



Sutton Mencap Easy Read Annual Report 2023-24

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 2024.








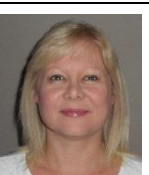


The full accounts have been independently examined by Kevin Fisher from Kingston Burrows.

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

	<p>This report tells you about Sutton Mencap's work from April 2023 to March 2024.</p>
	<p>It tells you who runs Sutton Mencap and how it is run.</p>
	<p>It says what our aims were during the year and what we did to achieve them.</p>
	<p>It tells you about the activities we did between April 2023 and March 2024.</p>
	<p>It tells you where our money came from and how we spent it.</p>









Who runs Sutton Mencap?

	<p>Sutton Mencap is run by the Trustee Board. The members of the Trustee Board during 2023-24 were:</p>		
	<p>Mavis Peart OBE Mavis is Sutton Mencap's Chairman. Mavis is in charge of the Trustee Board meetings.</p>		
	<p>Clare Fionda Clare is Sutton Mencap's Vice-Chairman. Clare is in charge of Trustee Board meetings when Mavis cannot attend.</p>		
	<p>Paul Solomon Paul is Sutton Mencap's Treasurer. Paul helps the Trustees manage Sutton Mencap's money.</p>		
	<p>Titilayo Dairo</p>		<p>Dennis Henstock</p>
	<p>Michele Humphreys</p>		<p>Edwina Morris</p>
	<p>Michelle Perrett</p>		<p>Amit Srivastava Amit stopped being a trustee in March 2024</p>
	<p>Simon Vines</p>		
	<p>Dave Hobday is the Chief Executive Officer. Dave attends the Trustee Board meetings. Other staff also write reports for the Trustee Board.</p>		

How is Sutton Mencap run?

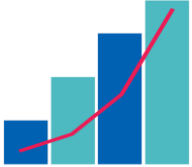



 An icon for an Annual General Meeting (AGM) showing a group of people sitting around a table in a meeting room. The text 'AGM Meeting' is written above the image.	<p>The trustees are elected at the Annual General Meeting.</p>
 A woman in a pink shirt pointing at a grid of various human faces, representing the process of selecting trustees.	<p>This means that the members of Sutton Mencap decide who the trustees are.</p>
 A portrait of a smiling man with short grey hair, representing the Chief Executive Officer.	<p>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.</p>
 An icon showing a group of people sitting around a table in a meeting room, representing the regular meetings of the Trustee Board.	<p>The Trustee Board meets regularly throughout the year.</p>
 A signpost with two arrows pointing in opposite directions. The left arrow is green and labeled 'LOW RISK', and the right arrow is red and labeled 'HIGH RISK'.	<p>The trustees have an important role protecting Sutton Mencap from anything that might damage the charity.</p>
 A grid representing a risk register, with cells colored in green, yellow, and red to indicate different levels of risk.	<p>They put together a risk register, which lists all the things they will do to protect Sutton Mencap.</p>
 An icon of a spiral-bound notebook with a green checkmark and the word 'Policy' written on it.	<p>They make sure that Sutton Mencap has policies and procedures in place and that they are followed.</p>

Sutton Mencap's strategic plan

	<p>The Trustee Board agreed a strategic plan which sets the aims of the organisation. The plan runs from 2019 to 2024.</p>
	<p>The first aim in the strategic plan is all about developing and delivering services.</p>
	<p>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.</p>
	<p>The second aim in the plan is all about community development so people can play a greater part in their community.</p>
	<p>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.</p>
	<p>The third aim is all about service support and looks at the things we need as an organisation.</p>
	<p>We want to make sure that our building and equipment are suitable and that we have enough money and staff to deliver our services.</p>
	<p>The Trustee Board gets regular reports that show how well Sutton Mencap is doing in achieving these 3 aims.</p>



What we did during the year:

Introduction

	<p>We saw lots more people come to our services.</p>
	<p>We looked at the quality of our services.</p>
	<p>Parents and service users told us they liked our services.</p>
	<p>We found ways we can make our services even better. We will act on these in the next year.</p>

Priority 1: Developing and delivering services

Services for children

	<p>We were able to support more children on our services.</p>
	<p>We recruited a lot of new staff for our children's services.</p>



The council is looking at who will provide children's services in the future. We hope we will continue providing these services.

Services for adults



Lots more people joined our services, especially our Community Day Service



We ran a full programme of Breakaways respite services.



We ran other groups. Our Tea and Cake sessions provide a good way to talk to people with a learning disability about issues that matter to them.

Keeping People Safe








We continue to make sure we keep people safe at Sutton Mencap.





We provided lots of training for staff, including safeguarding courses.




Priority 2: Community development

Digital Paths to Inclusion





	<p>Our Digital Paths to Inclusion project helped people with a learning disability to have a stronger voice.</p>
	<p>City Bridge Trust agreed to fund the project for another 2 years.</p>
	<p>We visited lots of venues to find out how welcoming they were.</p>
	<p>We created a checklist for GP surgeries to look at how they support people with a learning disability.</p>
	<p>We helped people talk about what matters to them by recording podcasts, creating films and the <i>Our Sutton</i> online magazine.</p>

Working in partnership

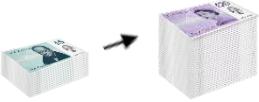



	<p>We helped the council and local NHS to deliver their joint learning disability strategy.</p>
	<p>We worked with Public Health to look at how people make use of sports centres.</p>

 <p>Workplace</p>	<p>We have also worked on access to housing and employment.</p>
	<p>For Learning Disability Week, we held a celebration event highlighting the achievements of people with a learning disability</p>
	<p>We supported a group of people with a learning disability to talk about their concerns at the council's Learning Disability Conference.</p>







Priority 3: Service support

	<p>We are planning to build a new garden room which will allow more people to attend our services.</p>
	<p>We worked to renew our lease on the building.</p>
	<p>We set up all our staff on the computer system.</p>
	<p>We measured the amount of carbon we use and developed plans to reduce this.</p>

Financial review

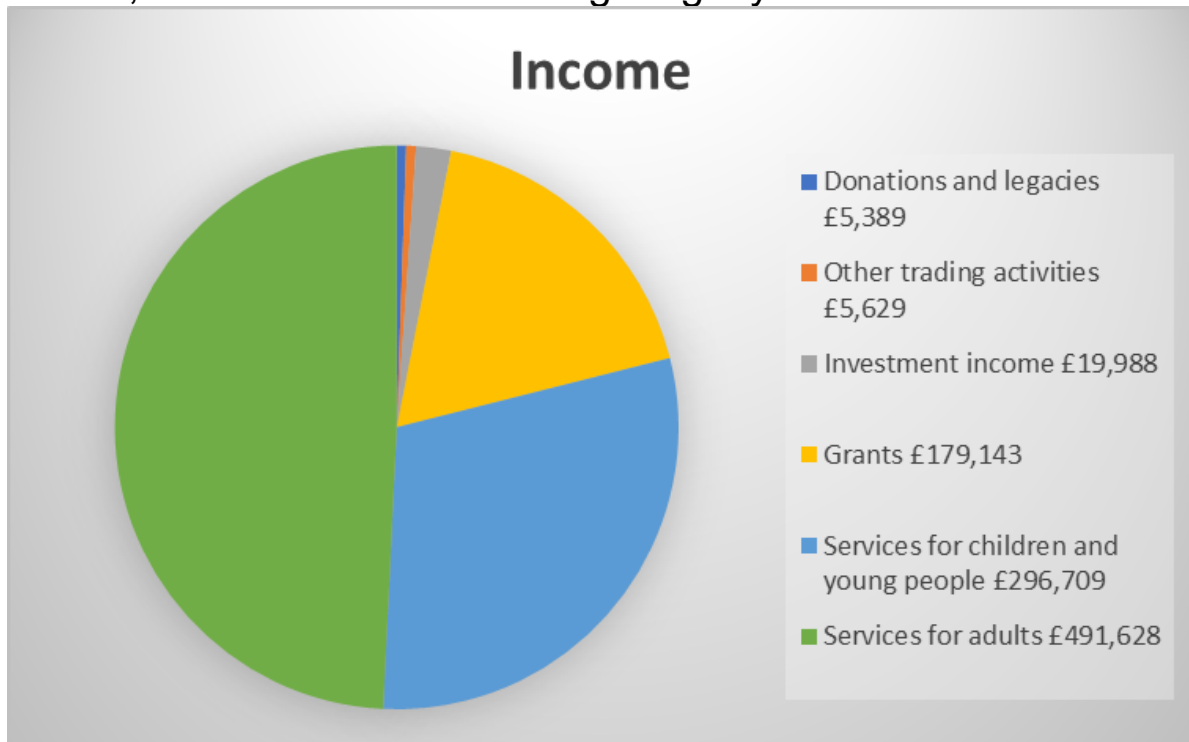
	<p>We delivered more services to more people. This meant we increased the amount of money we received for providing services.</p>
	<p>We recruited more staff, which cost us more money.</p>
	<p>We helped the council save money by reducing the price of services.</p>
	<p>The council gave us a grant of £100,000 towards the new garden room.</p>

Sutton Mencap's accounts

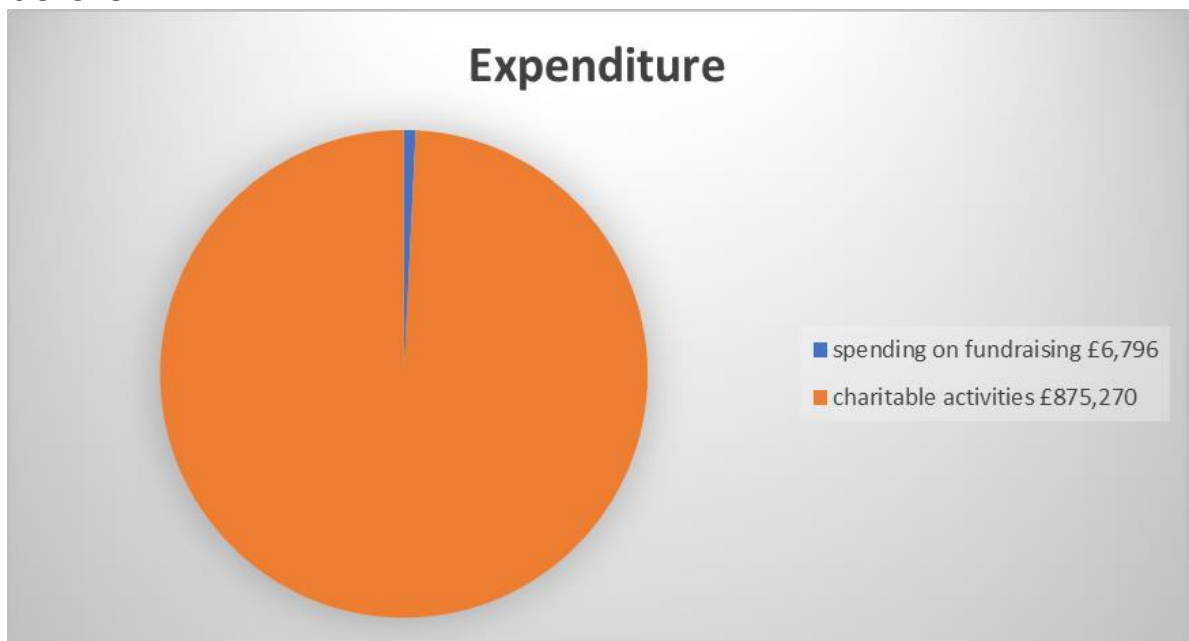
	<p>Our annual report and accounts tell everyone how much money we received, how much we spent, and how much we have left. We compare these figures with the year before.</p>
	<p>We aim to keep some money to one side each year in case we need it. We call this our reserves.</p>
	<p>Kevin Fisher from a company called Kingston Burrowes is our Independent Examiner. Kevin checks our accounts.</p>
	<p>Kevin has reported that he has not found anything wrong in our accounts.</p>
<p>Income Spending</p> 	<p>The tables on the next page show how much money we received and how much we spent between April 2023 and March 2024. This is called the Statement of Financial Activities.</p>
	<p>The page afterwards shows how much Sutton Mencap was worth on 31st March 2024. This is called the Balance Sheet.</p>

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

We received £998,486. This was £309,752 less than the year before, when we received a large legacy.









We spent £882,066. This was £80,787 more than the year before.



We received £116,420 more than we spent. This includes a grant from the council which will be used for the building.

Balance Sheet:

How much is Sutton Mencap worth?

	<p>This sheet explains what Sutton owned on the 31st March 2024 and how much it was all worth. This is called the Balance Sheet.</p>
	<p>We had money in our bank account, savings account and investments. Altogether, this came to £721,157.</p>
	<p>We have equipment at Sutton Mencap like our computers, furniture and sensory room. All together these were worth £27,654.</p>
	<p>Some people owed us money which they will pay us. This came to £92,808.</p>
	<p>We also have money which we will need to pay out in the future. This came to £99,822.</p>
	<p>In total, everything Sutton Mencap owns was worth £741,797. This is £116,420 more than in March 2023.</p>

This report has been produced using 