

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

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025



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COMMUNITY ACTION SUTTON
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PRESIDENT

The Worshipful the Mayor
(For their term of office)

TRUSTEES AND DIRECTORS
Chairman

Jenny Sims

Vice-Chairman

Laurence Imrie (Appointed March 2024)

Treasurer

Amie Stace (Resigned March 2025)

Trustees:

Vanessa McCain
Bob Harrison
Dave Hobday
Polly Pereschino
Louise Kelly

LONDON BOROUGH OF SUTTON
REPRESENTATIVES

Councillor Moira Butt
Councillor Patrick Ogbonna

Senior Management Team
Chief Executive
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

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 **306** members. The Charity Company is run by a team of **18** paid staff, under the management of volunteers who are both Directors of the Company and Trustees of the Charity. All trustees give their time voluntarily and receive no benefits from the charity.

Organisation Structure

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

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

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

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

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

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

Trading Activity

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

OBJECTIVES & ACTIVITIES

Charitable Objectives

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

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Activities

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

Vision

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

Mission

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

Strategic Aims and Activities

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

- Community members, VCSE organisations and the 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, highlights and key achievements during 2024/2025 includes.

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

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

Promoting equality, diversity and positive change for communities in Sutton

Communications and keeping our members informed

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

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

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

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

2024-25

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

2023-24

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

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

During the past year these have been opened **4045** (previous year 3833) times and recipients have clicked the links **1883** (previous year 1192) times.

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

2024-25

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

2023-24

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

Information leaflets

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

Summer Satisfaction Surveys

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

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

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

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

Raising awareness and supporting good causes

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

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

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

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Small Charity Week 2024

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

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

Trustees' Week 2024

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

Interfaith Week 2024

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

Mental health Awareness Week 2024

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

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

The Fairness Commission / Race Equality

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

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

Inspire partnerships/collaboration across the Voluntary and Community Sector

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

Provider Consortium (Sutton Together)

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

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Together for Sutton

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

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

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

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

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

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

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

Together for Sutton Information Networks

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

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

Sutton Safer Neighbourhood Board (SNB)

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

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

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

Advocating for the Voluntary and Community Sector

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

State of the Sector

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

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

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

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

Charity and Public Sector Forum

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

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

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

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Voluntary Sector Forum

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

Anti-Poverty Forum

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

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

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

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

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

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

Supporting growing and established organisations to reach their full potential

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

Supporting Organisations

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

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

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

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

Examples of the different types of support given is below.

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

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

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

Funding and Fundraising Support

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

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

easyFundraising

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

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

Sutton Community Fund

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

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

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

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

During the 25 years the fund has supported **412** charities, community and faith groups, awarding a total of **£1,473,080.01** grants.

NHS South West London Winter Engagement Fund

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

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

LBS Cost of Living Food Support Grant

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

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Sutton Charity Cost of Living Fund

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

Innovation and Pilot Fund (Previously Innovation Fund)

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

SWL Cancer Alliance Fund

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

Community Accountancy Service

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

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

Creative Payroll Solutions (CPS)

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

Develop a diverse and vibrant Voluntary and Community Sector

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

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

Hill House Community Centre

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

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

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

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

Roundshaw

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

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

Benhill

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

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

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

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Shanklin

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

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

St Helier

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

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

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

Healthwatch Sutton

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

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

Plans for the Future

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

We will ensure that we:

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

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

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

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

Financial Review

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

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

Incoming Resources:

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

Outgoing Resources:

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

Reserves policy

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

Unrestricted and Restricted Funds:

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

Unrestricted Funds:

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

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

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Designated Fund – Property Dilapidation

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

Designated Fund – Staff/Close Down

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

Infrastructure Development Fund

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

Sector Research:

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

The research project covered :-

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

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

Restricted Funds

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

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

Sutton Safer Partnership – Hate Crime

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

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

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. £100,000 has been allocated to Sutton charities.

Making Informed Choices

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

Ukraine Response Fund

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

Together for Sutton UKSPF

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

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

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

NHS Winter Engagement Fund

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

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Sutton Cost of Living Charity Fund 2025

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

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

In so far as the Trustees are aware:

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

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

Small Company Provisions

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

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

Chair and Trustee: Jenny Sims



Trustee: Laurence Imrie



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

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

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

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

**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:

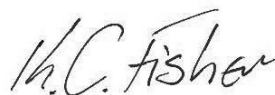
- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting 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

22 - 12 - 2025

COMMUNITY ACTION SUTTON

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

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

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

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

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

Signed on behalf of the Trustees

Chair and Trustee: Jenny Sims



Trustee: Laurence Imrie



The notes form part of these financial statements.

COMMUNITY ACTION SUTTON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

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

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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 2025 /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 2025 £	Total 2024 £
Donations	£30	£Nil	£Nil	£30	£733
	<u>£30</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£30</u>	<u>£733</u>

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

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

COMMUNITY ACTION SUTTON

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

/contd...

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

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

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

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

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

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

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

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

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

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
/contd...

9. Analysis of direct costs	Raising funds £	Charitable activities £	Total 2025 £	Total 2024 £
Staff costs	-	468,852	468,852	487,863
Staff and volunteer expenses	-	5,681	5,681	11,216
Consultancy	-	22,376	22,376	6,779
Training courses and subsidies	-	1,192	1,192	1,544
Group activities	-	5,263	5,263	23,696
	<u>£Nil</u>	<u>£503,364</u>	<u>£503,364</u>	<u>£531,098</u>
10. Analysis of support costs	Raising funds £	Charitable activities £	Total 2025 £	Total 2024 £
Staff costs	5,589	-	5,589	5,938
Office expenses	-	19,095	19,095	17,132
Premises costs	2,738	52,014	54,752	70,728
Other support costs	2,554	17,289	19,843	6,953
Governance costs (see Note 11)	-	12,391	12,391	15,503
	<u>£10,881</u>	<u>£100,789</u>	<u>£111,670</u>	<u>£116,254</u>
11. Governance costs			Total 2025 £	Total 2024 £
Staff costs			6,876	7,574
Audit fee			4,500	4,000
Legal and professional fees			315	3,229
Annual general meeting			-	-
Trustee/fidelity insurance			700	700
			<u>£12,391</u>	<u>£15,503</u>
12. Net income/(expenditure)			2025	2024
This is stated after charging:				
Depreciation			£Nil	£Nil
Operating lease rentals			<u>£20,069</u>	<u>£19,742</u>

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

/contd...

13. Staff costs	2025 £	2024 £
Wages and salaries	421,872	439,662
Employer's National Insurance Costs	39,387	41,131
Employer's Pension Costs	20,058	20,582
	<u>£481,317</u>	<u>£501,375</u>

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

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

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

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

14. Tangible fixed assets	Office and Computer Equipment £	Leasehold Improvements £	Total £
Cost			
At 1 April 2024 and at 31 March 2025	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Depreciation			
At 1 April 2024 and at 31 March 2025	<u>14,547</u>	<u>5,473</u>	<u>20,020</u>
Net Book Value			
At 31 March 2025	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>
At 31 March 2024	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>

15. Investments	
Cost	
As at 31 March 2024 and 31 March 2025	<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 2025 was £18,589 (2024: £1). The company reported a profit for the year of £18,588 (2024: £26,358).

COMMUNITY ACTION SUTTON

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

/contd...

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

17. Creditors: Amounts falling due within one year	2025 £	2024 £
Accruals	5,326	31,983
Other creditors	5,223	301,875
	<u>£10,549</u>	<u>£333,858</u>

18. Obligations under leases

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

	2025 Land and Buildings	Other	2024 Land and Buildings	Other
Less than one year	<u>£10,588</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 £
2025				
Restricted Funds	-	1,278,569	-	1,278,569
Designated Funds	-	261,454	-	261,454
Unrestricted Funds	1	227,908	(10,549)	217,360
	<u>£1</u>	<u>£1,767,931</u>	<u>£(10,549)</u>	<u>£1,757,383</u>

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

	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
	<u>£1</u>	<u>£2,144,674</u>	<u>£(333,858)</u>	<u>£1,810,817</u>

COMMUNITY ACTION SUTTON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
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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 2024	86,661
Recharged costs	120,997
Receipt	<u>(169,217)</u>
Debtor as at 31 March 2025	<u>£38,441</u>

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

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

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

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

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 2025

/contd...

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

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

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>

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