

THE SAINSBURY ARCHIVE

England & Wales · Charity number 1096454

Details

Status	Registered
Legal form	Charitable company
Company number	04585197
Registered	2003-03-11
Register	View on the Charity Commission register

Contact

Address	The Sainsbury Family Charitable Tru 5 Wilton Road London SW1V 1AP
Phone	02076302914
Email	info@sfct.org.uk
Website	http://archive.museumoflondon.org.uk/SainsburyArchive/

Activities

Objects: THE CHARITY'S OBJECTS (THE "OBJECTS") ARE TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT BY THE PRESERVATION, STORAGE AND MAINTENANCE OF THE COLLECTION OF THE BOOKS, MANUSCRIPTS, LETTERS, DOCUMENTS, OBJECTS, ARTEFACTS, MISCELLANEOUS MATERIALS AND PAPERS WHICH TOGETHER FOR THE HISTORICAL ARCHIVES OF THE FAMILY OF JOHN JAMES SAINSBURY AND THE COMPANY FOUNDED BY JOHN JAMES SAINSBURY NOW CALLED J SAINSBURY PLC (FORMERLY J SAINSBURY AND THEN J SAINSBURY LIMITED) ("THE SAINSBURY ARCHIVE") AS A DISCREET ARCHIVE FOR STUDY BY HISTORIANS, SCHOLARS AND OTHER PERSONS AS THE CHARITY SHALL THINK APPROPRIATE

Activities: The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of Sainsbury's and the family of John James Sainsbury.

Classification

- **How:** Provides Services
- **What:** Education/training, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NATIONAL
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£293,743	£282,193	-	-
2024-03-31	£288,683	£285,260	-	-
2023-03-31	£282,136	£263,942	-	-
2022-03-31	£284,977	£251,094	-	-
2021-03-31	£309,224	£227,478	-	-

Trustees

Name	Role	Appointed
TIMOTHY FALLOWFIELD	Chair	2005-01-18
ALEX SAINSBURY		2008-07-02
DAVID ARTHUR HAY		2009-05-06
Francesca Elizabeth Sainsbury PERRIN		2020-10-13
MARK GIVEN		2016-09-13
MARK LEONARD SAINSBURY		2013-09-10

Accounts

Company Registration No: 4585197
Charity No: 1096454

THE SAINSBURY ARCHIVE

ANNUAL REPORT AND
FINANCIAL STATEMENTS

31 MARCH 2025

THE SAINSBURY ARCHIVE
(A Company Limited by Guarantee and a Registered Charity)
31 MARCH 2025

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REPORT OF THE TRUSTEES

Legal and Administrative

The Sainsbury Archive was formed as a company limited by guarantee on 8 November 2002 by a Memorandum of Association. The company registration number is 4585197. The company is incorporated in the United Kingdom.

The company was registered with the Charity Commission on 11 March 2003. The charity registration number is 1096454. The Charity is registered in England and Wales.

Trustees/

Directors

Timothy Fallowfield (Chairman)
Mark Given
David Hay
Francesca Perrin
Alex Sainsbury
Mark Sainsbury

Company Secretary

Timothy Fallowfield

Registered Office

33 Holborn
London
EC1N 2HT

Bankers

Royal Bank of Scotland
119-121 Victoria Street, London, SW1E 6RA

Solicitors

BDB Pitmans LLP
1 Bartholomew Close, London EC1 7BL

Independent Examiner

Noelia Serrano, FCA
Sayer Vincent LLP, 110 Golden Lane, London EC1Y 0TG

Objects and Activities

The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of J Sainsbury plc and the family of John James Sainsbury.

Organisation

The Trustees meet regularly. Day to day maintenance of the financial records of the Charity is carried out by the Sainsbury Family Charitable Trusts' office at The Peak, 5 Wilton Road, London SW1V 1AP.

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2025.

The reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the requirements of a directors' report as required under company law, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Review of the Year and Future Plans

It was a successful year for the Archive and a number of projects were progressed. The focus of this year was work to assess the uncatalogued accessions in the collection. As part of this a number of items were identified for removal from the collection and a list of cataloguing priorities was created. Work continued with the indexing of the digitised material so that records can be linked together on the website.

It was also a good year for the Archive's outreach work, with the team carrying out a number of sessions in conjunction with the National Activity Providers Association and outreach practitioners Interference Art to evaluate the archive's dementia pack. Furthermore, a number of other activities took place including online 'Lunch and Learn' sessions, in-person displays, and tours of the exhibition space.

The Archive's web resources attract substantial numbers of visitors; the digitised JS Journal collection provides a valuable historical source, and selections from the paper, audio, film and video collection have been transferred to a digital format, both to preserve them and to make them more accessible. The online catalogue now makes it possible to access more than 100,000 catalogue descriptions and digital images from the Archive. Over the year, further material was added to the website including images from the Brian Shuel collection of images he took for the JS journal in the 1960s. This covers a number of aspects of the company's activities, including images of the 100th anniversary celebrations and images of butter making.

Discussions are continuing with regards to moving the Archive to the new Museum of London site at Smithfield's, which is expected to open by 2026.

As at 31st March 2025, the Archive was in the process of recruiting a new trustee to join the Board.

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

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Charity and Public Benefit

The Trustees are aware of the Charity Governance Code, as updated in 2020, which sets out the principles and recommended practice for good governance within the sector. The trustees recognise that a commitment to meeting the charity's public benefit is an ongoing requirement and have due regard to it. The Charity has reviewed its governance arrangements against the principles within the code and believes that it is compliant with the code whilst maintaining its need to operate its governance efficiently.

The Sainsbury Archive, which is open without charge, is visited not only by the public generally but also by students, teachers and other academic researchers interested in Britain's food retailing heritage. The Archive, as referred to elsewhere in the Trustees' Report, provides an invaluable insight and educational resource into the way in which retailing and shopping habits have changed since the mid-19th century, as well as providing valuable information on the nation's eating habits over that period, and to that extent it is unique. Not only can the Archive be visited, but there is on-line access to the Archive catalogue, the JS Journal collection and an extensive website. Access to the website can be found at www.sainsburyarchive.org.uk.

Risk Assessment

The Trustees have examined the major strategic, business and operational risks to which the Charity may be exposed, and systems are in place adequate to meet such potential risks as the Trustees have identified. The Trustees continue to be vigilant and to keep processes under review.

The Trustees identified the willingness of funders to continue their support to constitute a significant risk. This is mitigated by ongoing review of financial forecasts and the confirmation of support by the key donors over several years.

A further significant risk is the physical risks to the materials in the Archive (from fire, theft etc) which is mitigated by housing the Archive in the Museum of London, with reliance on the Museum's infrastructure and procedures. Representatives of the Museum of London attend trustee meetings to address any concerns which may arise in this area.

Reserves and going concern

Reserves are held to facilitate the smooth running of the Archive, and the Trustees aim to maintain a level that, with known income flows, will sufficiently cover current and future expenditure. The Trustees review the reserves policy annually and are satisfied that this policy will continue to enable the Archive to meet its obligations as they fall due. At the end of the year, free reserves totalled £247,082 (2024: £235,532).

There are no material uncertainties about the Archive's ability to continue as a going concern.

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Financial Review

The net surplus for the year was £11,550 (2024: £3,423) which, when added to the brought forward reserves of £235,532, resulted in a surplus on unrestricted reserves of £247,082 at 31 March 2025.

Grants received in the year comprised £108,760 (2024: £104,948) from J Sainsbury plc and £180,000 (2024: £180,000) from the Sainsbury Family Charitable Trusts. Details of individual entities are listed in Note 4.

Appointment and Training of Trustees

Article 27 of the Articles of Association sets out the minimum (three) and maximum (currently eight) number of Trustees and the nomination of Trustee provisions. Article 38 of the Articles of Association states that the Trustees may appoint a person who is willing to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed in accordance with the Articles as the maximum number of Trustees. Training is given to new Trustees as necessary.

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STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of The Sainsbury Archive 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The Trustees are responsible for keeping adequate accounting records that 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.

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.

Approved by the Board on 14 October 2025 and signed on their behalf by:

Timothy Fallowfield
Chairman

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SAINSBURY ARCHIVE

I report to the trustees on my examination of the accounts of The Sainsbury Archive for the year ended 31 March 2025.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the Company, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act: or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Noelia Serrano, FCA

Address: Sayer Vincent LLP, 110 Golden Lane, London, EC1Y 0TG

Date: 5 December 2025

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Statement of Financial Activities for the year ended 31 March 2025

	Notes	Unrestricted Funds 2025 £	Unrestricted Funds 2024 £
Income:			
Grants receivable	4	288,760	284,948
Interest and other income		4,983	3,735
Total income		<u>293,743</u>	<u>288,683</u>
Expenditure:			
Expenditure on charitable activities	5	282,193	285,260
Total expenditure		<u>282,193</u>	<u>285,260</u>
Net income and net movements in funds for the year		11,550	3,423
Reconciliation of funds			
Total funds brought forward		235,532	232,109
Total funds carried forward		<u>247,082</u>	<u>235,532</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

All income in the current and prior year was unrestricted.

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COMPANY NUMBER 4585197

BALANCE SHEET
AS AT 31 MARCH 2025

	<u>Notes</u>	<u>2025</u> £	<u>2024</u> £
FIXED ASSETS			
		-	-
CURRENT ASSETS			
Cash at bank and in hand		389,996	383,400
Total Current Assets		389,996	383,400
LIABILITIES			
Creditors - amounts falling due within 1 year	7	(142,914)	(147,868)
Net Current Assets		247,082	235,532
NET ASSETS		247,082	235,532
The funds of the charity:			
Unrestricted income funds		247,082	235,532
TOTAL CHARITY FUNDS		247,082	235,532

The opinion of the Trustees is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies.

The Trustees acknowledge the following responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- (ii) The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

Approved by the Trustees on 14 October 2025 and signed on their behalf by:

Timothy Fallowfield

Chairman

The notes on pages 10 to 15 form part of these accounts.

NOTES TO THE ACCOUNTS

1. Statutory

The charity is a company limited by guarantee (registered number 04585197), which is incorporated and domiciled in the UK, and is a public benefit entity. The address of the registered office is 33 Holborn, London, EC1N 2HT.

2. Accounting Policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102), 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 Practice.

The Sainsbury Archive meets the definition of a public benefit entity under FRS 102.

In the view of the Trustees, there are no material uncertainties casting doubt on the going concern of the charity.

Having assessed the Trust's financial position and plans for the foreseeable future, the Trustees are satisfied that it remains appropriate to prepare the financial statements on the going concern basis.

b) Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

c) Expenditure on charitable activities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The Trustees consider that the collection, maintenance and display of items and documents relating to the history of J Sainsbury plc and its trading activities is the Charity's sole charitable activity.

NOTES TO THE ACCOUNTS

(continued)

d) Depreciation/fixed assets

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Fixed assets comprise computer equipment and are depreciated over 3 years. Assets are capitalised where the purchase price exceeds £2,500.

e) Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective instrument method. Financial assets held at amortised cost comprise cash at bank and in hand. Financial liabilities held at amortised cost comprise accruals.

At the balance sheet date, the charity held financial liabilities at amortised cost of £142,914 (2024: £147,868).

f) Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

g) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS

(continued)

h) Heritage assets

The Charity has collected assets related to the history of J Sainsbury plc and its trading activities, which are being displayed at the Museum of London. Articles held by the Archive include examples of historical packaging, signage, photographs, customer magazines and other physical examples of the day-to-day activities of the running of Sainsbury stores and its interaction with the public. Other examples also include first hand accounts of the experiences of staff members, customer magazines and marketing material.

The Archive also holds documents related to the operations of Sainsbury plc, including historical corporate information, finances, distribution networks and branch files. A full list of the categories under which articles are classified can be found at www.sainsburyarchive.org.uk/catalogue/explore. No cost is associated with the collection and the cost of valuing items is considered to be onerous. The assets are considered to be of historical interest but have no realisable value, and the Archive has no intention at any time in the future to sell the collection. Therefore, no value is reflected in the Charity's balance sheet.

i) Income Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

j) Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described above, Trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

NOTES TO THE ACCOUNTS

(continued)

3. Legal Status

- a) The company is limited by guarantee and has no share capital.
- b) The members undertake to contribute not more than £10 each if required in the event of a winding up of the company.
- c) The company is registered under the Charities Act 2011 and is incorporated in England and Wales.

4. Grants Receivable

During the year, the Charity received grants from the following organisations:

	2025	2024
	£	£
J Sainsbury plc	108,760	104,948
The Alan and Babette Sainsbury Charitable Fund	5,000	5,000
The Aurora Trust (previously The Ashden Trust)	5,000	5,000
The Gatsby Charitable Foundation	50,000	50,000
The Glass-House Trust	5,000	5,000
The Headley Trust	25,000	25,000
The Indigo Trust	5,000	5,000
The JJ Charitable Trust	5,000	5,000
The Linbury Trust	50,000	50,000
The Mark Leonard Trust	5,000	5,000
The Staples Trust	5,000	5,000
The Tedworth Charitable Trust	5,000	5,000
The Three Guineas Trust	5,000	5,000
The True Colours Trust	5,000	5,000
The Woodward Charitable Trust	5,000	5,000
	288,760	284,948

NOTES TO THE ACCOUNTS

(continued)

5. Analysis of Expenditure on Charitable Activities

	2025	2024
	£	£
Direct costs		
Archive running costs	233,053	238,171
New project costs	45,449	43,665
Support and governance costs		
Independent examination fee	3,600	3,420
Sundry expenses	91	4
	282,193	285,260

Independent examiner's remuneration for the year is £3,600 including VAT.

The Charity employed no staff in the year (2024: nil)

No Trustees received remuneration, and one trustee was reimbursed expenses during the year for £88 (2024: nil).

6. Tangible Fixed Assets

	Archive Material £	Computer Equipment £	Total £
<u>Cost</u>			
At 1 April 2024 and 31 March 2025	25	7,785	7,810
<u>Depreciation</u>			
At 1 April 2024 and 31 March 2025	25	7,785	7,810
Net Book Value at 31 March 2025	-	-	-
Net Book Value at 31 March 2024	-	-	-

NOTES TO THE ACCOUNTS

(continued)

7. Creditors

	2025	2024
	£	£
Accruals	139,311	144,448
Independent examination fee	3,600	3,420
Other creditors	3	-
	<u>142,914</u>	<u>147,868</u>

8. Commitments

The Charity has a legal agreement with the Museum of London Docklands to loan them the material of the Archive until 31 March 2026.

9. Related Party Transactions

Two of the Trustee/Directors are also Trustees of the Glass-House Trust, the JJ Charitable Trust and the Mark Leonard Trust.

One trustee was reimbursed expenses during the year for £88 (2024: nil).

Amounts included in Grants Receivable for the year includes amounts from the organisations named above, as itemised in Note 4 to the accounts.

Accounts

Company Registration No: 4585197
Charity No: 1096454

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The company was registered with the Charity Commission on 11 March 2003. The charity registration number is 1096454. The Charity is registered in England and Wales.

Trustees/ Directors	Jon Hartland	Chair (resigned 15 March 2024)
	Timothy Fallowfield	Chair (from 15 March 2024)
	Mark Given	
	David Hay	
	Francesca Perrin	
	Alex Sainsbury	
	Mark Sainsbury	

Company Secretary Timothy Fallowfield

**Registered
Office** 33 Holborn
London
EC1N 2HT

Bankers Royal Bank of Scotland
119-121 Victoria Street, London, SW1E 6RA

Solicitors BDB Pitmans LLP
1 Bartholomew Close, London EC1 7BL

Independent Examiner Noelia Serrano, FCA
Sayer Vincent LLP, 110 Golden Lane, London EC1Y 0TG

Objects and Activities The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of J Sainsbury plc and the family of John James Sainsbury.

Organisation The Trustees meet regularly. Day to day maintenance of the financial records of the Charity is carried out by the Sainsbury Family Charitable Trusts' office at The Peak, 5 Wilton Road, London SW1V 1AP.

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Review of the Year and Future Plans

It was a successful year for the Archive and a number of projects were progressed in addition to the ongoing digitisation work. The focus of this year was the completion of a cataloguing project to list advertising material produced for Sainsbury's by the company Abbot Mead Vickers. Scoping work for the archive's digital holdings was completed with the entirety of the collection assessed to check for any digital material held by the archive.

It was also a good year for the Archive's outreach work, with a number of activities taking place including online 'Lunch and Learn' sessions, in-person displays, and tours of the exhibition space. Promotion of the archive's digital dementia packs took place with The National Activity Providers Association where it was shared with over 7000 care providers who are signed up to their mailing list.

The Archive's web resources attract substantial numbers of visitors; the digitised JS Journal collection provides a valuable historical source, and selections from the paper, audio, film and video collection have been transferred to a digital format, both to preserve them and to make them more accessible. The online catalogue now makes it possible to access more than 100,000 catalogue descriptions and digital images from the Archive. Over the year, further material was added to the website including additional packaging material showing the design process.

Discussions are continuing on moving the Archive to the new Museum of London site at Smithfield's, which is expected to open by 2026.

After five years as Chair of the Board, Jon Hartland made the decision to step back from his trusteeship as at 15 March 2024. The Board, and everyone associated with the Sainsbury Archive, thanks Jon for his hard work and leadership in this role. We look forward to the beginning of a new era as Timothy Fallowfield steps into the role as Chair, continuing his long association with the Archive.

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

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The Trustees are aware of the Charity Governance Code, as updated in 2020, which sets out the principles and recommended practice for good governance within the sector. The trustees recognise that a commitment to meeting the charity's public benefit is an ongoing requirement and have due regard to it. The Charity has reviewed its governance arrangements against the principles within the

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code and believes that it is compliant with the code whilst maintaining its need to operate its governance efficiently.

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A further significant risk is the physical risks to the materials in the Archive (from fire, theft etc) which is mitigated by housing the Archive in the Museum of London, with reliance on the Museum's infrastructure and procedures. Representatives of the Museum of London attend trustee meetings to address any concerns which may arise in this area.

Reserves and going concern

Reserves are held to facilitate the smooth running of the Archive and the Trustees aim to maintain a level that, with known income flows, will sufficiently cover current and future expenditure. The Trustees review the reserves policy annually and are satisfied that this policy will continue to enable the Archive to meet its obligations as they fall due. At the end of the year, free reserves totalled £235,532 (2023: £232,109).

There are no material uncertainties about the Archive's ability to continue as a going concern.

Financial Review

The net surplus for the year was £3,423 (2023: £18,194) which, when added to the brought forward reserves of £232,109, resulted in a surplus on unrestricted reserves of £235,532 at 31 March 2024.

Grants received in the year comprised £104,948 (2023: £105,889) from J Sainsbury plc and £180,000 (2023: £175,000) from the Sainsbury Family Charitable Trusts. Details of individual entities are listed in Note 4.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024**Appointment and Training of Trustees**

Article 27 of the Articles of Association sets out the minimum (three) and maximum (currently eight) number of Trustees and the nomination of Trustee provisions. Article 38 of the Articles of Association states that the Trustees may appoint a person who is willing to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed in accordance with the Articles as the maximum number of Trustees. Training is given to new Trustees as necessary.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of The Sainsbury Archive 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The Trustees are responsible for keeping adequate accounting records that 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.

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.

Approved by the Board on 6 November 2024 and signed on their behalf by:

..... Chairman

Timothy Fallowfield

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SAINSBURY ARCHIVE

I report to the trustees on my examination of the accounts of The Sainsbury Archive for the year ended 31 March 2024.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Noelia Serrano, FCA

Address: Sayer Vincent LLP, 110 Golden Lane, London, EC1Y 0TG

Date: 27 November 2024

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	<i>Notes</i>	Unrestricted Funds 2024	<i>Unrestricted Funds 2023</i>
		£	£
Income:			
Grants receivable	4	284,948	280,889
Interest and other income		3,735	1,247
Total income		288,683	282,136
Expenditure:			
Expenditure on charitable activities	5	285,260	263,942
Total expenditure		285,260	263,942
Net income and net movements in funds for the year		3,423	18,194
Reconciliation of funds			
Total funds brought forward		232,109	213,915
Total funds carried forward		235,532	232,109

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

All income in the current and prior year was unrestricted.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

COMPANY NUMBER 458197

BALANCE SHEET AS AT 31 MARCH 2024

	<u>Notes</u>	<u>2024</u> £	<u>2023</u> £
FIXED ASSETS			
Tangible fixed assets	6	-	-
		<u>-</u>	<u>-</u>
CURRENT ASSETS			
Cash at bank and in hand		383,400	362,657
Total Current Assets		383,400	362,657
LIABILITIES			
Creditors - amounts falling due within 1 year	7	(147,868)	(130,548)
Net Current Assets		<u>235,532</u>	<u>232,109</u>
NET ASSETS		<u>235,532</u>	<u>232,109</u>
The funds of the charity:			
Unrestricted income funds		235,532	232,109
TOTAL CHARITY FUNDS		<u>235,532</u>	<u>232,109</u>

The opinion of the Trustees is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies.

The Trustees acknowledge the following responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- (ii) The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

Approved by the Trustees on 6 November 2024 and signed on their behalf by:

..... Chairman

Timothy Fallowfield

The notes on pages 10 to 14 form part of these accounts.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

NOTES TO THE ACCOUNTS

1. STATUTORY

The charity is a company limited by guarantee (registered number 04585197), which is incorporated and domiciled in the UK, and is a public benefit entity. The address of the registered office is 33 Holborn, London, EC1N 2HT.

2. ACCOUNTING POLICIES

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102), 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 Practice.

The Sainsbury Archive meets the definition of a public benefit entity under FRS 102.

In the view of the Trustees, there are no material uncertainties casting doubt on the going concern of the charity.

Having assessed the Trust's financial position and plans for the foreseeable future, the Trustees are satisfied that it remains appropriate to prepare the financial statements on the going concern basis.

b) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

c) Expenditure on charitable activities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The Trustees consider that the collection, maintenance and display of items and documents relating to the history of J Sainsbury plc and its trading activities is the Charity's sole charitable activity.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

NOTES TO THE ACCOUNTS

(continued)

d) Depreciation/fixed assets

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Fixed assets comprise computer equipment and are depreciated over 3 years. Assets are capitalised where the purchase price exceeds £2,500.

e) Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective instrument method. Financial assets held at amortised cost comprise cash at bank and in hand. Financial liabilities held at amortised cost comprise accruals.

At the balance sheet date, the charity held financial liabilities at amortised cost of £147,868 (2023:£130,548).

f) Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

h) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

NOTES TO THE ACCOUNTS

(continued)

i) Heritage assets

The Charity has collected assets related to the history of J Sainsbury plc and its trading activities, which are being displayed at the Museum of London. Articles held by the Archive include examples of historical packaging, signage, photographs, customer magazines and other physical examples of the day to day activities of the running of Sainsbury stores and its interaction with the public. Other examples also include first hand accounts of the experiences of staff members, customer magazines and marketing material.

The Archive also holds documents related to the operations of Sainsbury plc, including historical corporate information, finances, distribution networks and branch files. A full list of the categories under which articles are classified can be found at www.sainsburyarchive.org.uk/catalogue/explore.

No cost is associated with the collection and the cost of valuing items is considered to be onerous. The assets are considered to be of historical interest but have no realisable value, and the Archive has no intention at any time in the future to sell the collection. Therefore no value is reflected in the Charity's balance sheet.

j) Income Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

k) Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described above, Trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

3. LEGAL STATUS

- a) The company is limited by guarantee and has no share capital.
- b) The members undertake to contribute not more than £10 each if required in the event of a winding up of the company.
- c) The company is registered under the Charities Act 2011 and is incorporated in England and Wales.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2024

NOTES TO THE ACCOUNTS

4. GRANTS RECEIVABLE

During the year, the Charity received grants from the following organisations:

	2024	2023
	£	£
J Sainsbury plc	104,948	105,889
The Alan and Babette Sainsbury Charitable Fund	5,000	-
The Aurora Trust (previously The Ashden Trust)	5,000	5,000
The Gatsby Charitable Foundation	50,000	50,000
The Glass-House Trust	5,000	5,000
The Headley Trust	25,000	25,000
The Indigo Trust	5,000	5,000
The JJ Charitable Trust	5,000	5,000
The Linbury Trust	50,000	50,000
The Mark Leonard Trust	5,000	5,000
The Staples Trust	5,000	5,000
The Tedworth Charitable Trust	5,000	5,000
The Three Guineas Trust	5,000	5,000
The True Colours Trust	5,000	5,000
The Woodward Charitable Trust	5,000	5,000
	284,948	280,889

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2024	2023
	£	£
Direct costs		
Archive running costs	238,171	218,402
New project costs	43,665	42,360
Support and governance costs		
Independent examination fee	3,420	3,180
Sundry expenses	4	-
	285,260	263,942

Independent examiner's remuneration for the year is £2,850 excluding VAT.

The Charity employed no staff in the year (2023: nil)

No Trustees received remuneration or were reimbursed expenses during the year (2023: nil).

NOTES TO THE ACCOUNTS

6. TANGIBLE FIXED ASSETS

	Archive Material	Computer Equipment	Total
	£	£	£
<u>Cost</u>			
At 1 April 2023 and 31 March 2024	25	7,785	7,810
<u>Depreciation</u>			
At 1 April 2023 and 31 March 2024	25	7,785	7,810
Net Book Value at 31 March 2024	-	-	-
Net Book Value at 31 March 2023	-	-	-

7. CREDITORS

	2024	2023
	£	£
Accruals	144,448	127,368
Independent examination fee	3,420	3,180
	147,868	130,548

8. COMMITMENTS

The Charity has a legal agreement with the Museum of London Docklands to loan them the material of the Archive until 31 March 2025.

9. RELATED PARTY TRANSACTIONS

Two of the Trustee/Directors are also Trustees of the Glass-House Trust, the JJ Charitable Trust and the Mark Leonard Trust.

Amounts included in Grants Receivable for the year includes amounts from the organisations named above, as itemised in Note 4 to the accounts.

Accounts

Company Registration No: 4585197
Charity No: 1096454

THE SAINSBURY ARCHIVE

ANNUAL REPORT AND
FINANCIAL STATEMENTS

31 MARCH 2023

THE SAINSBURY ARCHIVE
 (A Company Limited by Guarantee and a Registered Charity)
31 MARCH 2023

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4 Statement of Financial Activities	8
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THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

REPORT OF THE TRUSTEES

Legal and Administrative

The Sainsbury Archive was formed as a company limited by guarantee on 8 November 2002 by a Memorandum of Association. The company registration number is 4585197. The company is incorporated in the United Kingdom.

The company was registered with the Charity Commission on 11 March 2003. The charity registration number is 1096454. The Charity is registered in England and Wales.

Trustees/ Directors	Jon Hartland Timothy Fallowfield Mark Given David Hay Francesca Perrin Judith Portrait (resigned 11 October 2022) Alex Sainsbury Mark Sainsbury	Chairman
Company Secretary	Timothy Fallowfield	
Registered Office	33 Holborn London EC1N 2HT	
Bankers	Royal Bank of Scotland 119-121 Victoria Street, London, SW1E 6RA	
Solicitors	BDB Pitmans LLP 1 Bartholomew Close, London EC1 7BL	
Independent Examiner	Noelia Serrano, FCA Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London EC1Y 0TL	
Objects and Activities	The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of J Sainsbury plc and the family of John James Sainsbury.	
Organisation	The Trustees meet regularly. Day to day maintenance of the financial records of the Charity is carried out by the Sainsbury Family Charitable Trusts' office at The Peak, 5 Wilton Road, London SW1V 1AP.	

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2023.

The reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the requirements of a directors' report as required under company law, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Review of the Year and Future Plans

The Charity continued to fulfil its objectives as outlined above. Trustees were pleased that the physical archive was fully accessible to the public for the full year for the first time since the start of the Covid-19 pandemic, in addition to the access that remained available throughout the pandemic via the website.

It was a successful year for the Archive and a number of projects were progressed in addition to the ongoing digitisation work. New stories and resources were uploaded to the education and learning pages of the website, including two guest blogs and a digital dementia pack, together with a story highlighting the small films created as part of the dementia project, to enable these resources to be used by people to encourage conversations about shopping.

Dementia work with the Museum's learning team has continued, with more material being provided from the Archive for dementia sessions. Further promotion of the digital dementia packs will take place with The National Activity Providers Association in the coming months – where it will be shared with over 7000 care providers who are signed up to their mailing list.

It was also a good year for the Archive's outreach work, with staff establishing online 'Lunch and Learn' sessions, hosting an in-person display of packaging highlights, and giving a number of tours during the year.

The Archive's web resources attract substantial numbers of visitors; the digitised JS Journal collection provides a valuable historical source, and selections from the paper, audio, film and video collection have been transferred to a digital format, both to preserve them and to make them more accessible. The online catalogue now makes it possible to access more than 100,000 catalogue descriptions and digital images from the Archive.

Discussions are continuing on moving the Archive to the new Museum of London site at Smithfield's, which is expected to open by 2026.

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

Charity and Public Benefit

The Trustees are aware of the Charity Governance Code, as updated in 2020, which sets out the principles and recommended practice for good governance within the sector. The trustees recognise that a commitment to meeting the charity's public benefit is an ongoing requirement and have due regard to it. The Charity has reviewed its governance arrangements against the principles within the

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

code and believes that it is compliant with the code whilst maintaining its need to operate its governance efficiently.

The Sainsbury Archive, which is open without charge, is visited not only by the public generally but also by students, teachers and other academic researchers interested in Britain's food retailing heritage. The Archive, as referred to elsewhere in the Trustees' Report, provides an invaluable insight and educational resource into the way in which retailing and shopping habits have changed since the mid-19th century, as well as providing valuable information on the nation's eating habits over that period, and to that extent it is unique. Not only can the Archive be visited, but there is on-line access to the Archive catalogue, the JS Journal collection and an extensive website. Access to the website can be found at www.sainsburyarchive.org.uk.

Risk Assessment

The Trustees have examined the major strategic, business and operational risks to which the Charity may be exposed and systems are in place adequate to meet such potential risks as the Trustees have identified. The Trustees continue to be vigilant and to keep processes under review.

The Trustees identified the willingness of funders to continue their support to constitute a significant risk. This is mitigated by ongoing review of financial forecasts and the confirmation of support by the key donors over several years.

A further significant risk is the physical risks to the materials in the Archive (from fire, theft etc) which is mitigated by housing the Archive in the Museum of London, with reliance on the Museum's infrastructure and procedures. Representatives of the Museum of London attend trustee meetings to address any concerns which may arise in this area.

Reserves and going concern

Reserves are held to facilitate the smooth running of the Archive and the Trustees aim to maintain a level that, with known income flows, will sufficiently cover current and future expenditure. The Trustees review the reserves policy annually and are satisfied that this policy will continue to enable the Archive to meet its obligations as they fall due. At the end of the year, free reserves totalled £232,109 (2022: £213,915).

There are no material uncertainties about the Archive's ability to continue as a going concern.

Financial Review

The net surplus for the year was £18,194 (2022: £33,883) which, when added to the brought forward reserves of £213,915, resulted in a surplus on unrestricted reserves of £232,109 at 31 March 2023.

Grants received in the year comprised £105,889 (2022: £104,948) from J Sainsbury plc and £175,000 (2022: £180,000) from the Sainsbury Family Charitable Trusts. Details of individual entities are listed in Note 4.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023**Appointment and Training of Trustees**

Article 27 of the Articles of Association sets out the minimum (three) and maximum (currently eight) number of Trustees and the nomination of Trustee provisions. Article 38 of the Articles of Association states that the Trustees may appoint a person who is willing to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed in accordance with the Articles as the maximum number of Trustees. Training is given to new Trustees as necessary.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of The Sainsbury Archive 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The Trustees are responsible for keeping adequate accounting records that 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.

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.

Approved by the Board on 10 October 2023 and signed on their behalf by:

..... Chairman

Jon Hartland

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SAINSBURY ARCHIVE

I report to the trustees on my examination of the accounts of The Sainsbury Archive for the year ended 31 March 2023.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed

Name: Noelia Serrano, FCA

Address: Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London, EC1Y 0TL

Date: 20 November 2023

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2023

	<i>Notes</i>	Unrestricted Funds 2023	<i>Unrestricted Funds 2022</i>
		£	£
Income:			
Grants receivable	4	280,889	284,948
Interest and other income		1,247	29
Total income		282,136	284,977
Expenditure:			
Expenditure on charitable activities	5	263,942	251,094
Total expenditure		263,942	251,094
Net income and net movements in funds for the year		18,194	33,883
Reconciliation of funds			
Total funds brought forward		213,915	180,032
Total funds carried forward		232,109	213,915

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

All income in the current and prior year was unrestricted.

THE SAINSBURY ARCHIVE
(A Company Limited by Guarantee and a Registered Charity)
31 MARCH 2023

COMPANY NUMBER 4585197

BALANCE SHEET
AS AT 31 MARCH 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		£	£
FIXED ASSETS			
Tangible fixed assets	6	-	-
		-	-
CURRENT ASSETS			
Cash at bank and in hand		362,657	343,266
Total Current Assets		362,657	343,266
LIABILITIES			
Creditors - amounts falling due within 1 year	7	(130,548)	(129,351)
Net Current Assets		232,109	213,915
NET ASSETS		232,109	213,915
The funds of the charity:			
Unrestricted income funds		232,109	213,915
TOTAL CHARITY FUNDS		232,109	213,915

The opinion of the Trustees is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies.

The Trustees acknowledge the following responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- (ii) The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

Approved by the Trustees on 10 October 2023 and signed on their behalf by:

.....Chairman

Jon Hartland

The notes on pages 10 to 14 form part of these accounts.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

NOTES TO THE ACCOUNTS

1. STATUTORY

The charity is a company limited by guarantee (registered number 04585197), which is incorporated and domiciled in the UK, and is a public benefit entity. The address of the registered office is 33 Holborn, London, EC1N 2HT.

2. ACCOUNTING POLICIES

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102), 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 Practice.

The Sainsbury Archive meets the definition of a public benefit entity under FRS 102.

In the view of the Trustees, there are no material uncertainties casting doubt on the going concern of the charity.

Having assessed the Trust's financial position and plans for the foreseeable future, the Trustees are satisfied that it remains appropriate to prepare the financial statements on the going concern basis.

b) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

c) Expenditure on charitable activities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The Trustees consider that the collection, maintenance and display of items and documents relating to the history of J Sainsbury plc and its trading activities is the Charity's sole charitable activity.

d) Depreciation/fixed assets

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Fixed assets comprise computer equipment and are depreciated over 3 years. Assets are capitalised where the purchase prices exceeds £2,500.

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(A Company Limited by Guarantee and a Registered Charity)

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NOTES TO THE ACCOUNTS

(continued)

e) Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective instrument method. Financial assets held at amortised cost comprise cash at bank and in hand. Financial liabilities held at amortised cost comprise accruals.

At the balance sheet date, the charity held financial liabilities at amortised cost of £130,018 (2022: £129,351).

f) Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

h) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

i) Heritage assets

The Charity has collected assets related to the history of J Sainsbury plc and its trading activities, which are being displayed at the Museum of London. Articles held by the Archive include examples of historical packaging, signage, photographs, customer magazines and other physical examples of the day to day activities of the running of Sainsbury stores and its interaction with the public. Other examples also include first hand accounts of the experiences of staff members, customer magazines and marketing material.

The Archive also holds documents related to the operations of Sainsbury plc, including historical corporate information, finances, distribution networks and branch files. A full list of the categories under which articles are classified can be found at www.sainsburyarchive.org.uk/catalogue/explore.

No cost is associated with the collection and the cost of valuing items is considered to be onerous. The assets are considered to be of historical interest but have no realisable value, and the Archive has no intention at any time in the future to sell the collection. Therefore no value is reflected in the Charity's balance sheet.

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NOTES TO THE ACCOUNTS

(continued)

j) Income Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

k) Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described above, Trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

3. LEGAL STATUS

- a) The company is limited by guarantee and has no share capital.
- b) The members undertake to contribute not more than £10 each if required in the event of a winding up of the company.
- c) The company is registered under the Charities Act 2011 and is incorporated in England and Wales.

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(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

NOTES TO THE ACCOUNTS

4. GRANTS RECEIVABLE

During the year, the Charity received grants from the following organisations:

	2023	2022
	£	£
J Sainsbury plc	105,889	104,948
The Alan and Babette Sainsbury Charitable Fund	-	5,000
The Aurora Trust (previously The Ashden Trust)	5,000	5,000
The Gatsby Charitable Foundation	50,000	50,000
The Glass-House Trust	5,000	5,000
The Headley Trust	25,000	25,000
The Indigo Trust	5,000	5,000
The JJ Charitable Trust	5,000	5,000
The Linbury Trust	50,000	50,000
The Mark Leonard Trust	5,000	5,000
The Staples Trust	5,000	5,000
The Tedworth Charitable Trust	5,000	5,000
The Three Guineas Trust	5,000	5,000
The True Colours Trust	5,000	5,000
The Woodward Charitable Trust	5,000	5,000
	280,889	284,948

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2023	2022
	£	£
Direct costs		
Archive running costs	218,402	207,165
New project costs	42,360	41,059
Support and governance costs		
Independent examination fee	3,180	2,870
	263,942	251,094

Independent examination's remuneration for the year is £2,650 excluding VAT.

The Charity employed no staff in the year (2022: nil)

No Trustees received remuneration or were reimbursed expenses during the year (2022: nil).

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(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2023

NOTES TO THE ACCOUNTS

6. TANGIBLE FIXED ASSETS

	Archive Material	Computer Equipment	Total
	£	£	£
<u>Cost</u>			
At 1 April 2022 and 31 March 2023	25	7,785	7,810
<u>Depreciation</u>			
At 1 April 2022 and 31 March 2023	25	7,785	7,810
Net Book Value at 31 March 2023	-	-	-
Net Book Value at 31 March 2022	-	-	-

7. CREDITORS

	2023	2022
	£	£
Accruals	127,368	127,191
Independent examination fee	3,180	2,160
	130,548	129,351

8. COMMITMENTS

The Charity has a legal agreement with the Museum of London Docklands to loan them the material of the Archive until 31 March 2024.

9. RELATED PARTY TRANSACTIONS

Two of the Trustee/Directors are also Trustees of the Glass-House Trust, the JJ Charitable Trust and the Mark Leonard Trust.

Amounts included in Grants Receivable for the year includes amounts from the organisations named above, as itemised in Note 4 to the accounts.

Accounts

Company Registration No: 4585197
Charity No: 1096454

THE SAINSBURY ARCHIVE

ANNUAL REPORT AND FINANCIAL STATEMENTS

31 MARCH 2022

THE SAINSBURY ARCHIVE
 (A Company Limited by Guarantee and a Registered Charity)
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THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

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REPORT OF THE TRUSTEES

Legal and Administrative

The Sainsbury Archive was formed as a company limited by guarantee on 8 November 2002 by a Memorandum of Association. The company registration number is 4585197. The company is incorporated in the United Kingdom.

The company was registered with the Charity Commission on 11 March 2003. The charity registration number is 1096454. The Charity is registered in England and Wales.

Trustees/ Directors	Jon Hartland Timothy Fallowfield Mark Given David Hay Francesca Perrin Judith Portrait Alex Sainsbury Mark Sainsbury	Chairman
Company Secretary	Timothy Fallowfield	
Registered Office	33 Holborn London EC1N 2HT	
Bankers	Royal Bank of Scotland 119-121 Victoria Street, London, SW1E 6RA	
Solicitors	Portrait Solicitors (Up to 31/07/2022) 21 Whitefriars Street, London EC4Y 8JJ BDB Pitmans LLP (As from 01/08/2022) 1 Bartholomew Close, London EC1 7BL	
Independent Examiner	Noelia Serrano, FCA Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London EC1Y 0TL	
Objects and Activities	The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of J Sainsbury plc and the family of John James Sainsbury.	
Organisation	The Trustees meet regularly. Day to day maintenance of the financial records of the Charity is carried out by the Sainsbury Family Charitable Trusts' office at The Peak, 5 Wilton Road, London SW1V 1AP.	

THE SAINSBURY ARCHIVE

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The Trustees present their report and the unaudited financial statements for the year ended 31 March 2022.

The reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the requirements of a directors' report as required under company law, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Review of the Year and Future Plans

The Charity continued to fulfil its objectives as outlined above. As a result of the Covid-19 pandemic, the physical archive was not accessible to the public for the first few months of the 2021-22 financial year, although access by teachers, students, academic researchers and members of the public via the website continued.

Despite the impact of the pandemic, it was a successful year for the Archive and a number of projects were progressed in addition to the ongoing digitisation work. These included three new oral history interviews, a scoping exercise to find material relating to African, Caribbean or Asian staff within the collection and the writing of a Digital Preservation Strategy.

It was also a good year for the Archive's outreach work, with staff giving remote talks to a national audience, including one hosted by the National Archive and presented at the annual Business Archive Council Scotland conference. In addition, the Archive added 3421 new twitter followers and created an Instagram account to bolster its social media work.

The Archive's web resources attract substantial numbers of visitors; the digitised JS Journal collection provides a valuable historical source, and selections from the paper, audio, film and video collection have been transferred to a digital format, both to preserve them and to make them more accessible. The online catalogue now makes it possible to access more than 90,000 catalogue descriptions and digital images from the Archive.

Due to the multi-year agreements in place with all of the Archive's current funder base, it is not expected that the epidemic will have a lasting effect on the financial situation of the Archive. Discussions are continuing on moving the Archive to the new Museum of London site at Smithfield's, which is expected to open by 2026.

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

Charity and Public Benefit

The Trustees are aware of the Charity Governance Code, as updated in 2020, which sets out the principles and recommended practice for good governance within the sector. The trustees recognise that a commitment to meeting the charity's public benefit is an ongoing requirement and have due regard to it. The Charity has reviewed its governance arrangements against the principles within the code and believes that it is compliant with the code whilst maintaining its need to operate its governance efficiently.

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The Sainsbury Archive, which is open without charge, is visited not only by the public generally but also by students, teachers and other academic researchers interested in Britain's food retailing heritage. The Archive, as referred to elsewhere in the Trustees' Report, provides an invaluable insight and educational resource into the way in which retailing and shopping habits have changed since the mid-19th century, as well as providing valuable information on the nation's eating habits over that period, and to that extent it is unique. Not only can the Archive be visited, but there is on-line access to the Archive catalogue, the JS Journal collection and an extensive website. Access to the website can be found at www.sainsburyarchive.org.uk.

Risk Assessment

The Trustees have examined the major strategic, business and operational risks to which the Charity may be exposed and systems are in place adequate to meet such potential risks as the Trustees have identified. The Trustees continue to be vigilant and to keep processes under review.

The Trustees identified the willingness of funders to continue their support to constitute a significant risk. This is mitigated by ongoing review of financial forecasts and the confirmation of support by the key donors over several years.

A further significant risk is the physical risks to the materials in the Archive (from fire, theft etc) which is mitigated by housing the Archive in the Museum of London, with reliance on the Museum's infrastructure and procedures. Representatives of the Museum of London attend trustee meetings to address any concerns which may arise in this area.

Reserves and going concern

Reserves are held to facilitate the smooth running of the Archive and the Trustees aim to maintain a level that, with known income flows, will sufficiently cover current and future expenditure. The Trustees review the reserves policy annually and are satisfied that this policy will continue to enable the Archive to meet its obligations as they fall due. At the end of the year, free reserves totalled £213,915 (2021: £180,032).

There are no material uncertainties about the Archive's ability to continue as a going concern.

Financial Review

The net surplus for the year was £33,883 (2021: £81,746) which, when added to the brought forward surplus of £180,032, resulted in a surplus on unrestricted reserves of £213,915 at 31 March 2022.

Grants received in the year comprised £104,948 (2021: £129,036) from J Sainsbury plc and £180,000 (2021: £180,000) from the Sainsbury Family Charitable Trusts. Details of individual entities are listed in Note 4.

Appointment and Training of Trustees

Article 27 of the Articles of Association sets out the minimum (three) and maximum (currently eight) number of Trustees and the nomination of Trustee provisions. Article 38 of the Articles of Association states that the Trustees may appoint a person who is willing to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number

THE SAINSBURY ARCHIVE

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31 MARCH 2022

of Trustees to exceed any number fixed in accordance with the Articles as the maximum number of Trustees. Training is given to new Trustees as necessary.

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31 MARCH 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of The Sainsbury Archive 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming 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
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The Trustees are responsible for keeping adequate accounting records that 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.

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.

Approved by the Board on 11 October 2022 and signed on their behalf by:

Acting Chairman

Tim Fallowfield

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SAINSBURY ARCHIVE

I report to the trustees on my examination of the accounts of The Sainsbury Archive for the year ended 31 March 2022.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 17 November 2022

Name: Noelia Serrano, FCA

Address: Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London, EC1Y 0TL

Date:

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2022

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	<i>Notes</i>	Unrestricted Funds 2022	Unrestricted Funds 2021
		£	£
Income:			
Grants receivable	4	284,948	309,036
Interest and other income		29	188
Total income		284,977	309,224
Expenditure:			
Expenditure on charitable activities	5	251,094	227,478
Total expenditure		251,094	227,478
Net income and net movements in funds for the year		33,883	81,746
Reconciliation of funds			
Total funds brought forward		180,032	98,286
Total funds carried forward		213,915	180,032

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

All income in the current and prior year was unrestricted.

THE SAINSBURY ARCHIVE
(A Company Limited by Guarantee and a Registered Charity)
31 MARCH 2022

BALANCE SHEET
AS AT 31 MARCH 2022

COMPANY REGISTRATION No 04585197

	<u>Notes</u>	<u>2022</u> £	<u>2021</u> £
FIXED ASSETS			
Tangible fixed assets	6	-	-
		-	-
CURRENT ASSETS			
Debtors	7	-	50,000
Cash at bank and in hand		343,266	242,733
Total Current Assets		343,266	292,733
LIABILITIES			
Creditors - amounts falling due within 1 year	8	(129,351)	(112,701)
Net Current Assets		213,915	180,032
NET ASSETS		213,915	180,032
The funds of the charity:			
Unrestricted income funds		213,915	180,032
TOTAL CHARITY FUNDS		213,915	180,032

The opinion of the Trustees is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies.

The Trustees acknowledge the following responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- (ii) The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

Approved by the Trustees on 11 October 2022 and signed on their behalf by:

Acting Chairman

Tim Fallowfield

The notes on pages 10 to 14 form part of these accounts.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2022

NOTES TO THE ACCOUNTS

1. STATUTORY

The charity is a company limited by guarantee (registered number 04585197), which is incorporated and domiciled in the UK, and is a public benefit entity. The address of the registered office is 33 Holborn, London, EC1N 2HT.

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The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102), 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 Practice.

The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Sainsbury Archive meets the definition of a public benefit entity under FRS 102.

In the view of the Trustees, there are no material uncertainties casting doubt on the going concern of the charity.

Having assessed the Trust's financial position and plans for the foreseeable future, the Trustees are satisfied that it remains appropriate to prepare the financial statements on the going concern basis.

b) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

c) Expenditure on charitable activities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The Trustees consider that the collection, maintenance and display of items and documents relating to the history of J Sainsbury plc and its trading activities is the Charity's sole charitable activity.

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NOTES TO THE ACCOUNTS

(continued)

d) Depreciation/fixed assets

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Fixed assets comprise computer equipment and are depreciated over 3 years. Assets are capitalised where the purchase prices exceeds £2,500.

e) Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective instrument method. Financial assets held at amortised cost comprise cash at bank and in hand. Financial liabilities held at amortised cost comprise accruals.

At the balance sheet date, the charity held financial liabilities at amortised cost of £129,351 (2021: £112,701).

f) Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

h) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

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31 MARCH 2022

NOTES TO THE ACCOUNTS

(continued)

i) Heritage assets

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The Archive also holds documents related to the operations of Sainsbury plc, including historical corporate information, finances, distribution networks and branch files. A full list of the categories under which articles are classified can be found at www.sainsburyarchive.org.uk/catalogue/explore.

No cost is associated with the collection and the cost of valuing items is considered to be onerous. The assets are considered to be of historical interest but have no realisable value, and the Archive has no intention at any time in the future to sell the collection. Therefore no value is reflected in the Charity's balance sheet.

j) Income Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

k) Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described above, Trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

3. LEGAL STATUS

- a) The company is limited by guarantee and has no share capital.
- b) The members undertake to contribute not more than £10 each if required in the event of a winding up of the company.
- c) The company is registered under the Charities Act 2011 and is incorporated in England and Wales.

THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

31 MARCH 2022

NOTES TO THE ACCOUNTS

4. GRANTS RECEIVABLE

During the year, the Charity received grants from the following organisations:

	2022	2021
	£	£
J Sainsbury plc	104,948	129,036
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The Headley Trust	25,000	25,000
The Indigo Trust	5,000	5,000
The JJ Charitable Trust	5,000	5,000
The Linbury Trust	50,000	50,000
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The Staples Trust	5,000	5,000
The Tedworth Charitable Trust	5,000	5,000
The Three Guineas Trust	5,000	5,000
The True Colours Trust	5,000	5,000
The Woodward Charitable Trust	5,000	5,000
	284,948	309,036

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2022	2021
	£	£
Direct costs		
Archive running costs	207,165	184,188
New project costs	41,059	40,884
Support and governance costs		
Sundry expenses	-	(4)
Independent examination fee	2,870	2,410
	251,094	227,478

Independent examination fee includes a £10 under accrual in the prior year (2021: £nil). Independent examination's remuneration for the year is £2,400 excluding VAT.

The Charity employed no staff in the year (2021: nil)

No Trustees received remuneration or were reimbursed expenses during the year (2021: nil).

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NOTES TO THE ACCOUNTS

6. TANGIBLE FIXED ASSETS

	Archive Material £	Computer Equipment £	Total £
<u>Cost</u>			
At 1 April 2021 and 31 March 2022	25	7,785	7,810
<u>Depreciation</u>			
At 1 April 2021 and 31 March 2022	25	7,785	7,810
Net Book Value at 31 March 2022	-	-	-
Net Book Value at 31 March 2021	-	-	-

7. DEBTORS

	2022 £	2021 £
Accrued income	-	50,000
	-	50,000

8. CREDITORS

	2022 £	2021 £
Accruals	127,191	110,291
Independent examination fee	2,160	2,410
	129,351	112,701

9. COMMITMENTS

The Charity has a legal agreement with the Museum of London Docklands to loan them the material of the Archive until 31 March 2023.

10. RELATED PARTY TRANSACTIONS

Four of the Trustee/Directors are also Trustees of the Gatsby Charitable Foundation, the Glass-House Trust, the Headley Trust, the Indigo Trust, the Linbury Trust, the JJ Charitable Trust, the Mark Leonard Trust, the Staples Trust and the Tedworth Charitable Trust.

Amounts included in Grants Receivable for the year includes amounts from the organisations named above, as itemised in Note 4 to the accounts.

Accounts

Company Registration No: 4585197
Charity No: 1096454

THE SAINSBURY ARCHIVE

ANNUAL REPORT

31 MARCH 2021

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REPORT OF THE TRUSTEES

Legal and Administrative

The Sainsbury Archive was formed as a company limited by guarantee on 8 November 2002 by a Memorandum of Association. The company registration number is 4585197.

The company was registered with the Charity Commission on 11 March 2003. The charity registration number is 1096454.

Trustees/ Directors	Jon Hartland Timothy Fallowfield Mark Given David Hay Francesca Perrin Judith Portrait Alex Sainsbury Mark Sainsbury	Chairman (appointed 13 October 2020)
Company Secretary	Timothy Fallowfield	
Registered Office	33 Holborn London EC1N 2HT	
Bankers	Child & Co 1 Fleet Street, London EC4Y 1BD	
Solicitors	Portrait Solicitors 21 Whitefriars Street, London EC4Y 8JJ	
Independent Examiner	Tina Allison, FCCA Crowe U.K. LLP 55 Ludgate Hill, London, EC4M 7JW	
Objects and Activities	The object of the Charity is to collect, maintain and display items and documents relating to the history of J Sainsbury plc and its trading activities.	
Organisation	The Trustees meet regularly. Day to day maintenance of the financial records of the Charity is carried out by the Sainsbury Family Charitable Trusts' office at The Peak, 5 Wilton Road, London SW1V 1AP.	

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Objectives

The object of The Sainsbury Archive is to advance education for the public benefit by collecting, maintaining and displaying items and documents relating to the history of J Sainsbury plc and the family of John James Sainsbury.

Appointment and Training of Trustees

Article 27 of the Articles of Association sets out the minimum (three) and maximum (currently eight) number of Trustees and the nomination of Trustee provisions. Article 38 of the Articles of Association states that the Trustees may appoint a person who is willing to be a Trustee, either to fill a vacancy or as an additional Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed in accordance with the Articles as the maximum number of Trustees. Training is given to new Trustees as necessary.

Charity and Public Benefit

The Trustees are aware of the Charity Governance Code published in 2017 which sets out the principles and recommended practice for good governance within the sector. The trustees recognise that a commitment to meeting the charity's public benefit is an ongoing requirement and have due regard to it. The Charity has reviewed its governance arrangements against the principles within the code and believes that it is compliant with the code whilst maintaining its need to operate its governance efficiently.

The Sainsbury Archive, which is open without charge, is visited not only by the public generally but also by students, teachers and other academic researchers interested in Britain's food retailing heritage. The Archive, as referred to elsewhere in the Trustees' Report, provides an invaluable insight and educational resource into the way in which retailing and shopping habits have changed since the mid-19th century, as well as providing valuable information on the nation's eating habits over that period, and to that extent it is unique. Not only can the Archive be visited, but there is on-line access to the Archive catalogue and the JS Journal collection and an extensive website.

Risk Assessment

The Trustees have examined the major strategic, business and operational risks to which the Charity may be exposed and systems are in place adequate to meet such potential risks as the Trustees have identified. The Trustees continue to be vigilant and to keep processes under review.

The Trustees identified the willingness of funders to continue their support to constitute a significant risk. This is mitigated by ongoing review of financial forecasts and the confirmation of support by the key donors over several years.

A further significant risk is the physical risks to the materials in the Archive (from fire, theft etc) which is mitigated by housing the Archive in the Museum of London, with reliance on the Museum's infrastructure and procedures.

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Reserves

Reserves are held to facilitate the smooth running of the Archive and the Trustees aim to maintain a level that, with known income flows, will sufficiently cover current and future expenditure. The Trustees review the reserves policy annually and are satisfied that this policy will continue to enable the Archive to meet its obligations as they fall due. At the end of the year, free reserves totalled £180,032 (2020: £98,286).

Financial Review

The net surplus for the year was £81,746 (2020: deficit of £10,606) which, when added to the brought forward surplus of £98,286, resulted in a surplus on unrestricted reserves of £180,032 at 31 March 2021.

Grants received in the year comprised £129,036 (2020: £152,035) from J Sainsbury plc and £180,000 (2020: £99,200) from the Sainsbury Family Charitable Trusts.

Review of the Year and Future Plans

The Charity continued to fulfil its objectives as outlined above. As a result of the Covid-19 pandemic, the physical archive was not accessible to the public for the first few months of the 2021 financial year, although access by teachers, students, academic researchers and members of the public via the website continued. The Museum of London has now reopened to the public, albeit with social distancing measures in place.

The Archive's web resources attract substantial numbers of visitors; the digitised JS Journal collection provides a valuable historical source, and selections from the paper, audio, film and video collection have been transferred to a digital format, both to preserve them and to make them more accessible. The online catalogue makes it possible to access more than 19,000 catalogue descriptions and over 2,000 digital images from the Archive.

Due to the multi-year agreements in place with all of the Archive's current funder base, it is not expected that the epidemic will have a lasting effect on the financial situation of the Archive. Discussions are continuing on moving the Archive to the new Museum of London site at Smithfields, which is expected to open by 2024.

The above 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 Board on 12 October 2021 and signed on their behalf by:



..... Chairman

Jon Hartland

THE SAINSBURY ARCHIVE
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STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

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/charity and of its net incoming for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue to operate.

The Trustees are responsible for keeping proper 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Independent examiner's report to the trustees of The Sainsbury Archive

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Tina Allison, FCCA
Crowe U.K. LLP
London

12 October 2021

THE SAINSBURY ARCHIVE

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	<i>Notes</i>	Unrestricted Funds 2021	<i>Unrestricted Funds 2020</i>
		£	£
Income:			
Grants receivable	4	309,036	251,235
Interest and other income		188	754
Total income		309,224	251,989
Expenditure:			
Expenditure on charitable activities	5	227,478	262,595
Total expenditure		227,478	262,595
Net income/expenditure and net movements in funds for the year		81,746	(10,606)
Reconciliation of funds			
Total funds brought forward		98,286	108,892
Total funds carried forward		180,032	98,286

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

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BALANCE SHEET AS AT 31 MARCH 2021

	<u>Notes</u>	<u>2021</u> £	<u>2020</u> £
FIXED ASSETS			
Tangible fixed assets	6	-	-
		<u>-</u>	<u>-</u>
CURRENT ASSETS			
Debtors	7	50,000	-
Cash at bank and in hand		242,733	222,788
Total Current Assets		292,733	222,788
LIABILITIES			
Creditors - amounts falling due within 1 year	8	(112,701)	(124,502)
Net Current Assets		180,032	98,286
Total Assets Less Current Liabilities		180,032	98,286
NET ASSETS		180,032	98,286
The funds of the charity:			
Unrestricted income funds		180,032	98,286
UNRESTRICTED FUNDS		180,032	98,286

For the financial year in question, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge the responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts. These accounts have been prepared in accordance with the provisions applicable to companies, subject to the small companies' regime.

Approved by the Trustees on 12 October 2021 and signed on their behalf by:



..... TRUSTEE

Jon Hartland

The notes on pages 9 to 12 form part of these accounts.

THE SAINSBURY ARCHIVE

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NOTES TO THE ACCOUNTS

1. STATUTORY

The charity is a company limited by guarantee (registered number 04585197), which is incorporated and domiciled in the UK, and is a public benefit entity. The address of the registered office is 33 Holborn, London, EC1N 2HT.

2. ACCOUNTING POLICIES

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS 102) issued on 16 July 2014, 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 Practice as it applies from 1 January 2015.

The Sainsbury Archive meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going Concern

The trustees are not aware of any material uncertainties that cast doubt on going concern and have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future as reflected in the Report of the Trustees. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Due to the multi-year agreements in place with all of the Archive's current funder base, it is not expected that the Covid-19 epidemic will have a lasting effect on the financial situation of the Archive.

b) Incoming resources

Items of income are recognised and included in the accounts based on the following criteria:

- (i) Grants are accounted for on the basis of entitlement, certainty and measurement.
- (ii) Other income to which the Charity is entitled is included when received.
- (iii) Interest is recorded only when it has been received.

c) Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

d) Charitable activity

The Trustees consider that the collection, maintenance and display of items and documents relating to the history of J Sainsbury plc and its trading activities is the Charity's sole charitable activity.

e) Support and Governance costs

Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include the independent examination.

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NOTES TO THE ACCOUNTS

2. PRINCIPAL ACCOUNTING POLICIES continued

f) Fixed assets

Fixed assets comprise computer equipment and are depreciated over 3 years.

g) Heritage assets

The Charity has collected assets related to the history of Sainsbury's and its trading activities, which are being displayed at the Museum of London. No cost is associated with the collection of these items and the cost of valuing items is considered to be onerous. The assets are considered to be of historical interest but have no realisable value. Therefore no value is reflected in the Charity's balance sheet. Any purchase costs of assets in the future will be capitalised as appropriate. During the year to 31 March 2021 the charity received donations of further Heritage Assets to add to its collection, at nil cost.

h) Income Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or

i) Financial Instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. At the balance sheet date, the charity held financial liabilities at amortised cost of £112,705 (2020: £124,502).

h) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity.

3. LEGAL STATUS

- a) The company is limited by guarantee and has no share capital.
- b) The members undertake to contribute not more than £10 each if required in the event of a winding up of the company.
- c) The company is registered under the Charities Act 2011 and is incorporated in England and Wales.

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NOTES TO THE ACCOUNTS

4. GRANTS RECEIVABLE

During the year, the Charity received grants from the following organisations:

	2021	2020
	£	£
J Sainsbury plc	129,036	152,035
The Alan and Babette Sainsbury Charitable Fund	5,000	1,500
The Ashden Trust	5,000	3,000
The Gatsby Charitable Foundation	50,000	32,000
The Glass-House Trust	5,000	3,000
The Headley Trust	25,000	12,700
The Indigo Trust	5,000	1,500
The JJ Charitable Trust	5,000	3,000
The Linbury Trust	50,000	32,000
The Mark Leonard Trust	5,000	3,000
The Staples Trust	5,000	1,500
The Tedworth Charitable Trust	5,000	1,500
The Three Guineas Trust	5,000	1,500
The True Colours Trust	5,000	1,500
The Woodward Charitable Trust	5,000	1,500
	309,036	251,235

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2021	2020
	£	£
Direct costs		
Archive running costs	184,188	190,306
New project costs	40,884	69,945
Support and governance costs		
Sundry expenses	(4)	4
Independent examination remuneration	2,410	2,340
	227,478	262,595

The Charity employed no staff in the year (2020: nil)

No Trustees received remuneration or were reimbursed expenses during the year (2020: nil).

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NOTES TO THE ACCOUNTS

6. TANGIBLE FIXED ASSETS

	Archive Material	Computer Equipment	Total
	£	£	£
<u>Cost</u>			
At 1 April 2020 and 31 March 2021	25	7,785	7,810
<u>Depreciation</u>			
At 1 April 2020 and 31 March 2021	25	7,785	7,810
Net Book Value at 31 March 2021	-	-	-
Net Book Value at 31 March 2020	-	-	-

7. DEBTORS

	2021	2020
	£	£
Accrued income	50,000	-
	50,000	-

8. CREDITORS

	2021	2020
	£	£
Accruals	110,291	122,158
Independent examination fee	2,410	2,340
Sundry creditors	-	4
	112,701	124,502

9. COMMITMENTS

The Charity has a legal agreement with the Museum of London Docklands to loan them the material of the archive until 31 March 2022.

10. RELATED PARTY TRANSACTIONS

Four of the Trustee/Directors are also Trustees of the Gatsby Charitable Foundation, the Glass-House Trust, the Headley Trust, the Indigo Trust, the JJ Charitable Trust, the Mark Leonard Trust, the Staples Trust and the Tedworth Charitable Trust.

Amounts included in Grants Receivable for the year includes amounts from the organisations named above, as itemised in Note 4 to the accounts.