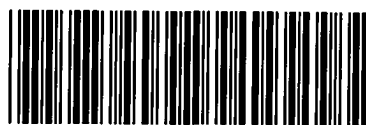


COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
(Company No: 3336660)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**



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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 Amie Stace (Appointed 10 February 2023)

Trustees: Jeffrey Cashier
Vanessa McCain
Bob Harrison
Dave Hobday
Polly Pereschino
Laurence Imrie
Louise Kelly (Appointed 14 February 2023)

**LONDON BOROUGH OF SUTTON
REPRESENTATIVES**

Councillor Moira Butt
Councillor Patrick Ogbonna

Senior Management Team
Chief Executive
Company Secretary

Simon Breeze
Dunstanette Kuti

Registered Office Address:

Granfers Community Centre
73-79 Oakhill Road
Sutton
Surrey, SM1 3AA

Bankers:

Barclays Bank PLC
43 High Street
Sutton
Surrey SM1 1DR

CCLA Investment Management Ltd
COIF Charity Funds
80 Cheapside
London EC2V 6DZ

CAF Bank Ltd
P O Box 289
West Malling
Kent ME19 4TA

Auditor:

Myrus Smith
Chartered Accountants and Statutory Auditor
Norman House
8 Burnell Road
Sutton
Surrey SM1 4BW

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

Organisation Structure

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

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

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

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

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

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

Quality Standards

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

Trading Activity

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

OBJECTIVES & ACTIVITIES

Charitable Objectives

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

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

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Activities

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

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

Vision

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

Mission

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

Strategic Aims and Activities

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

1. Community members, VCSE organisations and the 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.

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

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Our main focus during 2022/2023 was the following;

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

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

Promote equality, diversity and positive change for communities in Sutton

Communications

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

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

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

Open Rate **43%** average (industry average 20%)

Click Rate **4.1%** average (industry average 2.4%)

Social Media

We continue to share news and information via our social media channels, Facebook and X (formally known as Twitter). Our presence and reach continues to grow, we have **2,200 followers on X** and **1,033 followers on Facebook**. In this past year we have shared **735 Tweets** and **734 Facebook posts**.

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

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

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The Fairness Commission / Race Equality

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

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

Inter Faith

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

Youth Participation

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

International Women's Day 2023

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

Freshers Fair May 2022

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

Giving Tuesday 2022

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

National Hate Crime Awareness Week 2022

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

White Ribbon 2022

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

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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 2022/2023 include:

Sutton Together

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

Together for Sutton

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

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

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

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

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

Together for Sutton Information Networks

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

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

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

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

Sutton Safer Neighbourhood Board

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

Represent the voice of the Voluntary and Community Sector

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

Developing the Voice

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

Voluntary Sector Forum

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

Weekly Race Equality meetings

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

Keeping Women Safe Network

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

Smalls Groups Forum

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

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Anti-Poverty Forum

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

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

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

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

This is evidenced through attendance and activity at the following:

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

Support growing and established organisations to reach their full potential

The support that Community Action Sutton provides is wide and varied but one of the key areas relates to funding:

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Sutton Community Fund

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

Innovation Fund

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

One to one Support/Capacity Building

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

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

Funding and Fundraising Support

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

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

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

Funding workshops

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

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

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Training/workshops

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

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

We delivered three training sessions as part of trustee week in November 2022.

- Managing Risk - 7 Participants (7 organisations) attended.
- Managing your Charities Finances - 8 Participants (8 organisations) attended.
- Good Governance - 10 Participants (10 organisations) attended.

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

Advice Topic / Topic by %

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

Small Charity Week

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

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

Trustees' Week 2022

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

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

Community Accountancy Service

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

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

Creative Payroll Solutions (CPS)

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

Develop a diverse and vibrant Voluntary and Community Sector

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

Projects operating out of Hill House:

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

Active Me

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

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

Community Garden

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

Sutton Men in Sheds

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

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

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

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Passport to Employment

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

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

St Helier Community Food Shop

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

Self Defence class for Women

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

New Volunteer Opportunities at Hill House

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

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

St Helier Community Project

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

The key themes were:

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

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

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

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

St Helier Music Festival

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

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

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

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

Health Inequalities project

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

Healthwatch Sutton

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

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

Plans for the future

Our key developments for the year ahead include:

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

COMMUNITY ACTION SUTTON
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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Financial Review

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

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

Incoming Resources:

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

Outgoing Resources:

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

Reserves policy

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

Unrestricted and Restricted Funds:

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

Unrestricted Funds:

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

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

Designated Fund – Property Dilapidation

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

Designated Fund – Staff/Close Down

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

Infrastructure Development Fund

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

Capacity Building

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

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

Restricted Funds

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

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

Sutton Safer Partnership – Hate Crime

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

Social Care Delivery Grant

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

Sutton Community Fund

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

Sutton CCG Charitable Fund

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

Sutton Transformation Fund – PQASSO

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

Ukraine Response Fund

Community Action Sutton is coordinating and administering funds to Voluntary and Community Sector (VCS) organisations to support this scheme. The funds are ring fenced for VCS work to support sponsors and Ukrainians and cannot be used by Community Action Sutton for any other purpose.

Decisions on funding proposals are taken by LBS who then instructs Community Action Sutton to make the payments to successful VCS organisations. As we are moving out of the crisis response stage after the remaining funds are allocated, we will no longer be administering these funds.

Making Informed Choices (MIC)

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

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

Restricted Funds.../continued

Cost of Living Response

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

Warm Homes Project

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

Access to Work

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

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

In so far as the Trustees are aware:

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

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

Small Company Provisions

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

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

Chair and Trustee: Jenny Sims



Trustee: Nick Walsh



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

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

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

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

**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

21 March 2023

COMMUNITY ACTION SUTTON

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

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

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

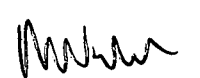
The financial statements were approved and authorised for issue by the Board on 5/12/2023.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims



Trustee: Nick Walsh



The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

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

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 2023

/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 2023 £	Total 2022 £
Donations	<u>£1,145</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£1,145</u>	<u>£Nil</u>

3. Income from charitable activities

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

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

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

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

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

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

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

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

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

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

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

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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9. Analysis of direct costs	Raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Staff costs	-	413,777	413,777	345,430
Staff and volunteer expenses	-	5,490	5,490	3,893
Consultancy	-	5,375	5,375	4,216
Training courses and subsidies	-	-	-	60
Group activities	-	47,063	47,063	82,144
	<u>£Nil</u>	<u>£471,705</u>	<u>£471,705</u>	<u>£435,743</u>
10. Analysis of support costs	Raising funds £	Charitable activities £	Total 2023 £	Total 2022 £
Staff costs	6,000	-	6,000	5,326
Office expenses	-	21,442	21,442	15,677
Premises costs	3,460	65,735	69,195	68,200
Other support costs	3,741	71,077	74,818	25,160
Governance costs (see Note 11)	-	13,277	13,277	11,493
	<u>£13,201</u>	<u>£171,531</u>	<u>£184,732</u>	<u>£125,856</u>
11. Governance costs			Total 2023 £	Total 2022 £
Staff costs			7,732	6,723
Audit fee			3,800	3,900
Legal and professional fees			450	-
Annual general meeting			595	170
Trustee/fidelity insurance			700	700
			<u>£13,277</u>	<u>£11,493</u>
12. Net income/(expenditure)			2023	2022
This is stated after charging:				
Depreciation			£Nil	£Nil
Operating lease rentals			<u>£19,700</u>	<u>£17,437</u>

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
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13. Staff costs	2023 £	2022 £
Wages and salaries	376,255	316,153
Employer's National Insurance Costs	35,822	27,765
Employer's Pension Costs	15,432	13,561
	<u>£427,509</u>	<u>£357,479</u>

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

	2023 Number	2022 Number
The average number of employees	<u>14</u>	<u>12</u>

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

	2023	2022
£80,001 - £90,000	1	-

14. Tangible fixed assets	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2022 and at 31 March 2023	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Depreciation			
At 1 April 2022 and at 31 March 2023	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Net Book Value			
At 31 March 2023	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>
At 31 March 2022	<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 2023 was £2,906 (2022: £24,479). The company reported a profit for the year of £2,905 (2022: £24,478).

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
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16. Debtors	2023 £	2022 £
Trade debtors	40,054	75,524
Other debtors	2,584	5,135
Prepayments	1,017	961
Amounts owed by group undertakings	72,460	25,141
	<u>£116,115</u>	<u>£106,761</u>

17. Creditors: Amounts falling due within one year	2023 £	2022 £
Accruals	4,851	7,823
Other creditors	-	1,253
	<u>£4,851</u>	<u>£9,076</u>

18. Obligations under leases

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

	2023 Land and Buildings	Other	2022 Land and Buildings	Other
Less than one year	<u>£9,850</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 £
2023				
Restricted Funds	-	1,413,127	-	1,413,127
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	165,483	(4,851)	160,633
	<u>£1</u>	<u>£1,851,450</u>	<u>£(4,851)</u>	<u>£1,846,600</u>

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

	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>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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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 2022	25,141
Recharged costs	122,998
Receipt	<u>(75,679)</u>
Debtor as at 31 March 2023	<u>£72,460</u>

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

21. Movement in unrestricted funds	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
2023					
Unrestricted Funds:					
General	151,961	825,470	815,960	(838)	160,633
	<u>151,961</u>	<u>825,470</u>	<u>815,960</u>	<u>(838)</u>	<u>160,633</u>
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>£424,801</u>	<u>£825,470</u>	<u>£815,960</u>	<u>£(838)</u>	<u>£433,473</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 2021	Income	Expenditure	Transfers	Balance at 31 March 2022
2022					
Unrestricted Funds:					
General	120,606	784,986	788,892	35,261	151,961
	<u>120,606</u>	<u>784,986</u>	<u>788,892</u>	<u>35,261</u>	<u>151,961</u>
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>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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

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

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>

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