

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

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**



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

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STRUCTURE, GOVERNANCE AND MANAGEMENT

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

Organisation Structure

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

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

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

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

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

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

Quality Standards

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

Trading Activity

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

OBJECTIVES & ACTIVITIES

Charitable Objectives

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

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Activities

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

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

Vision

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

Mission

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

Strategic Aims and Activities

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

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

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

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

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Our main focus during 2023/2024 was the following;

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

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

Promoting equality, diversity and positive change for communities in Sutton

Communications and keeping our members informed

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

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

Between April 2023 and March 2024 we sent **187** e-bulletins whilst this is less than last year, we have tried to reduce the number of additional e-bulletins and ensure more relevant information is contained within the regular weekly communications.

We are pleased to maintain a higher than industry average open and click rate (see below). As the number of e-bulletins has reduced the open rate has reduced by 1% from the previous year. The click rate has increased, and we believe that this is likely to be from the monthly e-bulletins which are very well received.

2023-24

Open Rate **42%** average (industry average 20%)

Click Rate **4.5%** average (industry average 2.4%)

2022-23

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

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

Social Media

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

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

2023-24

1.2K Followers on Facebook (and 928 Likes)

2,451 Followers on X (formally Twitter)

2022-23

1,033 followers on Facebook

2,200 followers on X

Raising awareness and supporting good causes

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

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

Small Charity Week 2023

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

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

Trustees' Week 2023

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

Inter Faith Week 2023

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

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

The Fairness Commission / Race Equality

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

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

In August 2023 we facilitated an event held in partnership with the Metropolitan Police around the New Met for London two year plan to improve trust and policing standards. This was held to raise awareness of the plan and to give local residents a chance to ask questions and share concerns. A second event was held in December 2023 which we again supported. As part of this work CAS has been instrumental in bringing communities together to discuss crime and community safety concerns.

In October 2023 we hosted two listening events with Sutton Council in the Roundshaw area. The aim of these sessions was to listen and get feedback from the local community on issues such as crime and safety.

Youth Participation

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

Inspire partnerships/collaboration across the Voluntary and Community Sector

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

Sutton Together

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

Together for Sutton

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

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

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

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

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Together for Sutton Information Networks

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

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

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

Sutton Safer Neighbourhood Board

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

Representing the voice of the Voluntary and Community Sector

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

Voluntary Sector Forum

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

Keeping Women Safe Network

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

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Anti-Poverty Forum

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

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

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

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

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

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Supporting growing and established organisations to reach their full potential

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

Sutton Community Fund

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

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

Innovation Fund

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

Physical Activities Grant

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

One to one Support/Capacity Building

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

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

Funding and Fundraising Support

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

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

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

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EasyFundraising

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

Community Accountancy Service

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

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

Creative Payroll Solutions (CPS)

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

Develop a diverse and vibrant Voluntary and Community Sector

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

Projects Operating Out of Hill House

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

Active Me

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

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Community Garden

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

Sutton Men in Sheds

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

Community Learning Project

The Community Learning Project successfully equipped learners with essential job-search skills, resulting in over one-third of participants securing employment.

The positive feedback indicated that the course was instrumental in helping new immigrants, particularly those eager to return to work, thereby making a significant impact on their lives.

Sutton Bike Project

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

St Helier Community Food Shop

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

Building New Connections with Sutton Hong Kongers

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

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

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

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

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

St Helier Music Festival

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

New Volunteer Opportunities at Hill House

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

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Health Inequalities project

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

Roundshaw

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

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

Benhill

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

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

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

Shanklin

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

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

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

St Helier

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

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

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

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

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

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

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

Healthwatch Sutton

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

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

Plans for the future

Our key developments for the year ahead include:

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

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

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

Financial Review

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

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

Incoming Resources:

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

Outgoing Resources:

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

Reserves policy

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

Unrestricted and Restricted Funds:

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

Unrestricted Funds:

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

Unrestricted General Fund:

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

Designated Fund – Property Dilapidation

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

Designated Fund – Staff/Close Down

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

Infrastructure Development Fund

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

Capacity Building

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

COMMUNITY ACTION SUTTON
(Registered Charity No: 1063129)
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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Restricted Funds

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

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

Sutton Safer Partnership – Hate Crime

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

Social Care Delivery Grant

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

Sutton Community Fund

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

Sutton CCG Charitable Fund

During 2019/20 Sutton and Merton Clinical Commissioning Group dissolved one of 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. £200,000 has been allocated to Sutton charities.

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

Sutton Transformation Fund – PQASSO

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

Ukraine Response Fund

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

Making Informed Choices (MIC)

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

COMMUNITY ACTION SUTTON
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ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

Restricted Funds.../continued

Cost of Living Response

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

Warm Homes Project

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

Access to Work

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

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

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

In so far as the Trustees are aware:

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

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

Small Company Provisions

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

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

Chair and Trustee: Jenny Sims



Trustee: Laurence Imrie



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

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

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

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

**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.



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

3 December 2024

COMMUNITY ACTION SUTTON

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

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

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	14		-		-
Investments	15		1		1
			<u>1</u>		<u>1</u>
CURRENT ASSETS					
Debtors	16	494,967		116,115	
Cash at bank and in hand		<u>1,649,707</u>		<u>1,735,335</u>	
		2,144,674		1,851,450	
CREDITORS: amounts falling due within one year					
	17	<u>333,858</u>		<u>4,851</u>	
NET CURRENT ASSETS			<u>1,810,816</u>		<u>1,846,599</u>
NET ASSETS	19		<u><u>£1,810,817</u></u>		<u><u>£1,846,600</u></u>
FUNDS:					
Unrestricted - General	21		167,692		160,633
Unrestricted - Designated	21		272,840		272,840
Restricted	22		<u>1,370,285</u>		<u>1,413,127</u>
			<u><u>£1,810,817</u></u>		<u><u>£1,846,600</u></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 18 November 2024.

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims



Trustee: Laurence Imrie



The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

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

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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 2024
/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 2024 £	Total 2023 £
Donations	£733	£Nil	£Nil	£733	£1,145
3. Income from charitable activities	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Grants	223,578	-	1,513,596	1,737,174	1,411,563
Contracts	270,000	-	-	270,000	285,000
Management charges	25,980	-	-	25,980	24,148
Fees	46,419	-	-	46,419	37,803
	<u>£565,977</u>	<u>£Nil</u>	<u>£1,513,596</u>	<u>£2,079,573</u>	<u>£1,758,514</u>

Of the £1,758,514 recognised in 2023, £675,315 was unrestricted general funds and £1,083,199 was restricted funds.

£1,945,032 (2023: £1,400,823) of government grant was received from London Borough of Sutton.

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 /contd...

4. Income from other trading activities	Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2024	Total 2023
Rent and other charges	<u>£131,676</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£131,676</u>	<u>£107,222</u>

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

5. Investment income	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Dividends	4,703	-	-	4,703	24,478
Bank interest	53,532	-	-	53,532	17,310
	<u>£58,235</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£58,235</u>	<u>£41,788</u>

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

6. Cost of raising funds	Grant funding of Activities	Direct costs	Support costs	Total 2024	Total 2023
Fundraising activities	<u>£Nil</u>	<u>£Nil</u>	<u>£12,501</u>	<u>£12,501</u>	<u>£13,201</u>

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

7. Cost of charitable activities	Grant funding of activities	Direct costs	Support costs	Total 2024	Total 2023
Voluntary sector support and development	<u>£1,658,648</u>	<u>£531,098</u>	<u>£103,753</u>	<u>£2,293,499</u>	<u>£1,937,074</u>

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

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

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 /contd...

9. Analysis of direct costs	Raising funds	Charitable activities	Total 2024	Total 2023
	£	£	£	£
Staff costs	-	487,863	487,863	413,777
Staff and volunteer expenses	-	11,216	11,216	5,490
Consultancy	-	6,779	6,779	5,375
Training courses and subsidies	-	1,544	1,544	-
Group activities	-	23,696	23,696	47,063
	<u>£Nil</u>	<u>£531,098</u>	<u>£531,098</u>	<u>£471,705</u>
10. Analysis of support costs	Raising funds	Charitable activities	Total 2024	Total 2023
	£	£	£	£
Staff costs	5,938	-	5,938	6,000
Office expenses	-	17,132	17,132	21,442
Premises costs	3,536	67,192	70,728	69,195
Other support costs	3,027	3,926	6,953	74,818
Governance costs (see Note 11)	-	15,503	15,503	13,277
	<u>£12,501</u>	<u>£103,753</u>	<u>£116,254</u>	<u>£184,732</u>
11. Governance costs			Total 2024	Total 2023
			£	£
Staff costs			7,574	7,732
Audit fee			4,000	3,800
Legal and professional fees			3,229	450
Annual general meeting			-	595
Trustee/fidelity insurance			700	700
			<u>£15,503</u>	<u>£13,277</u>
12. Net income/(expenditure)			2024	2023
This is stated after charging:				
Depreciation			£Nil	£Nil
Operating lease rentals			<u>£19,742</u>	<u>£19,700</u>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 /contd...

13. Staff costs	2024 £	2023 £
Wages and salaries	439,662	376,255
Employer's National Insurance Costs	41,131	35,822
Employer's Pension Costs	20,582	15,432
	<u>£501,375</u>	<u>£427,509</u>

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

	2024 Number	2023 Number
The average number of employees	<u>16</u>	<u>14</u>
The average number of employees based on full-time equivalents	<u>11</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:

	2024	2023
£80,001 - £90,000	1	1

14. Tangible fixed assets

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

15. Investments

Cost	
As at 31 March 2022 and 31 March 2023	<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 2024 was £31,495 (2023: £2,906). The company reported a profit for the year of £28,599 (2023: £2,905).

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

/contd...

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

17. Creditors: Amounts falling due within one year	2024 £	2023 £
Accruals	31,983	4,851
Other creditors	301,875	-
	<u>£333,858</u>	<u>£4,851</u>

18. Obligations under leases

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

	2024 Land and Buildings	Other	2023 Land and Buildings	Other
Less than one year	<u>£9,850</u>	<u>£Nil</u>	<u>£9,850</u>	<u>£Nil</u>

19. Analysis of net assets between funds	Fixed assets £	Current assets £	Current liabilities £	Net assets £
2024				
Restricted Funds	-	1,370,285	-	1,370,285
Designated Funds	-	272,840	-	272,840
Unrestricted Funds	1	501,549	(333,858)	167,692
As at 31 March 2024	<u>£1</u>	<u>£2,144,674</u>	<u>£(333,858)</u>	<u>£1,810,817</u>

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

	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
As at 31 March 2023	<u>£1</u>	<u>£1,851,450</u>	<u>£(4,851)</u>	<u>£1,846,600</u>

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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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 2023	72,460
Recharged costs	124,388
Receipt	<u>(110,187)</u>
Debtor as at 31 March 2024	<u>£86,661</u>

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

21. Movement in unrestricted funds	Balance at 1 April 2023	Income	Expenditure	Transfers	Balance at 31 March 2024
2024					
Unrestricted Funds:					
General	160,633	756,621	725,941	(23,621)	167,692
	<u>160,633</u>	<u>756,621</u>	<u>725,941</u>	<u>(23,621)</u>	<u>167,692</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>£433,473</u>	<u>£756,621</u>	<u>£725,941</u>	<u>£(23,621)</u>	<u>£440,532</u>

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

21. Movement in unrestricted funds	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
2023					
Unrestricted Funds:					
General	151,961	825,470	815,960	(838)	160,633
	<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.

COMMUNITY ACTION SUTTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

/contd...

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

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

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>

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