

Company Registration No: 4585197  
Charity No: 1096454

# **THE SAINSBURY ARCHIVE**

ANNUAL REPORT

31 MARCH 2021

**THE SAINSBURY ARCHIVE**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

<b>CONTENTS</b>		<b>PAGE</b>
<b>1</b>	Report of the Trustees	2 - 4
<b>2</b>	Statement of Trustees' Responsibilities for the Financial Statements	5
<b>3</b>	Independent Examiner's Report	6
<b>4</b>	Statement of Financial Activities	7
<b>5</b>	Balance Sheet	8
<b>6</b>	Notes to the Accounts	9 - 12

# THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

**31 MARCH 2021**

## **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.

<b>Trustees/ Directors</b>	Jon Hartland Timothy Fallowfield Mark Given David Hay Francesca Perrin Judith Portrait Alex Sainsbury Mark Sainsbury	Chairman    (appointed 13 October 2020)
<b>Company Secretary</b>	Timothy Fallowfield	
<b>Registered Office</b>	33 Holborn London EC1N 2HT	
<b>Bankers</b>	Child & Co 1 Fleet Street, London EC4Y 1BD	
<b>Solicitors</b>	Portrait Solicitors 21 Whitefriars Street, London EC4Y 8JJ	
<b>Independent Examiner</b>	Tina Allison, FCCA Crowe U.K. LLP 55 Ludgate Hill, London, EC4M 7JW	
<b>Objects and Activities</b>	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.	
<b>Organisation</b>	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 2021**

## **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.

# THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

**31 MARCH 2021**

## 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**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

**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.

**THE SAINSBURY ARCHIVE**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

**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**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

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

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

All income and expenditure derives from continuing activities.

# THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

**31 MARCH 2021**

## BALANCE SHEET AS AT 31 MARCH 2021

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

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**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

## 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.

**THE SAINSBURY ARCHIVE**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

## 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.

# THE SAINSBURY ARCHIVE

(A Company Limited by Guarantee and a Registered Charity)

**31 MARCH 2021**

## NOTES TO THE ACCOUNTS

### 4. GRANTS RECEIVABLE

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

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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
	<b>309,036</b>	<b>251,235</b>

### 5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

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

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

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

**THE SAINSBURY ARCHIVE**  
(A Company Limited by Guarantee and a Registered Charity)  
**31 MARCH 2021**

**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
<b>Net Book Value at 31 March 2021</b>	-	-	-
<b>Net Book Value at 31 March 2020</b>	-	-	-

**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.