



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	20	04	2024		31	03	2025

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	George Mumford	Trustee	20/04/2024 to 10/09/2024	
5	Katherine Hilton	Trustee		
6				Richard Roberts Archive Board of Trustees
7				
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

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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 and blogs published throughout the year on the website and through mail shots to subscribers.

There were 14 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.

TOTAL catalogued collection items = 227,142
(last year 199,148 items – an increase of 27,994)

Collection breakdown as follows:

Collection database contains 167,280 items
(last year 158,247 items – an increase of 9,033)

Product file collection of individual advertisements contains 24,707 items.
(last year 19,969 items – an increase of 4,738)

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

Beer mat collection 34,272 items.
(last year 20,049 items – an increase of 14,223)

Total volunteer hours to date is 78,700.
(last year 70,456 hours – an increase of 8,244 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

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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 2/11/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Richard Roberts Archive	1189116

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2024		31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	15,384	-	-	15,384	15,504
Sales	3,660	-	-	3,660	1,160
Steven White Books	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	19,044	-	-	19,044	16,664
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	19,044	-	-	19,044	16,664
A3 Payments					
Sundries	800	-	-	800	332
Stationery	1,131	-	-	1,131	1,980
Archive running costs	5,590	-	-	5,590	5,634
Austin Ruby costs	728	-	-	728	-
Postage	162	-	-	162	33
Steven White Books	3,900	-	-	3,900	4,700
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	12,311	-	-	12,311	12,679
A4 Asset and investment purchases. (see table)					
Building improvements	452	-	-	452	133
Collection purchases	5,363	-	-	5,363	4,199
Sub total	5,815	-	-	5,815	4,199
Total payments	18,126	-	-	18,126	16,878
Net of receipts/(payments)	918	-	-	918	- 214
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	740	-	-	740	740
Cash funds this year end	1,658	-	-	1,658	526

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	381	-	-
	Bank	706	-	-
	Bank savings	571	-	-
	Total cash funds	1,658	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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	219140	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Stephen White Books	Collection	18,812	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Richard Roberts	Richard Roberts	02/11/2025	