



Sutton Mencap Easy Read Annual Report 2017-18

**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 2018.

The full accounts have been independently examined 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 2017 to March 2018.



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



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



It tells you about the activities we did during the year.



It tells you about what we want to do in the future.



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 2017-18 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



Ross Feeney



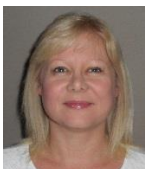
Michele Humphreys



Alison Lepetit



Edwina Morris



Michelle Perrett



David Schad to August 2017



The trustees were very sad that David Schad passed away in August 2017. David had been a trustee and supporter for a very long time.

How is Sutton Mencap run?



The trustees are elected at an Annual General Meeting.



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



The Trustee Board meets eight times per year.



The Trustee Board agreed a strategic plan which sets the aims of the organisation. The plan started in 2015 and runs until March 2019.



The Trustee Board agrees an action plan for the year. The actions will help Sutton Mencap meet the aims in its strategic plan.



The Trustee Board agrees a budget for the year. This budget sets out how much money is needed and how it will be spent



The Trustee Board gets regular reports that show how well Sutton Mencap is doing.



The Trustee Board decides what Sutton Mencap should do next.



The Director attends the Trustee Board meetings. Other staff also write reports for the Trustee Board.

Sutton Mencap's aims



These are the aims in Sutton Mencap's strategic plan for 2015-2019



We want to keep running excellent services for children and adults.



We want to run more services so we can help more people.



We want to raise enough money to run our services. We also want to manage our money well.



We want to help people learn to use equipment like iPads when they come to Sutton Mencap.



We want everyone who works at Sutton Mencap to enjoy their jobs.



We want to use computers to help us manage to organisation and its services.



We want to make sure our building is a nice place for people to visit.

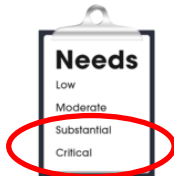


We want to support people with a learning disability to have their say on what happens in Sutton.

What we did during the year – children



We ran services for 79 children and young people.



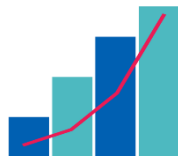
Most of the children need a lot of support. We need a lot of staff to work with them.



We ran clubs which took place after school, on Saturdays and on school holidays.



We also ran the Phoenix Rangers youth group, which meets at the Phoenix Centre on Thursdays.



We check to see if our services are making a difference for children. We found that they are.



We provide lots of training to our staff to make sure that they can do their jobs well.



The money we get from the council is less than the cost of the services. We have talked to the council about this.



Garfield Weston Foundation gave us £10,000 towards the cost of our services.



A volunteer from the Cranfield Trust helped us review the way we deliver our children's services.

What we did during the year – adults



We ran services for over 200 adults during the year.



The Henry Smith Charity gave us money to help us manage our adult services.



We ran our Community Day Activities Service on four days per week. The service is very popular so we want to make it bigger.



We ran Breakaways on Friday evenings and Saturdays. Breakaways is for adults who live with their parents.



We organised weekends away for some of the Breakaways members.



We ran lots of activity groups, including, Cookery, Art Café, Groupies, High Fliers and Zest.



We also had some great parties for Chinese New Year, Halloween and Christmas



We are very grateful to all of the organisations that fund our activity groups.

What we did during the year – adults

Community Link

Our Community Link project worked with over 100 adults to help them find things to do and make friends.



We were very grateful to the City Bridge Trust for funding the project for 3 years.



We set up lots of different activities, including walking, football, swimming and getting together.



Sadly we were unable to get a grant to continue the project. But we hope to start again in the future.



Our Circles of Support project help people set up a support group which helps them make decisions about their life.

22

The project supported 22 people with their circles during the year.



We also ran a set of workshops about relationships.

THE JAMES TRUST

Circles of Support is funded until 2019 by the James Trust.



We also helped people through our Hospital Visitor Grant Scheme.

What we did during the year – other activities



We worked in partnership with other organisations.



We set up a network of support workers, so people could share information about things to do.



We worked with partners to hold a conference about health services.



We also helped organise an event to raise awareness of Autism.

**Sutton Learning
Disability Strategy**

We worked with partners to help the council develop a new learning disability strategy.



We also worked in partnership with the Royal Mencap Society and other local Mencap organisations.



We did lots of fundraising activities. We were very grateful to the Cheam and Sutton Rotary club for making us their charity of the year.



Lots of people volunteered with Sutton Mencap during the year. We are very grateful to them.



We also improved the way we use computers to manage and pay our staff. This will save us money.

What we want to do in 2018-19



We want to change some of the rules for our organisation. We are asking our members to agree to do this.



We are hoping to get an award called PQASSO which will show that we are a well-run organisation.



There are new rules about how we look after peoples' personal information. We will make sure we keep to these.



Our contract with the council to provide children's services will end. We will work on agreeing a new contract.



We will offer more places on our Community Day Service so more people can come.



We will look at doing more campaigning work to improve services for people with a learning disability.



We will agree a new strategic plan for Sutton Mencap.

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 urgently. We call this money our reserves.



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



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

Income



Spending



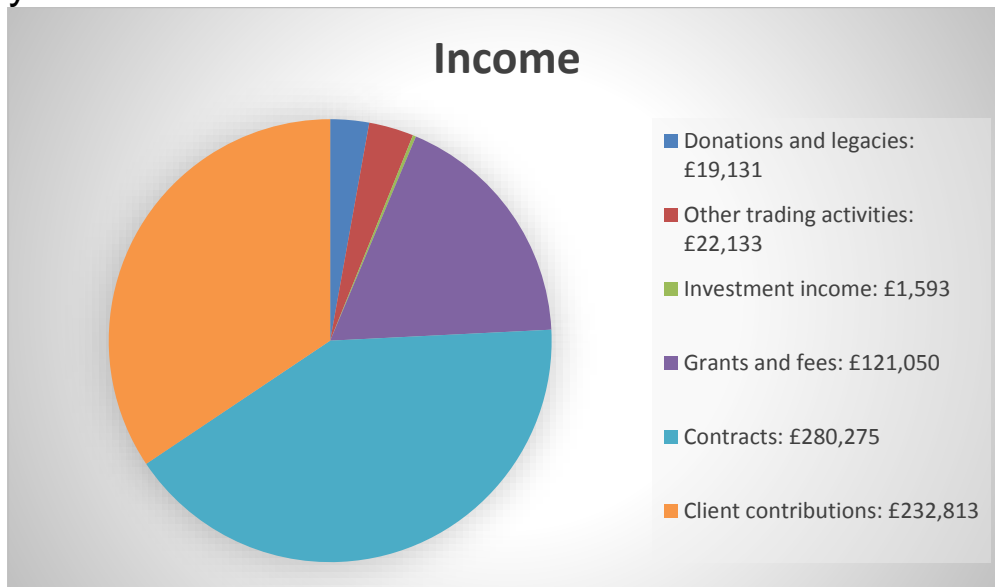
The tables on the next page show how much money we received and how much we spent between April 2017 and March 2018. This is called the **Statement of Financial Activities**.



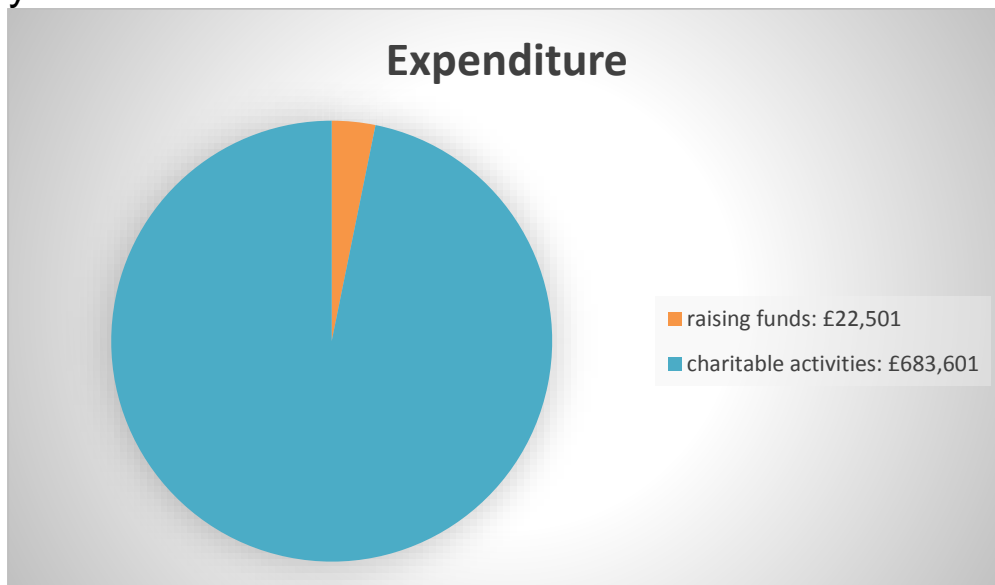
The page afterwards shows how much Sutton Mencap was worth on 31st March 2018. This is called the **Balance Sheet**.

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

We received £676,995. This was nearly £25,000 more than the year before.



We spent £706,102. This was over £52,000 more than the year before.



We spent £29,107 more than we received. We used money that we had in our savings.

Balance Sheet:

How much is Sutton Mencap worth?



This sheet explains what Sutton owned on the 31st March 2018 and how much it was worth. This is called the **Balance Sheet**.



We had money in our bank account and saving account. Altogether, this came to £188,449.



We have lots of equipment at Sutton Mencap like our minibus, furniture and sensory room. All together these were worth £21,855.



Some people owed us money which they will pay us. This came to £65,819.



We also have money which we will need to pay out in the future. This came to £94,991.



In total, everything Sutton Mencap owns was worth £181,132. This is nearly £30,000 less than in March 2017.