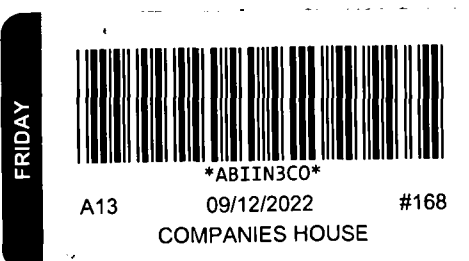


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COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**



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

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COMMUNITY ACTION SUTTON
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(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

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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.

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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 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 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.

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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.

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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 attendance.

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

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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.

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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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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

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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 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.

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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.

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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

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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 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. £100,000 has been allocated to Sutton charities in the Covid response.

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

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 11/12 | 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.

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. 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		<u>784,986</u>	<u>-</u>	<u>80,356</u>	<u>865,342</u>	<u>883,731</u>
Expenditure on:						
Raising funds	6	9,994	-	-	9,994	7,694
Charitable activities	7	778,898	-	48,559	827,457	1,031,403
Total		<u>788,892</u>	<u>-</u>	<u>48,559</u>	<u>837,451</u>	<u>1,039,097</u>
Net income/(expenditure)	12	(3,906)	-	31,797	27,891	(155,366)
Transfers between funds	21	35,261	-	(35,261)	-	-
Net movement in funds		<u>31,355</u>	<u>-</u>	<u>(3,464)</u>	<u>27,891</u>	<u>(155,366)</u>
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	<u>£151,961</u>	<u>£272,840</u>	<u>£1,463,405</u>	<u>£1,888,206</u>	<u>£1,860,315</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 2022

	Notes	2022	2021
		£	£
FIXED ASSETS			
Tangible assets	14	-	-
Investments	15	1	1
		<u>1</u>	<u>1</u>
CURRENT ASSETS			
Debtors	16	106,761	49,863
Cash at bank and in hand		1,790,520	1,913,933
		<u>1,897,281</u>	<u>1,963,796</u>
CREDITORS: amounts falling due within one year	17	<u>9,076</u>	<u>103,482</u>
NET CURRENT ASSETS		<u>1,888,205</u>	<u>1,860,314</u>
NET ASSETS	19	<u>£1,888,206</u>	<u>£1,860,315</u>
FUNDS:			
Unrestricted - General	21	151,961	120,606
Unrestricted - Designated	21	272,840	272,840
Restricted	22	1,463,405	1,466,869
		<u>£1,888,206</u>	<u>£1,860,315</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 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	<u>(143,257)</u>	<u>(66,986)</u>
Cash flows from investing activities		
Interest received	828	2,735
Distribution received	19,016	16,961
Net cash provided by/(used in) investing activities	<u>19,844</u>	<u>19,696</u>
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	<u>£1,790,520</u>	<u>£1,913,933</u>
	2022	2021
Analysis of cash and cash equivalents		
Cash at bank and in hand	<u>£1,790,520</u>	<u>£1,913,933</u>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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 2022

/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 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
	<u>£680,972</u>	<u>£Nil</u>	<u>£80,000</u>	<u>£760,972</u>	<u>£826,372</u>

Of the £826,372 recognised in 2021, £606,048 was unrestricted general funds and £220,324 was restricted funds.

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

/contd...

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2022	Total 2021
Rent and other charges	<u>£84,526</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£84,526</u>	<u>£32,887</u>

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
	<u>£19,488</u>	<u>£Nil</u>	<u>£356</u>	<u>£19,844</u>	<u>£19,696</u>

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	<u>£Nil</u>	<u>£Nil</u>	<u>£9,994</u>	<u>£9,994</u>	<u>£7,694</u>

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	<u>£275,852</u>	<u>£435,743</u>	<u>£115,862</u>	<u>£827,457</u>	<u>£1,031,403</u>

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
	<u>£Nil</u>	<u>£275,852</u>	<u>£275,852</u>	<u>£542,843</u>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

/contd...

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
	<u>£Nil</u>	<u>£435,743</u>	<u>£435,743</u>	<u>£401,077</u>
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
	<u>£9,994</u>	<u>£115,862</u>	<u>£125,856</u>	<u>£95,177</u>
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
			<u>£11,493</u>	<u>£10,316</u>
12. Net income/(expenditure)			2022	2021
This is stated after charging:				
Depreciation			£Nil	£947
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 2022
/contd...

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
	<u>£357,479</u>	<u>£378,982</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 £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	<u>12</u>	<u>12</u>

14. Tangible fixed assets	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2021 and at 31 March 2022	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Depreciation			
At 1 April 2021 and at 31 March 2022	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Net Book Value			
At 31 March 2022	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>
At 31 March 2021	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>

15. Investments	
Cost	
As at 31 March 2021 and 31 March 2022	<u>£1</u>

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).

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

/contd...

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
	<u>£106,761</u>	<u>£49,863</u>

17. Creditors: Amounts falling due within one year	2022	2021
	£	£
Accruals	7,823	101,805
Other creditors	1,253	1,677
	<u>£9,076</u>	<u>£103,482</u>

18. Obligations under leases

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

	2022	Other	2021	Other
	Land and Buildings		Land and Buildings	
Less than one year	<u>£8,719</u>	<u>£Nil</u>	<u>£8,719</u>	<u>£Nil</u>

19. Analysis of net assets between funds	Fixed assets	Current assets	Current liabilities	Net assets
	£	£	£	£
2022				
Restricted Funds	-	1,463,405	-	1,463,405
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	161,036	(9,076)	151,961
	<u>£1</u>	<u>£1,897,281</u>	<u>£(9,076)</u>	<u>£1,888,206</u>

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

	Fixed assets	Current assets	Current liabilities	Net assets
	£	£	£	£
2021				
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>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

/contd...

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	<u>£25,141</u>

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
	<u>272,840</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>272,840</u>
	<u>£393,446</u>	<u>£784,986</u>	<u>£788,892</u>	<u>£35,261</u>	<u>£424,801</u>

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
	<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>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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22. Movement in restricted funds	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
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
	<u>£1,466,869</u>	<u>£80,356</u>	<u>£48,559</u>	<u>£(35,261)</u>	<u>£1,463,405</u>

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

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
	<u>£1,591,915</u>	<u>£224,949</u>	<u>£349,995</u>	<u>£Nil</u>	<u>£1,466,869</u>

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