



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	20	04	2023		31	03	2024

Section A Reference and administration details

Charity name	Richard Roberts Archive
Other names charity is known by	N/A
Registered charity number (if any)	1189116
Charity's principal address	Unit 14, Adswood Industrial Estate Adswood Road, Stockport
Postcode	SK3 8LF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Roberts	Trustee		
2	Peter Moss	Trustee		
3	Craig Horner	Trustee		
4	Angela Thompson	Trustee	20/4/2023 to 7/6/2023	
5	George Mumford	Trustee		
6	Katherine Hilton	Trustee	11/7/2023 to 31/3/2024	
7				Richard Roberts Archive Board of Trustees
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

By appointment by the Board of Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Cultural Framework
Cultural Value
Framework to select works

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the CIO are to advance education for the public benefit in advertising history by preserving and maintaining an archive of material and to publicise and make available the collection to the wider public and to further academic research.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To ensure the preservation of the existing collection held in trust by the charity.

To add to the collection through donations and acquisitions.

To make the collection accessible to researchers.

To promote the collection to a wider audience.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Regular online newsletters published throughout the year on the website.

There were 32 research requests during the year.

12 Open evenings were held.

Participation in the Heritage Open Day Scheme in September where the archive was open to the public and talks were given.

Collection database contains 158,247 items
(last year 141,401 items – an increase of 16,846)

Product file database contains 15,092 items.
(last year 15,092 items – no change)

Transport photograph collection contains 883 pictures.
(last year 883 pictures – no change)

Beer mat collection 20,049 items.
(last year 0 items – an increase of 20,049)

Total volunteer hours to date is 70,456.
(last year 65,250 hours – an increase of 5,206 hours)

Alongside the cataloguing of items into the collection the main focus this year has been improving the website and developing our social media content both of which are aimed at growing our visibility to a wider audience.

Section E

Financial review

Brief statement of the charity's policy on reserves

A policy on reserves is yet to be established but is being actively worked up at the Trustee meetings.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The bulk of funding for the year came from donations. Sales of fire wood and digital images accounted for the balance of income.

Expenditure was primarily on running and maintaining the archive.

Some items were purchased for the collection while other items were received as donations.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Richard Roberts*

Full name(s) Richard Roberts

Position (eg Secretary, Chair, etc) Chair

Date 7/11/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Richard Roberts Archive

No (if any)
1189116

CC16a

Receipts and payments accounts

For the period
from

Period start date
4/1/2023

To

Period end date
3/31/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	9,616	-	-	9,616	9,616
Sales	1,160	-	-	1,160	1,377
Steven White Books	-	-	-	-	27,412
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	10,776	-	-	10,776	38,405
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,776	-	-	10,776	38,405
A3 Payments					
Sundries	332	-	-	332	800
Stationery	1,980	-	-	1,980	1,154
Archive running costs	5,634	-	-	5,634	2,324
D Grenfell loan	-	-	-	-	1,250
Postage	33	-	-	33	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	7,979	-	-	7,979	5,528
A4 Asset and investment purchases, (see table)					
Building improvements	133	-	-	133	1,305
Collection purchases	4,199	-	-	4,199	33,422
Sub total	4,332	-	-	4,332	33,422
Total payments	12,311	-	-	12,311	38,950
Net of receipts/(payments)	- 1,535	-	-	- 1,535	- 545
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,939	-	-	2,939	2,939
Cash funds this year end	1,404	-	-	1,404	2,394

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	264	-	-
	Bank	408	-	-
		-	-	-
	Total cash funds	672	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
			-	-
			-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	No activity		-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Donation of Unit 14 by Richard Roberts at book value	220077	-	-
	Collection at book value	213777	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Stephen White Books	Collection	22,712	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Richard Roberts	Richard Roberts	11/7/2024	