



Sutton Mencap Easy Read Annual Report 2022-23

Charity number: 1080514
Company number: 03915936



The information contained in this easy read report has been extracted from Sutton Mencap's Annual Report and Financial Statements for the year ended 31st March 2023.

The full accounts have been audited by Myrus Smith.

A full copy of the Annual Report and Financial Statements will be available at www.suttonmencap.org.uk or can be requested from Sutton Mencap.

What this report is about



This report tells you about Sutton Mencap's work from April 2022 to March 2023.



It tells you who runs Sutton Mencap and how it is run.



It says what our aims were during the year and what we did to achieve them.



It tells you about the activities we did between April 2022 and March 2023.



It tells you where our money came from and how we spent it.

Who runs Sutton Mencap?



Sutton Mencap is run by the **Trustee Board**. The members of the Trustee Board during 2022-23 were:



Mavis Peart OBE

Mavis is Sutton Mencap's Chairman. Mavis is in charge of the Trustee Board meetings.



Clare Fionda

Clare is Sutton Mencap's Vice-Chairman. Clare is in charge of Trustee Board meetings when Mavis cannot attend.



Paul Solomon

Paul is Sutton Mencap's Treasurer. Paul helps the Trustees manage Sutton Mencap's money.



Titilayo Dairo



Kevin Dillon

Kevin resigned in September 2022.



Dennis Henstock



Michele Humphreys



Edwina Morris



Michelle Perrett



Amit Srivastava



Simon Vines



Dave Hobday is the Chief Executive Officer. Dave attends the Trustee Board meetings. Other staff also write reports for the Trustee Board.

How is Sutton Mencap run?



The trustees are elected at the Annual General Meeting.



This means that the members of Sutton Mencap decide who the trustees are.



People who are interested in becoming trustees meet with the Chief Executive Officer to find out more about the charity and what the trustees do.



The Trustee Board meets regularly throughout the year.



The trustees have an important role protecting Sutton Mencap from anything that might damage the charity.



They put together a risk register, which lists all the things they will do to protect Sutton Mencap.



They make sure that Sutton Mencap has policies and procedures in place and that they are followed.

Sutton Mencap's strategic plan



The Trustee Board agreed a strategic plan which sets the aims of the organisation. The plan runs from 2019 to 2024.



The first aim in the strategic plan is all about **developing and delivering services**.



We want to deliver more services for more people. We also want our services to help people do the things that they want and to make sure our services keep people safe.



The second aim in the plan is all about **community development** so people can play a greater part in their community.



We want people with a learning disability to be fully involved in their local community and have a stronger voice about what matters to them.



The third aim is all about **service support** and looks at the things we need as an organisation.



We want to make sure that our building and equipment are suitable and that we have enough money and staff to deliver our services.



The Trustee Board gets regular reports that show how well Sutton Mencap is doing in achieving these 3 aims.

What we did during the year: Introduction



Our services returned to normal after the pandemic.



We received a large legacy after one of our supporters sadly died. We plan to use this for a new building.

What we did during the year: Priority 1: Developing and delivering services



We were able to support more children on our services.



We recruited a lot of new staff for our children's services.



We were sad to say goodbye to Asma Jacob who had worked with us for a very long time.



We were pleased to welcome Isobel Hayes as our new Children's services Manager.



We expanded our Community Day Activities Service to 10 sessions a week.



This meant we were able to provide services to more adults.



We ran a full programme of Breakaways respite services.



Our leisure groups returned to normal.



We also ran a film-making club which made short videos on healthy living.



We continued to make sure we kept people safe at Sutton Mencap.

What we did during the year: Priority 2: Community development



Our Digital Paths to Inclusion project helped people with a learning disability to have a stronger voice.



We helped people talk about what matters to them by recording podcasts, creating films and the *Our Sutton* online magazine.



The project was funded by the City Bridge Trust, who have now agreed funding for another two years.



We helped the council and local NHS to deliver their joint learning disability strategy.



We continued to work with partners on the Sutton Sports inclusion group.



We worked with the South London Partnership to find out more about the difficulties of getting paid employment.



We produced an easy read guide to employment for people with a learning disability and employers.

What we did during the year: Priority 3: Service support



We developed a new system for making sure we deliver high quality services. We will start using this in the new year.



We looked at how we can recruit all the staff we need.



We became a London Living Wage employer.



We did a staff survey. Staff told us that they were very happy working at Sutton Mencap.



We set up a group to look at how we could expand our premises to deliver services to more people.



We want to build a new garden room using space in our rear car park. The council has given us some money towards the cost.

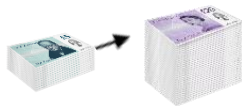


We are working with the council to renew our lease of the building.



We are starting a new project aimed at reducing the impact we have on the environment.

What we did last year: Financial review



We delivered more services to more people. This meant we increased the amount of money we received for providing services.



This gave us most of the money we needed to pay our staff the London Living Wage.



Some other costs also went up, like heating and lights, training and running the minibus. We also spent money on fire safety improvements.



Because we received the legacy, we had a lot more money in our bank account.

Sutton Mencap's accounts



Our annual report and accounts tell everyone how much money we received, how much we spent, and how much we have left. We compare these figures with the year before.



We aim to keep some money to one side each year in case we need it. We call this our **reserves**.



Kevin Fisher from a company called Myrus Smith is our Auditor. Kevin checks our accounts.



Kevin has reported that he has not found anything wrong in our accounts.

Income Spending



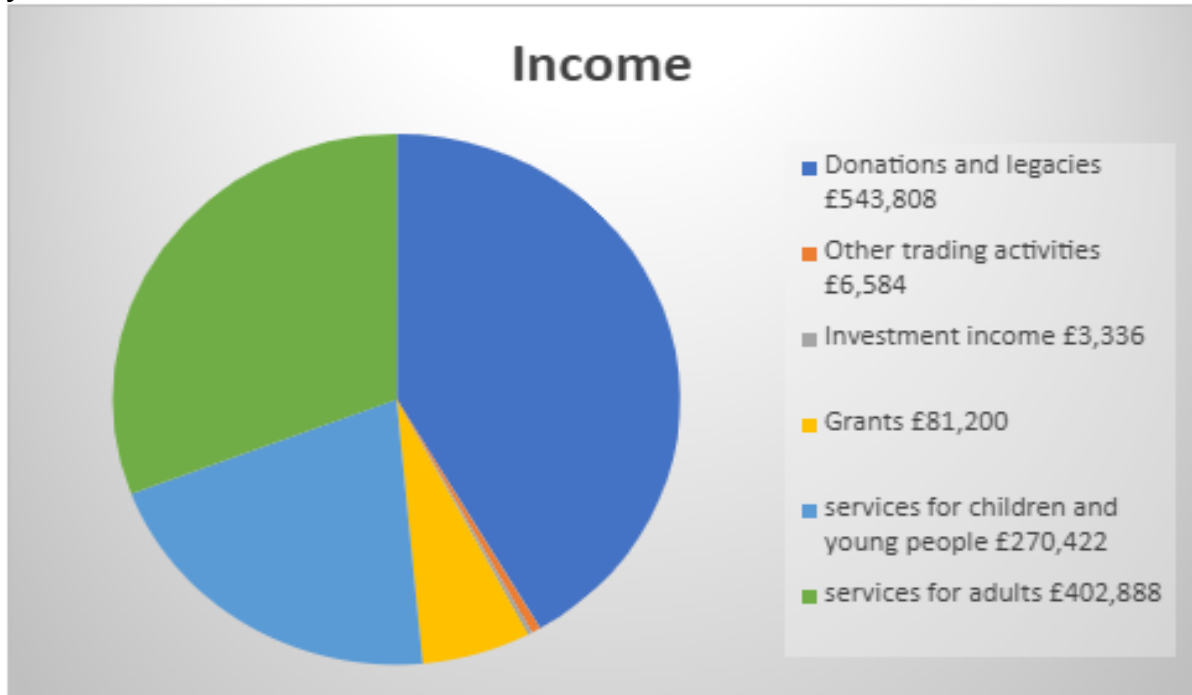
The tables on the next page show how much money we received and how much we spent between April 2022 and March 2023. This is called the **Statement of Financial Activities**.



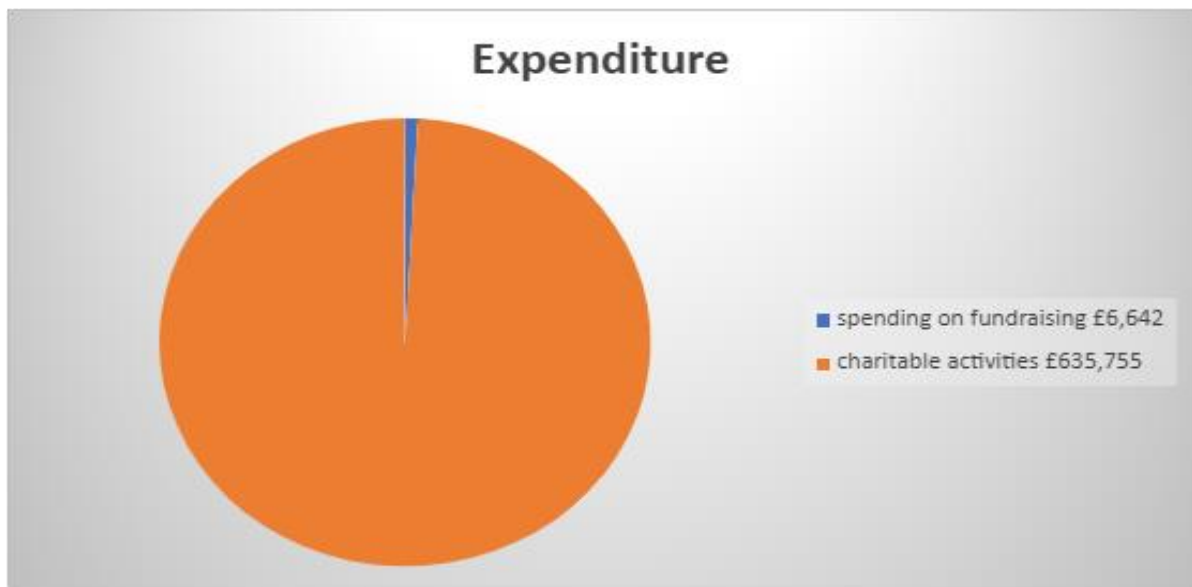
The page afterwards shows how much Sutton Mencap was worth on 31st March 2023. This is called the **Balance Sheet**.

Statement of Financial Activities: Where did our money come from and how did we spend it?

We received £1,308,238. This was £717,000 more than the year before.



We spent £801,279. This was £153,000 more than the year before.



We received £506,959 more than we spent. We will use this money to improve delivery of services.

Balance Sheet: How much is Sutton Mencap worth?



This sheet explains what Sutton owned on the 31st March 2023 and how much it was all worth. This is called the **Balance Sheet**.



We had money in our bank account, savings account and investments. Altogether, this came to £653,868.



We have equipment at Sutton Mencap like our minibus, computers, furniture and sensory room. All together these were worth £8,502.



Some people owed us money which they will pay us. This came to £72,781.



We also have money which we will need to pay out in the future. This came to £109,774.



In total, everything Sutton Mencap owns was worth £625,377. This is £506,959 more than in March 2022.