



Sutton Mencap Easy Read Annual Report 2020-21

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 2021.

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 2020 to March 2021.



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 2020 and March 2021.



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 2020-21 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



Dennis Henstock



Michele Humphreys



Edwina Morris



Michelle Perrett



Amit Srivastava



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 job 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 which must be followed by trustees, staff and volunteers.

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.

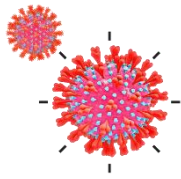


We want to make sure that our building and equipment are suitable and that we have enough money and staff to deliver our services.



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

The impact of Coronavirus (COVID-19)



Sutton Mencap had to make a lot of changes to services during the year because of the Coronavirus.



We had to put in place lots of procedures to keep people safe.



We delivered a lot of online activities



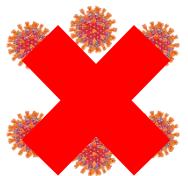
We kept some services open and, once it was safe, we reopened lots more.



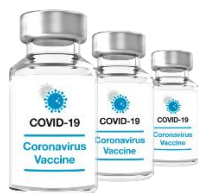
We kept group sizes small to protect people.



We did lots of extra cleaning.



We were able to stop anyone with Coronavirus spreading the disease at Sutton Mencap.



We made sure staff took regular tests and encouraged them to get vaccinated.

What we did during the year: Developing and delivering services



We were able provide **services for children and young people** throughout the year.



At the beginning of the pandemic we worked with Sherwood Park School to provide extra support



We provided individual support for children where families needed it most.



From September, we reopened groups for children. More groups have opened since then.



We have kept the groups small to keep people safe.



We hope to return to full size groups by the summer of 2021.



We also ran **services for adults** throughout the year.



At the start of the pandemic we put together a library of online activities

What we did during the year: Developing and delivering services



Our day service restarted in September with small groups. It has stayed open since then.



We know people have spent much more time at home because of Covid-19.



We started planning for some new groups, to be called Step by Step, which were aimed at building people's confidence to get out and meet their friends.



We also planned to re-open other adult services, starting with Breakaways



We ran lots of **online activities**



We ran 6 online activity groups per week. These were funded by the National Lottery.



We helped people make an amazing music video called This Is Me



We worked with Mencap to give out tablet computers.

What we did during the year: Community development



Because of Coronavirus, we were not able to do as much community development work as we wanted.



We were not able to start our new Digital Paths to Inclusion project. We are really excited to start this in April 2021.



We continued to support the Sutton Sports inclusion group.



The group played a useful role in supporting the reopening of disability sports sessions and in sharing information about activities.



We continued to participate in local networks and partnership boards



We also worked with national and local Mencap organisations. These links were very helpful in planning for re-opening services.

What we did last year: Service support



Our current lease for 8 Stanley Park Road is due to end in 2022. We have contacted the council about renewing this.



We developed a new multimedia digital studio with funding from the London Community Response Fund.



A lot of our staff were on furlough during the year.



We had to make some posts redundant. We were very sorry to see the staff go.



This was a very difficult year and we did our best to support our staff.



We also started using an online recruitment service, which was provided for free by a company called Hireful.



Sadly, we were not able to involve volunteers much during the year. We look forward to welcoming them back as the pandemic eases.

What we did last year: Financial review



Our funding changed significantly during the year.



We received a lot less money from delivering services.



We were very grateful to the council for providing replacement grant funding to cover the income lost from service delivery.



We were also grateful to the City Bridge Trust for allowing us to use their grant for core costs.



We also received donations from clients, supporters, parents and cares throughout the year.



Even so, we made a loss of £38,276 for the year.



We would like to thank everyone who supported us through this difficult year.

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.



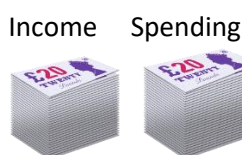
We aim to keep some money to one side each year in case we need it.



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.



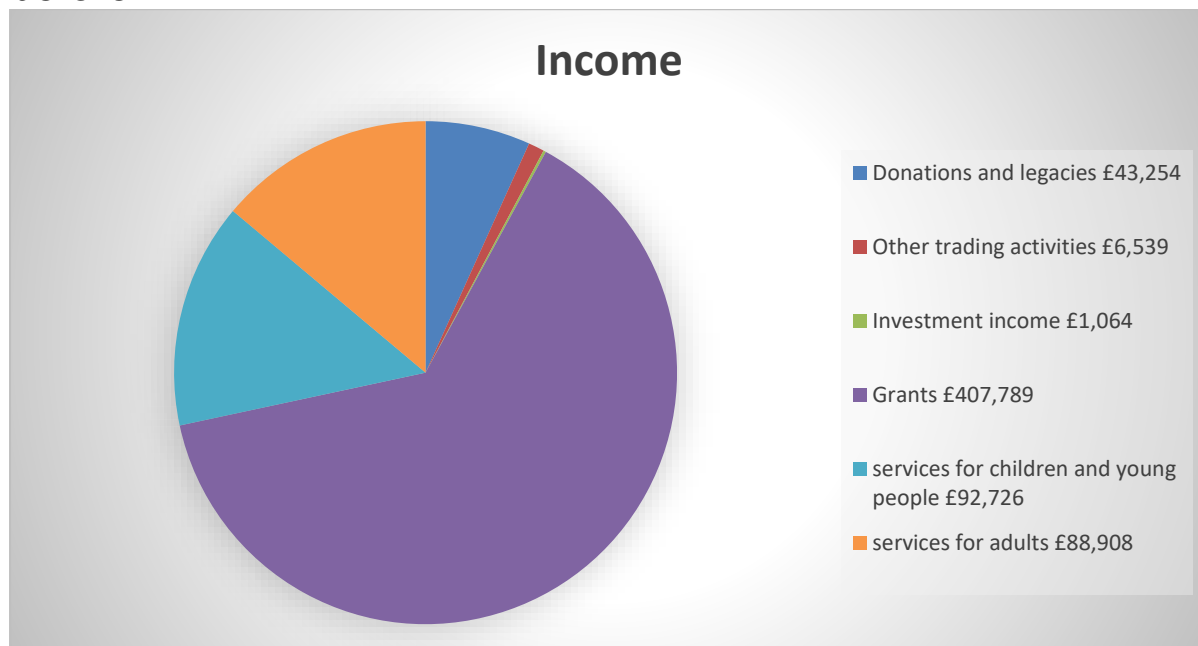
The tables on the next page show how much money we received and how much we spent between April 2020 and March 2021. This is called the **Statement of Financial Activities**.



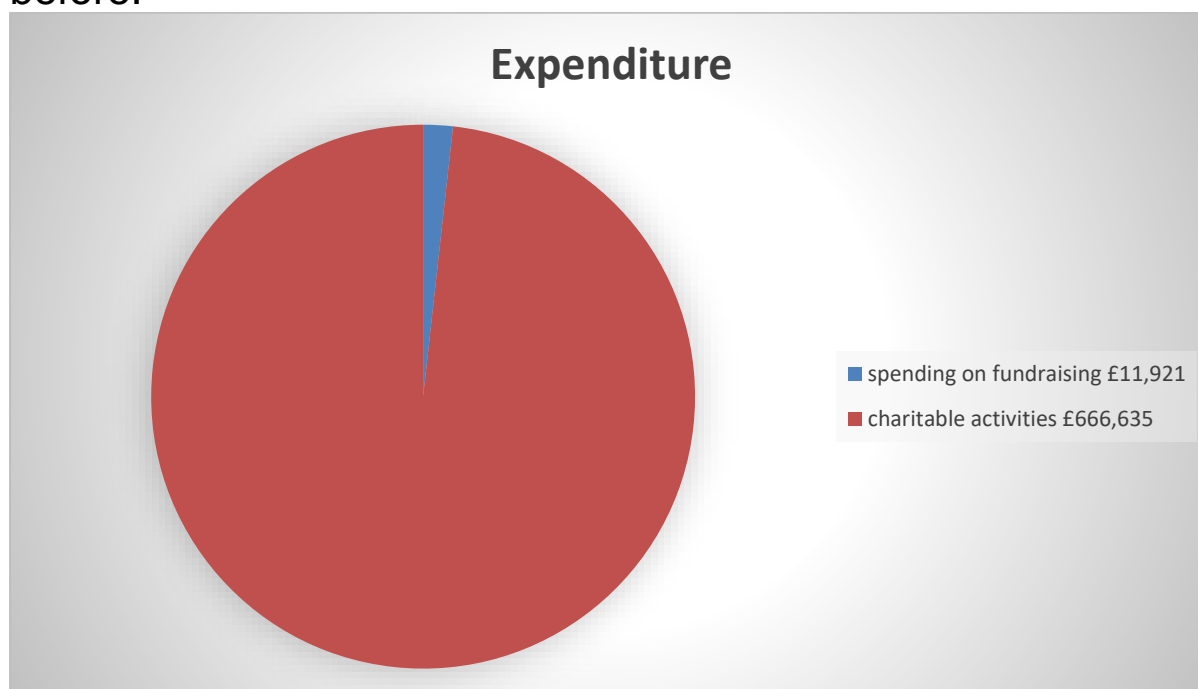
The page afterwards shows how much Sutton Mencap was worth on 31st March 2021. This is called the **Balance Sheet**.

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

We received £640,280. This was £123,000 less than the year before.



We spent £678,556. This was £88,000 less than the year before.



We spent £38,276 more than we received. We used money in our savings to pay for this.

Balance Sheet: How much is Sutton Mencap worth?



This sheet explains what Sutton owned on the 31st March 2021 and how much it was all worth. This is called the **Balance Sheet**.



We had money in our bank account and saving account. Altogether, this came to £180,278.



We have equipment at Sutton Mencap like our minibus, computers, furniture and sensory room. All together these were worth £21,215.



Some people owed us money which they will pay us. This came to £65,353.



We also have money which we will need to pay out in the future. This came to £92,299.



In total, everything Sutton Mencap owns was worth £174,547. This is £38,276 less than in March 2020.