure offer in Sutton that meets VCSE Sector and community needs.

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Action Sutton for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf on 17 November 2021 by:

Chair and Trustee: Jenny Sims

Trustee: Nick Walsh

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinion

We have audited the financial statements of Community Action Sutton (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities (including Income and Expenditure Account), Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

COMMUNITY ACTION SUTTON

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Stephen Jones FCA (Senior Statutory Auditor)
for and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditors
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

18 November 2021

COMMUNITY ACTION SUTTON

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:						
Donations	2	619	-	4,157	4,776	-
Charitable activities	3	606,048	-	220,324	826,372	1,980,243
Other trading activities	4	32,887	-	-	32,887	24,257
Investments	5	19,228	-	468	19,696	20,695
Total		658,782	-	224,949	883,731	2,025,195
Expenditure on:						
Raising funds	6	7,694	-	-	7,694	7,551
Charitable activities	7	681,408	-	349,995	1,031,403	637,406
Total		689,102	-	349,995	1,039,097	644,957
Net income/(expenditure)	12	(30,320)	-	(125,046)	(155,366)	1,380,238
Transfers between funds	21	30,000	(30,000)	-	-	-
Net movement in funds		(320)	(30,000)	(125,046)	(155,366)	1,380,238
Reconciliation of funds:						
Total funds brought forward	21	120,926	302,840	1,591,915	2,015,681	635,443
Total Funds carried forward	21	£120,606	£272,840	£1,466,869	£1,860,315	£2,015,681

All income and expenditure is derived from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		947
Investments	15		1		1
			1		948
CURRENT ASSETS					
Debtors	16	49,863		56,710	
Cash at bank and in hand		1,913,933		1,961,223	
		1,963,796		2,017,933	
CREDITORS: amounts falling due within one year	17	103,482		3,200	
NET CURRENT ASSETS			1,860,314		2,014,733
NET ASSETS	19		£1,860,315		£2,015,681
FUNDS:					
Unrestricted - General	21		120,606		120,926
Unrestricted - Designated	21		272,840		302,840
Restricted	22		1,466,869		1,591,915
			£1,860,315		£2,015,681

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Board on 17 November 2021.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims

Trustee: Nick Walsh

The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Cash flows from operating activities		
Net movement in funds per statement of financial activities	(155,366)	1,380,238
Adjustments for:		
Interest received	(2,735)	(4,314)
Distribution received	(16,961)	(16,381)
Depreciation charges	947	1,288
(Increase)/decrease in debtors	6,847	(71,917)
Increase /(decrease) in creditors	100,282	(4,867)
Net cash provided by / (used in) operating activities	(66,986)	1,427,881
Cash flows from investing activities		
Interest received	2,735	4,314
Distribution received	16,961	16,381
Net cash provided by/(used in) investing activities	19,696	20,695
Change in cash and cash equivalents in the year	(47,290)	1,448,576
Cash and cash equivalents brought forward	1,961,223	512,647
Cash and cash equivalents carried forward	£1,913,933	£1,961,223

	2021	2020
Analysis of cash and cash equivalents		
Cash at bank and in hand	£1,913,933	£1,961,223

1. Accounting policies

General information and basis of accounting

Community Action Sutton (CAS) is a registered charity (no. 1063129) and private company limited by guarantee (no. 3336660) registered in England and Wales. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Administrative Information on page 1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

Fund accounting

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose. CAS makes an administrative charge for the operation of some restricted funds and this is included as unrestricted income. An equal amount is also recognised as restricted fund expenditure.

1. **Accounting policies**/contd...

Tangible fixed assets
Tangible assets costing more than £500 are capitalised.

Depreciation is provided so as to write off the cost of each asset over its estimated useful life at the following annual rates:

Office furniture and equipment	20% straight line
Computer equipment	33% straight line
Leasehold property improvements	33% straight line

All assets acquired as part of restricted fund projects are treated as revenue expenditure and written off in the year of purchase.

Debtors and creditors receivable/payable within one year
Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

Leases
Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs
The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

2. **Donations**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations	£619	£Nil	£4,157	£4,776	£Nil

3. **Income from charitable activities**

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Grants	235,403	-	220,324	455,727	1,584,672
Contracts	304,565	-	-	304,565	304,565
Management charges	8,737	-	-	8,737	48,780
Fees	57,343	-	-	57,343	42,226
	£606,048	£Nil	£220,324	£826,372	£1,980,243

Of the £1,980,243 recognised in 2020, £467,444 was unrestricted general funds and £1,512,799 was restricted funds.

4. Income from other trading activities

	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2021	Total 2020
Rent and other charges	£32,887	£Nil	£Nil	£32,887	£24,257

All of the £24,257 recognised in 2020 was unrestricted general funds.

5. Investment income

	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Dividends	16,961	-	-	16,961	16,381
Bank interest	2,267	-	468	2,735	4,314
	£19,228	£Nil	£468	£19,696	£20,695

Of the £20,695 recognised in 2020, £17,669 was unrestricted general funds and £3,026 was restricted funds.

6. Cost of raising funds

	Grant funding of activities	Direct costs	Support costs	Total 2021	Total 2020
Fundraising activities	£Nil	£Nil	£7,694	£7,694	£7,551

All of the £7,551 recognised in 2020 was unrestricted general funds.

7. Cost of charitable activities

	Grant funding of activities	Direct costs	Support costs	Total 2021	Total 2020
Voluntary sector support and development	£542,843	£401,077	£87,483	£1,031,403	£637,406

Of the £637,406 expenditure recognised in 2020, £541,985 was charged to unrestricted general funds and £95,421 was charged to restricted funds.

8. Analysis of grant funding

	Raising funds £	Charitable activities £	Total 2021 £	Total 2020 £
Grants to institutions				
Sutton Community Fund	-	59,241	59,241	76,231
Sutton Giving Crisis Fund	-	132,178	132,178	-
City Bridge Trust – BAME Groups	-	9,500	9,500	-
National Lottery Response Programme	-	89,692	89,692	3,200
Hate Crime	-	22,104	22,104	3,940
Infrastructure Support and Capacity Building	-	230,128	230,128	136,131
	£Nil	£542,843	£542,843	£219,502

9. Analysis of direct costs

	Raising funds £	Charitable activities £	Total 2021 £	Total 2020 £
Staff costs	-	368,402	368,402	303,075
Staff and volunteer expenses	-	4,052	4,052	17,901
Consultancy		18,378	18,378	11,597
Training courses and subsidies	-	-	-	538
Group activities	-	10,245	10,245	1,748
	£Nil	£401,077	£401,077	£334,859

10. Analysis of support costs

	Raising funds £	Charitable activities £	Total 2021 £	Total 2020 £
Staff costs	4,764	-	4,764	4,846
Office expenses	-	15,425	15,425	19,066
Premises costs	2,462	46,775	49,237	43,706
Other support costs	468	14,967	15,435	12,909
Governance costs (see Note 11)	-	10,316	10,316	10,069
	£7,694	£87,483	£95,177	£90,596

11. Governance costs

	Total 2021 £	Total 2020 £
Staff costs	5,816	6,137
Audit fee	3,800	2,324
Legal and professional fees	-	363
Annual general meeting	-	545
Trustee/fidelity insurance	700	700
	£10,316	£10,069

12. Net income/(expenditure)

	2021	2020
This is stated after charging:		
Depreciation	£947	£1,288
Operating lease rentals	£17,437	£17,437

13. Staff costs

	2021 £	2020 £
Wages and salaries	337,620	276,797
Employer's National Insurance Costs	28,477	25,262
Employer's Pension Costs	12,885	12,000
	£378,982	£314,059

No employee received total employee benefits (excluding employer's national insurance contributions and employer's pension costs) of £60,000 per annum or more.

The total employee benefits received by Key Management Personnel amounted to £67,282 (2020 : £63,223). Under FRS 102, employee benefits includes gross salary, benefits in kind, employer's national insurance and employer's pension costs.

	2021 Number	2020 Number
The average number of employees	12	13

14. Tangible fixed assets

	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2020	14,547	5,473	20,020
Additions	-	-	-
Disposals	-	-	-
As at 31 March 2021	14,547	5,473	20,020
Depreciation			
At 1 April 2020	13,600	5,473	19,073
Charge for the year	947	-	947
Eliminated on disposal	-	-	-
At 31 March 2021	14,547	5,473	20,020
Net Book Value			
At 31 March 2021	£Nil	£Nil	£Nil
At 31 March 2020	£947	£Nil	£947

15. Investments

Cost
As at 31 March 2020 and 31 March 2021 £1

Subsidiary Undertaking

The company's investment in its subsidiary company represents the cost of acquisition of the whole of the ordinary share capital of Creative Payroll Solutions Limited, which provides payroll services previously provided by Community Action Sutton Charity Company. The aggregate capital and reserves at 31 March 2021 was £19,017 (2020: £16,962). The company reported a profit for the year of £19,016 (2020: £16,961).

16. Debtors

	2021 £	2020 £
Trade debtors	21,069	20,006
Other debtors	-	1,428
Prepayments	1,298	5,714
Amounts owed by group undertakings	27,496	29,562
	£49,863	£56,710

17. Creditors: Amounts falling due within one year

	2021 £	2020 £
Accruals	101,805	3,200
Other creditors	1,677	-
	£103,482	£3,200

18. Obligations under leases

The total minimum lease payments due under non-cancellable operating lease agreements are as follows:

	2021 Land and Buildings £	2021 Other £	2020 Land and Buildings £	2020 Other £
Less than one year	£8,719	£Nil	£8,719	£Nil

19. Analysis of net assets between funds

2021	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,557,561	(90,692)	1,466,869
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	133,395	(12,790)	120,606
As at 31 March 2021	£1	£1,963,796	£(103,482)	£1,860,315

Comparative information for the analysis of net assets between funds is as follows:

2020	Fixed assets £	Current assets £	Current liabilities £	Net assets £
Restricted Funds	-	1,591,915	-	1,591,915
Designated Funds	-	302,840	-	302,840
Unrestricted Funds	948	123,178	(3,200)	120,926
As at 31 March 2020	£948	£2,017,933	£(3,200)	£2,015,681

20. Related Party Disclosures

A summary of the account movements with Creative Payroll Solutions Limited (subsidiary of Community Action Sutton) is shown below:

	£
Debtor as at 1 April 2020	29,562
Recharged costs	14,895
Receipt	(16,961)
Debtor as at 31 March 2021	£27,496

No trustees received any remuneration or reimbursed expenses during either year.

21. Movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
2021					
Unrestricted Funds:					
General	120,926	658,782	689,102	30,000	120,606
Designated					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development	116,428	-	-	(30,000)	86,428
Sector Research	21,412	-	-	-	21,412
	302,840	-	-	(30,000)	272,840
	£423,766	£658,782	£689,102	£Nil	£393,446

Transfers have been made to return designated funds no longer required.

Comparative information for the movement in unrestricted funds is as follows:

21. Movement in unrestricted funds	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 31 March 2020
2020					
Unrestricted Funds:					
General	102,480	509,370	549,536	58,612	120,926
Designated					
ICT upgrade	3,804	-	-	(3,804)	-
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Capacity Building	4,808	-	-	(4,808)	-
Infrastructure Development	116,428	-	-	-	116,428
Seed Funding	50,000	-	-	(50,000)	-
Sector Research	21,412	-	-	-	21,412
	361,452	-	-	(58,612)	302,840
	£463,932	£509,370	£549,536	£Nil	£423,766

22. Movement in restricted funds	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
2021					
LBS Safer Sutton Partnership Service	25,224	-	22,493	-	2,731
Sutton Community Fund	58,773	80,468	59,241	(80,000)	-
Sutton Giving	27,600	4,157	138,245	141,749	35,261
Transformation – PQASSO	1,365	-	-	-	1,365
Social Care Delivery Grant	11,304	-	-	-	11,304
City Bridge Trust – BAME Groups	-	40,324	40,324	-	-
National Lottery Response Programme	-	100,000	89,692	38,251	48,559
Sutton CCG Charitable Fund	1,467,649	-	-	(100,000)	1,367,649
	£1,591,915	£224,949	£349,995	£Nil	£1,466,869

Comparative information for the movement in restricted funds is as follows:

22. Movement in restricted funds 2020	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
LBS Safer Sutton Partnership Service	18,457	17,550	10,783	-	25,224
Sutton Community Fund (New Fund)	132,293	3,026	76,546	-	58,773
Transformation – PQASSO	1,365	-	-	-	1,365
Social Care Delivery Grant	11,304	-	-	-	11,304
Social Enterprise Sutton	1,362	-	1,362	-	-
Sutton Giving	-	27,600	-	-	27,600
The Way Ahead – Voice & Campaigning	2,500	-	2,500	-	-
The Fairness Commission	730	-	730	-	-
Health Champions	3,500	-	3,500	-	-
Sutton CCG Charitable Fund	-	1,467,649	-	-	1,467,649
	£171,511	£1,515,825	£95,421	£Nil	£1,591,915

A description of the purpose for each of these restricted funds can be found in the Trustees' Annual Report.