

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

**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



**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

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**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.



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**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 VCSE 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.

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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.

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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.

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**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 of 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 Communities 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.

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**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.

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**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



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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%

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**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.

<p>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</p>	<p>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</p>
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**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.



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**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.

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**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.

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**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.

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

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

**PLANS FOR THE FUTURE**

Community Action Sutton will continue to work to deliver its strategic objectives:

- a) Community members, VCSE organisations and the VCSE 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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
COMMUNITY ACTION SUTTON**

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](http://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 £
<b>Income from:</b>						
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
<b>Total</b>		<u>658,782</u>	<u>-</u>	<u>224,949</u>	<u>883,731</u>	<u>2,025,195</u>
<b>Expenditure on:</b>						
Raising funds	6	7,694	-	-	7,694	7,551
Charitable activities	7	681,408	-	349,995	1,031,403	637,406
<b>Total</b>		<u>689,102</u>	<u>-</u>	<u>349,995</u>	<u>1,039,097</u>	<u>644,957</u>
<b>Net income/(expenditure)</b>	12	(30,320)	-	(125,046)	(155,366)	1,380,238
Transfers between funds	21	<u>30,000</u>	<u>(30,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(320)	(30,000)	(125,046)	(155,366)	1,380,238
<b>Reconciliation of funds:</b>						
Total funds brought forward	21	<u>120,926</u>	<u>302,840</u>	<u>1,591,915</u>	<u>2,015,681</u>	<u>635,443</u>
<b>Total Funds carried forward</b>	21	<u>£120,606</u>	<u>£272,840</u>	<u>£1,466,869</u>	<u>£1,860,315</u>	<u>£2,015,681</u>

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	£
<b>FIXED ASSETS</b>							
Tangible assets	14			-			947
Investments	15			1			1
				<u>1</u>			<u>948</u>
<b>CURRENT ASSETS</b>							
Debtors	16	49,863			56,710		
Cash at bank and in hand		1,913,933			1,961,223		
		<u>1,963,796</u>			<u>2,017,933</u>		
<b>CREDITORS: amounts falling due within one year</b>	17	103,482			3,200		
<b>NET CURRENT ASSETS</b>				1,860,314			2,014,733
<b>NET ASSETS</b>	19			<u>£1,860,315</u>			<u>£2,015,681</u>
<b>FUNDS:</b>							
Unrestricted - General	21			120,606			120,926
Unrestricted - Designated	21			272,840			302,840
Restricted	22			1,466,869			1,591,915
				<u>£1,860,315</u>			<u>£2,015,681</u>

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

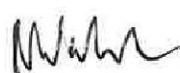
The financial statements were approved and authorised for issue by the Board on 17 November 2021.

**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 £
<b>Cash flows from operating activities</b>		
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)
<b>Net cash provided by / (used in) operating activities</b>	<u>(66,986)</u>	<u>1,427,881</u>
<b>Cash flows from investing activities</b>		
Interest received	2,735	4,314
Distribution received	16,961	16,381
<b>Net cash provided by/(used in) investing activities</b>	<u>19,696</u>	<u>20,695</u>
<b>Change in cash and cash equivalents in the year</b>	(47,290)	1,448,576
Cash and cash equivalents brought forward	1,961,223	512,647
<b>Cash and cash equivalents carried forward</b>	<u>£1,913,933</u>	<u>£1,961,223</u>
	<b>2021</b>	<b>2020</b>
<b>Analysis of cash and cash equivalents</b>		
Cash at bank and in hand	<u>£1,913,933</u>	<u>£1,961,223</u>

## COMMUNITY ACTION SUTTON

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

#### 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.

## COMMUNITY ACTION SUTTON

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

/contd...

#### 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
	<u>£619</u>	<u>£Nil</u>	<u>£4,157</u>	<u>£4,776</u>	<u>£Nil</u>
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
	<u>£606,048</u>	<u>£Nil</u>	<u>£220,324</u>	<u>£826,372</u>	<u>£1,980,243</u>

Of the £1,980,243 recognised in 2020, £467,444 was unrestricted general funds and £1,512,799 was restricted funds.

# COMMUNITY ACTION SUTTON

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

/contd...

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2021	Total 2020
Rent and other charges	<u>£32,887</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£32,887</u>	<u>£24,257</u>

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	<u>2,267</u>	<u>-</u>	<u>468</u>	<u>2,735</u>	<u>4,314</u>
	<u>£19,228</u>	<u>£Nil</u>	<u>£468</u>	<u>£19,696</u>	<u>£20,695</u>

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	<u>£Nil</u>	<u>£Nil</u>	<u>£7,694</u>	<u>£7,694</u>	<u>£7,551</u>

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	<u>£542,843</u>	<u>£401,077</u>	<u>£87,483</u>	<u>£1,031,403</u>	<u>£637,406</u>

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 £
<b>Grants to institutions</b>				
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	-	<u>230,128</u>	<u>230,128</u>	<u>136,131</u>
	<u>£Nil</u>	<u>£542,843</u>	<u>£542,843</u>	<u>£219,502</u>

# **COMMUNITY ACTION SUTTON**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

/contd...

<b>9. Analysis of direct costs</b>	<b>Raising funds £</b>	<b>Charitable activities £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
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
	<u>£Nil</u>	<u>£401,077</u>	<u>£401,077</u>	<u>£334,859</u>
<b>10. Analysis of support costs</b>	<b>Raising funds £</b>	<b>Charitable activities £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
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
	<u>£7,694</u>	<u>£87,483</u>	<u>£95,177</u>	<u>£90,596</u>
<b>11. Governance costs</b>			<b>Total 2021 £</b>	<b>Total 2020 £</b>
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
			<u>£10,316</u>	<u>£10,069</u>
<b>12. Net income/(expenditure)</b>			<b>2021</b>	<b>2020</b>
This is stated after charging:				
Depreciation			£947	£1,288
Operating lease rentals			<u>£17,437</u>	<u>£17,437</u>

# COMMUNITY ACTION SUTTON

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

/contd...

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
	<u>£378,982</u>	<u>£314,059</u>

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	<u>12</u>	<u>13</u>

14. Tangible fixed assets	Office and Computer Equipment £	Leasehold Improvements £	Total £
<b>Cost</b>			
At 1 April 2020	14,547	5,473	20,020
Additions	-	-	-
Disposals	-	-	-
	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
As at 31 March 2021	14,547	5,473	20,020
<b>Depreciation</b>			
At 1 April 2020	13,600	5,473	19,073
Charge for the year	947	-	947
Eliminated on disposal	-	-	-
	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
At 31 March 2021	14,547	5,473	20,020
<b>Net Book Value</b>			
At 31 March 2021	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>
At 31 March 2020	<u>£947</u>	<u>£Nil</u>	<u>£947</u>

## 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).



# **COMMUNITY ACTION SUTTON**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

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<b>16. Debtors</b>	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	21,069	20,006
Other debtors	-	1,428
Prepayments	1,298	5,714
Amounts owed by group undertakings	27,496	29,562
	<u>£49,863</u>	<u>£56,710</u>

<b>17. Creditors: Amounts falling due within one year</b>	<b>2021 £</b>	<b>2020 £</b>
Accruals	101,805	3,200
Other creditors	1,677	-
	<u>£103,482</u>	<u>£3,200</u>

### **18. Obligations under leases**

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

	<b>2021 Land and Buildings £</b>	<b>Other £</b>	<b>2020 Land and Buildings £</b>	<b>Other £</b>
Less than one year	<u>£8,719</u>	<u>£Nil</u>	<u>£8,719</u>	<u>£Nil</u>

<b>19. Analysis of net assets between funds</b>	<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Net assets £</b>
<b>2021</b>				
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
	<u>£1</u>	<u>£1,963,796</u>	<u>£(103,482)</u>	<u>£1,860,315</u>

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

	<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Net assets £</b>
<b>2020</b>				
Restricted Funds	-	1,591,915	-	1,591,915
Designated Funds	-	302,840	-	302,840
Unrestricted Funds	948	123,178	(3,200)	120,926
	<u>£948</u>	<u>£2,017,933</u>	<u>£(3,200)</u>	<u>£2,015,681</u>

# COMMUNITY ACTION SUTTON

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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### 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	<u>£27,496</u>

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 £
<b>2021</b>					
<b>Unrestricted Funds:</b>					
General	<u>120,926</u>	<u>658,782</u>	<u>689,102</u>	<u>30,000</u>	<u>120,606</u>
<b>Designated</b>					
Property Dilapidation	30,000	-	-	-	30,000
Staff	135,000	-	-	-	135,000
Infrastructure Development	116,428	-	-	(30,000)	86,428
Sector Research	<u>21,412</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,412</u>
	<u>302,840</u>	<u>-</u>	<u>-</u>	<u>(30,000)</u>	<u>272,840</u>
	<u>£423,766</u>	<u>£658,782</u>	<u>£689,102</u>	<u>£Nil</u>	<u>£393,446</u>

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

# COMMUNITY ACTION SUTTON

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

/contd...

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
<b>2020</b>					
<b>Unrestricted Funds:</b>					
General	102,480	509,370	549,536	58,612	120,926
<b>Designated</b>					
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
	<u>£463,932</u>	<u>£509,370</u>	<u>£549,536</u>	<u>£Nil</u>	<u>£423,766</u>
<b>22. Movement in restricted funds</b>	<b>Balance at 1 April 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance at 31 March 2021</b>
<b>2021</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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
	<u>£1,591,915</u>	<u>£224,949</u>	<u>£349,995</u>	<u>£Nil</u>	<u>£1,466,869</u>

# COMMUNITY ACTION SUTTON

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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

<b>22. Movement in restricted funds</b>	<b>Balance at 1 April 2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2020 £</b>
<b>2020</b>					
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
	<u>£171,511</u>	<u>£1,515,825</u>	<u>£95,421</u>	<u>£Nil</u>	<u>£1,591,915</u>

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