

INK

England & Wales - Charity number 1175770

Details

Other names INK (FROM PEN TO PERFORMANCE)

Status Registered

Legal form CIO

Registered 2017-11-16

Register [View on the Charity Commission register](#)

Contact

Address Ink
Unit 10
The Cut Ars Centre
8 New Cut
Halesworth
IP19 8BY

Phone 01986 872555

Email info@inkfestival.org

Website inkfestival.org/

Activities

Objects: TO ADVANCE THE ARTS FOR THE PUBLIC BENEFIT BY:-1)ENCOURAGING AND NURTURING THE WRITING OF NEW SHORT SCRIPTS FOR STAGE, RADIO AND FILM BY EMERGING AND ESTABLISHED WRITERS OF ALL AGES WITH AN EAST ANGLIAN CONNECTION, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS; 2)DEVELOPING SELECTED SCRIPTS INTO FULLER PLAYS; 3)PROVIDING AFFORDABLE LOCAL ACCESS TO NEW DRAMA AND TO RAISE AWARENESS OF THE PERFORMING ARTS IN EAST ANGLIA; 4)ADVANCING THE EDUCATION OF CHILDREN IN DRAMA; 5)SUPPORTING THE CUT PERFORMING ARTS THEATRE, HALESWORTH, SUFFOLK, AND OTHER LIKE VENUES IN THEIR ROLE IN BRINGING PERFORMING ARTS TO THE COMMUNITY; AND6)HOLDING AN ANNUAL INK FESTIVAL WEEKEND AND OTHER EVENTS TO PROVIDE A PERFORMANCE PLATFORM FOR NEW THEATRE, FILM, RADIO AND POETRY.

Activities: Giving a voice to those that are rarely heard by inspiring, nurturing and developing skills to create short new plays for the widest possible audiences.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£205,065	£200,067	-	-
2024-09-30	£138,877	£159,962	-	-
2023-09-30	£132,033	£137,117	-	-
2022-09-30	£113,344	£129,325	-	-
2021-09-30	£44,936	£32,372	-	-

Trustees

Name	Role	Appointed
ANTHONY MACKINTOSH		2018-05-03
Benjamin Elder		2022-11-19
Heather Newill		2024-07-16
Julia Mary Berry		2024-11-11
Julia Rosalind Sowerbutts		2018-01-10
KEVIN ANDREW MURPHY		2024-05-20
Paul John Schlesinger		2024-11-11
Robert Gildon		2022-11-19
Simon Courtenay Trewin		2021-01-18
Vincent Warren Franklin		2024-05-20

INK

England & Wales - Charity number 1175770

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

Period start date: 01.10.2024

Period end date: 30.09.2025

Charity name: INK

Charity registration number: 1175770

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Arts for the public benefit
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To advance the arts and education for the public benefit by encouraging and supporting the creation of new short scripts for stage and radio. This will be achieved by facilitating collaboration and mentorship among emerging and established writers of all ages, with a particular focus on individuals connected to East Anglia. The charity is committed to promoting diversity and inclusion, ensuring opportunities are accessible to underrepresented and marginalised voices within the writing and performing arts communities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	To provide affordable local access to new drama and to promote greater awareness and appreciation of the performing arts within East Anglia; to advance the education of children and young people in drama and related disciplines; and to support The Cut Performing Arts Centre in Halesworth, Suffolk, along with similar venues, in their efforts to bring high-quality performing arts to their communities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The INK Festival 2025 was held at The Cut Arts Centre and surrounding venues in Halesworth, Suffolk. What began in 2014 with just 15 original short plays has grown into a nationally recognised celebration of new writing. We now produce over 70 new plays in repertoire, selected from more than 1000 submissions annually.</p> <p>Originally founded as a platform to support aspiring playwrights, INK has evolved into a dynamic hub of artistic expression, buzzing with live art, new ideas, and creative collaboration. We provide a seedbed of talent, jobs, and opportunity for writers, directors, actors, and technical crew – of all ages and levels of experience.</p> <p>Alongside our core programme of short plays, we've expanded our artistic offering to include film, music, poetry and comedy, creating a vibrant and diverse cultural experience. Our festival also features workshops, readings, industry talks, and events for children, ensuring engagement across generations and backgrounds.</p> <p>Yet despite our growth, we remain deeply rooted in our founding purpose and place. Our commitment to Halesworth and the East Anglian community is at the heart of everything we do. Beyond the festival, we work year-round with local schools, adult writing groups, regional universities, and we collaborate with organisations in health,</p>

		social care, the environment and heritage. INK also tours work to other festivals and venues across the UK, expanding the reach of East Anglian talent and reinforcing our role as a leading force in the development of new drama in the UK.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	INK'S Reserve Policy is to target a minimum freely available cash balance of £10,000
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	After considerable consideration the Trustees agreed this to be an adequate reserve
Amount of reserves held	Para 1.22	£24,055.75 is the carried forward funds to maintain INK activities throughout the year
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of 3yrs by a resolution passed at a properly convened meeting of the charity Trustees(Para 10.1(a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770

Charity's principal address	INK Spot, Unit 10, The Cut Arts Centre 8 New Cut, HALESWORTH Suffolk IP19 8BY

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	Heather Newill	Chair	16.07.24	
2	Julia Sowerbutts	Artistic Director		
3	Anthony Mackintosh			
4	Rob Gildon			
5	Ben Elder			
6	Simon Trewin			
7	Kevin Murphy		20.05.24	
8	Vincent Franklin		20.10.24	
9	Paul Schlesinger		11.11.24	
10	Julia Berry		11.11.24	

Corporate trustees – names of the directors at the date the report was approved

Director name	n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	n/a	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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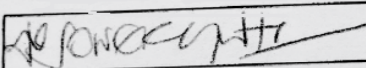
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		Heather Newill
Full name(s)	JULIA SOWERBUTTS	HEATHER NEWILL
Position (eg Secretary, Chair, etc)	ARTISTIC D. TRUSTEE	CHAIR
Date	02/04/26	



CHARITY COMMISSION
FOR ENGLAND AND WALES

INK (From Pen to Performance) 1175770

CC16a

Receipts and payments accounts

For the period from 01/10/2024 To 30/09/2025

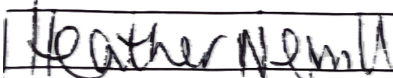
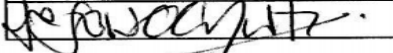
Section A Receipts and payments

	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	9,634		-	9,634	2,338
Grants		110,031	-	110,031	65,050
Grants - Foyle Foundation	5,000		-	5,000	5,000
Fund Raising Events	7,178		-	7,178	5,509
Workshops			-	-	-
Ticket Sales	53,306		-	53,306	50,530
Sponsors	16,750		-	16,750	10,450
Gift Aid	3,166		-	3,166	-
Sub total (Gross income for AR)	95,034	110,031	-	205,065	138,877
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	95,034	110,031	-	205,065	138,877
A3 Payments					
Production Costs	25,000	63,281	-	88,281	68,656
Technical Costs	12,000	40,091	-	52,091	46,666
Office Costs	5,525		-	5,525	3,850
SUB CONTRACTED STAFF	31,952		-	31,952	27,734
DESIGN	18,703		-	18,703	9,913
Insurance	591		-	591	480
WEBSITE	408		-	408	1,613
Activities for Youth		3,056	-	3,056	1,050
	-	-	-	-	-
Sub total	94,179	106,428	-	200,607	159,962
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	94,179	106,428	-	200,607	159,962
Net of receipts/(payments)	855	3,603	-	4,458	- 21,085
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	- 14,671	38,727	-	24,056	45,141
Cash funds this year end	- 13,816	42,330	-	28,514	24,056

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	Barclays	- 13,816	42,397	-
	Liabilities - Barclaycard		- 67	-
		-	-	-
	Total cash funds	- 13,816	42,330	-
	(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)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of
	HEATHER NEWILL	31/3/26
	JULIA SOWERBUTTS	30.3.26



Section A Independent Examiner's Report

Report to the trustees

Charity Name
INK (Pen to Performance)

On accounts for the year ended

30/09/2025	Charity no (if any)	1175770
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Set out on pages

3 and 4
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2025.

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 Trust's 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 [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:  **Date:** 25/03/2026

Name: Peter Hennem

Relevant professional qualification(s) or body (if any):

Fellow of the Institute of Chartered Accountants in England and Wales

Address: Bowen House, 108 Wangford Road, Reydon, Southwold, IP18 6NZ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Large empty box for disclosure details]

INK

England & Wales - Charity number 1175770

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

Period start date: 01.10.2023

Period end date: 30.09.2024

Charity name: INK

Charity registration number: 1175770

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Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To advance the arts and education for the public benefit by encouraging and supporting the creation of new short scripts for stage and radio. This will be achieved by facilitating collaboration and mentorship among emerging and established writers of all ages, with a particular focus on individuals connected to East Anglia. The charity is committed to promoting diversity and inclusion, ensuring opportunities are accessible to underrepresented and marginalised voices within the writing and performing arts communities.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The INK Festival 2024 was held at The Cut Arts Centre and surrounding venues in Halesworth, Suffolk. What began in 2014 with just 15 original short plays has grown into a nationally recognised celebration of new writing. We now produce over 70 new plays in repertoire, selected from more than 1000 submissions annually.</p> <p>Originally founded as a platform to support aspiring playwrights, INK has evolved into a dynamic hub of artistic expression, buzzing with live art, new ideas, and creative collaboration. We provide a seedbed of talent, jobs, and opportunity for writers, directors, actors, and technical crew – of all ages and levels of experience.</p> <p>Alongside our core programme of short plays, we've expanded our artistic offering to include film, music, poetry and comedy, creating a vibrant and diverse cultural experience. Our festival also features workshops, readings, industry talks, and events for children, ensuring engagement across generations and backgrounds.</p> <p>Yet despite our growth, we remain deeply rooted in our founding purpose and place. Our commitment to Halesworth and the East Anglian community is at the heart of everything we do. Beyond the festival, we work year-round with local schools, adult writing groups, regional universities, and we collaborate with organisations in health,</p>

		social care, the environment and heritage. INK also tours work to other festivals and venues across the UK, expanding the reach of East Anglian talent and reinforcing our role as a leading force in the development of new drama in the UK.
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Additional information (optional)

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Amount of reserves held	Para 1.22	£24,055.75 is the carried forward funds to maintain INK activities throughout the year
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

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Investment policy and objectives including any social investment policy adopted	Para 1.46	
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Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity Trustees (Para 10.1(a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770

Charity's principal address	INK Spot, Unit, The Cut Arts Centre 8 New Cut, HALESWORTH Suffolk IP19 8SY

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	Heather Newill	Chair	16.07.24	
2	Julia Sowerbutts	Artistic Director		
3	Anthony Mackintosh			
4	Rob Gildon			
5	Ben Elder			
6	Simon Trewin			
7	Kevin Murphy		20.05.24	
8	Vincent Franklin		20.10.24	
9	Paul Schlesinger		11.11.24	
10	Julia Berry		11.11.24	

Corporate trustees – names of the directors at the date the report was approved

Director name	n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	n/a	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Heather Newill	J Julia Sowerbutts
Full name(s)	HEATHER ANN NEWILL	JULIA SOWERBUTTS
Position (eg Secretary, Chair, etc)	CHAIR	ARTISTIC DIRECTOR
Date	29.07.2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name INK (Pen to Performance)	No (if any) 1175770
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/10/2023	To	Period end date 30/09/2024
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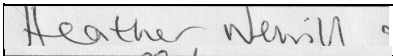
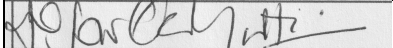
Section A Receipts and payments

	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	2,338	-	-	2,338	5,089
Grants	-	65,050	-	65,050	67,450
Grants - Foyle Foundation	5,000	-	-	5,000	5,000
Fund Raising Events	5,509	-	-	5,509	5,232
Workshops	-	-	-	-	240
Ticket Sales	50,530	-	-	50,530	36,722
Sponsors	10,450	-	-	10,450	12,300
	-	-	-	-	-
Sub total (Gross income for AR)	73,827	65,050	-	138,877	132,033
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	73,827	65,050	-	138,877	132,033
A3 Payments					
Production Costs	14,272	54,384	-	68,656	57,712
Technical Costs	38,500	8,166	-	46,666	31,100
Office Costs	3,850	-	-	3,850	3,826
SUB CONTRACTED STAFF	18,318	9,416	-	27,734	22,098
DESIGN	9,913	-	-	9,913	14,501
Insurance	480	-	-	480	475
WEBSITE	1,613	-	-	1,613	5,066
Activities for Youth	-	1,050	-	1,050	2,339
	-	-	-	-	-
Sub total	86,946	73,016	-	159,962	137,117
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	86,946	73,016	-	159,962	137,117
Net of receipts/(payments)	- 13,119	- 7,966	-	- 21,085	- 5,084
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	- 1,552	46,693	-	45,141	50,225
Cash funds this year end	- 14,671	38,727	-	24,056	45,141

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	Barclays	- 14,671	38,727	-
		-	-	-
		-	-	-
	Total cash funds	- 14,671	38,727	-
	(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)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	HEATHER ANN NEWILL	29/07/2025
	JULIA SOWERBUTTS	29/07/2025



Section A Independent Examiner's Report

Report to the trustees	Charity Name INK (From Pen to Performance)		
On accounts for the year ended	30/09/2024	Charity no (if any)	1175770
Set out on pages	3 and 4 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2024.

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 Trust's 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

INK

England & Wales - Charity number 1175770

Accounts



Trustees' Annual Report for the period

From 1 October 2022
Period start date

To 30 September 2023
Period end date

Charity name: INK

Charity registration number: 1175770

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Arts for the public benefit
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Encouraging and nurturing the writing of new short scripts for stage and radio by emerging and established writers of all ages, the majority with an East Anglian connection, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Providing affordable local access to new drama and to raise awareness of the Performing Arts in East Anglia; Advancing the education of children in drama; supporting The Cut Performing Arts Theatre, Halesworth, Suffolk, and other like venues in their role in bringing performing arts to the community.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The 2023 INK Festival was held in The Cut Arts Centre and surrounding venues in Halesworth, Suffolk in April 2023. It produced over 50 new short plays for stage and radio. We continue to focus on providing opportunities for new writers and highly accessible short, sharp theatrical experiences for new and returning audiences. In recent years we have also put an emphasis on our young audiences. Building upon the hugely successful "Cuckoo" production in 2022 dealing with County Lines and presented to secondary school pupils throughout Suffolk and Norfolk we now offer a special 5th Festival Youth Day accessed by secondary schools throughout the area and attended by hundreds of students. We have also targeted bringing the businesses of Halesworth and the Halesworth Thoroughfare into our projects, and this is something we continued to push forward with our free-to-all Sunday Funday event in the town's market square. <i>The INK Festival goes from strength to strength with a bumper crop of emerging talent. London is not the only creative hub in the country.</i> (Paul Hegarty Theatre- The Reviews Hub) <i>INK is the seed-corn of theatre and of new writing... The world should pay attention to INK</i> (Libby Purves)</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
-------	--	--

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	INK's Reserve Policy is to target a minimum freely available cash balance of £1,000.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	After careful consideration, the Trustees consider this to be an adequate reserve to cover unforeseen contingences.
Amount of reserves held	Para 1.22	£32,650.70 which includes carry-forward funds to maintain INK's activities throughout the year.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees (Para 10.1 (a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770
Charity's principal address	INK Spot, Unit 10, The Cut Arts Centre 8 New Cut, Halesworth, Suffolk, IP19 8SY

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	Anthony Mackintosh	Chair		
2	Julia Sowerbutts	Artistic Director		
3	John Bainer			
4	Ben Elder			
	Rob Guildon			
5	Simon Cortenay Trewin			

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	n/a	

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a



Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Julia Sowerbutts	John Bainer
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Position (eg Secretary, Chair, etc)	Trustee and Artistic Director	Trustee
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Date	6 June 2024
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Receipts and payments accounts

For the period from	01/10/2022	To	30/09/2023
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CC16a

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	5,089			5,089	4,362
Grants	6,400	61,050		67,450	42,290
Grants - Foyle Foundation	5,000			5,000	5,000
Fund Raising Events	5,232			5,232	10,839
Workshops	240			240	920
Ticket Sales	36,722			36,722	36,108
Sponsors	5,400	6,900		12,300	13,825
Sub total (Gross income for AR)	64,083	67,950		132,033	113,344
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	64,083	67,950		132,033	113,344
A3 Payments					
Production Costs	29,397	28,315		57,712	59,763
Technical Costs	1,500	29,600		31,100	32,409
Office Costs	3,826			3,826	2,891
SUB CONTRACTED STAFF	16,966	5,132		22,098	19,291
DESIGN	14,501			14,501	11,000
Insurance	475			475	485
WEBSITE	5,066			5,066	1,408
Activities for Youth		2,339		2,339	2,077
See B5 Liabilities					
Sub total	71,731	65,386		137,117	129,324
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments Net of	71,731	65,386		137,117	129,324
receipts/(payments)	- 7,648	2,564		- 5,084	- 15,981
A5 Transfers between funds A6					
Cash funds last year end	6,096	44,129		50,225	66,206
Cash funds this year end	1,552	46,693		48,245	50,225

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
B1 Cash funds	Barclays	to nearest £ - 1,552	to nearest £ 39,068	to nearest £
	VAT Recoverable		7,625	
	Total cash funds	- 1,552	46,693	
	(agree balances with receipts and payments account(s))	OK	OK	OK

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
B2 Other monetary assets			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

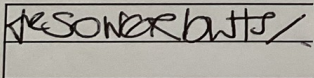
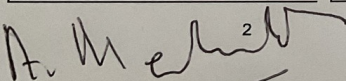
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Date of Approval
26/05/2024
26/05/2024

Signature	Print Name
	JULIA SOWERBUTTS
	Anthony MacKintosh



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

INK (From Pen to Performance)

**On accounts for the year
ended**

30/09/2023

**Charity no
(if any)**

1175770

Set out on pages

3 and 4

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023

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 Trust's 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

P. Hennem

Date:

25/05/2024

Name:

Peter Hennem

**Relevant professional
qualification(s) or body
(if any):**

Fellow of the Institute of Chartered Accountants in England and Wales

Address:

Bowen House, 108 Wangford Road, Reydon, Suffolk, IP18 6NZ

INK

England & Wales - Charity number 1175770

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

INK (From Pen to Performance)

1175770

Receipts and payments accounts

CC16a

For the period
from

01/10/2021

To

30/09/2022

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	4,362	-	-	4,362	4,576
Grants	11,000	31,290	-	42,290	24,844
Grants - Foyle Foundation	5,000	-	-	5,000	10,749
Fund Raising Events	10,839	-	-	10,839	2,093
Workshops	-	920	-	920	2,674
Ticket Sales	36,108	-	-	36,108	-
Sponsors	13,825	-	-	13,825	-
	-	-	-	-	-
Sub total (Gross income for AR)	81,134	32,210	-	113,344	44,936
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	81,134	32,210	-	113,344	44,936
A3 Payments					
Production Costs	33,454	26,309	-	59,763	9,857
Technical Costs	15,060	17,349	-	32,409	2,554
Office Costs	2,891	-	-	2,891	12,740
SUB CONTRACTED STAFF	14,076	5,215	-	19,291	623
DESIGN	9,780	1,220	-	11,000	310
Insurance	485	-	-	485	103
WEBSITE	1,408	-	-	1,408	552
Activities for Youth	-	2,077	-	2,077	3,873
Library Project	-	-	-	-	1,760
	-	-	-	-	-
See B5 Liabilities	-	-	-	-	-
Sub total	77,155	52,170	-	129,325	32,372
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	77,155	52,170	-	129,325	32,372
Net of receipts/(payments)	3,979	- 19,960	-	- 15,981	12,564
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,117	64,089	-	66,206	53,643
Cash funds this year end	6,096	44,129	-	50,225	66,207

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	Barclays	1,350	44,473	-
	VAT Recoverable	7,446	344	-
		-	-	-
	Total cash funds	6,096	44,129	

(agree balances with receipts and payments account(s))

OK OK OK

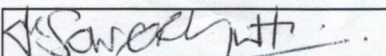

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	-
			-	-
			-	-
			-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JULIA SONECRUITS	6.3.23
	ANTHONY MACKINTOSH	7.3.23



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
INK (From Pen to Performance)

On accounts for the year ended

30/09/2022 Charity no (if any) 1175770

Set out on pages

3 and 4
3 and 4 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022 DD / MM / YYYY.

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 Trust's 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 [insert name of applicable listed body] Delete if not applicable

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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

* Please delete the words in the brackets if they do not apply.

Signed: Date:

Name:

Relevant professional qualification(s) or body

Fellow of the Institute of Chartered Accountants in England and Wales

(if any):

Address: Bowen House, 108 Wangford Road, Reydon, Suffolk, IP18 6NZ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Trustees' Annual Report for the period

From 1 October 2021
Period start date

To 30 September 2022
Period end date

Charity name: INK

Charity registration number: 1175770

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Arts for the public benefit
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Encouraging and nurturing the writing of new short scripts for stage and radio by emerging and established writers of all ages, the majority with an East Anglian connection, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Providing affordable local access to new drama and to raise awareness of the Performing Arts in East Anglia; Advancing the education of children in drama; supporting The Cut Performing Arts Theatre, Halesworth, Suffolk, and other like venues in their role in bringing performing arts to the community.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The next INK Festival is to be held in The Cut Arts Centre and surrounding venues in Halesworth, Suffolk, from April 13-17, 2023. At the 2022 Festival INK produced 50 new short plays for stage and radio. We continue to focus on providing opportunities for new writers and highly accessible short, sharp theatrical experiences for new and returning audiences. However, in 2021-2022 we also put an emphasis on our young audiences via the hugely successful "Cuckoo" production dealing with County Lines and presented to secondary school pupils throughout Suffolk and Norfolk. We have also targeted bringing the businesses of Halesworth and the Halesworth Thoroughfare into our projects, and this is something we will be pushing forward with our free-to-all Sunday Funday event in the town during our 2023 Festival. <i>The INK Festival goes from strength to strength with a bumper crop of emerging talent. London is not the only creative hub in the country.</i> (Paul Hegarty Theatre- The Reviews Hub) <i>INK is the seed-corn of theatre and of new writing... The world should pay attention to INK</i> (Libby Purves)</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	INK's Reserve Policy is to target a minimum freely available cash balance of £1,000.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	After careful consideration, the Trustees consider this to be an adequate reserve to cover unforeseen contingences.
Amount of reserves held	Para 1.22	£66,207 due, in part, to further carry-forward funds from cancellation of 2020 and 2021 Festivals
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees (Para 10.1 (a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770
Charity's principal address	INK Spot, Unit 10, The Cut Arts Centre 8 New Cut, Halesworth, Suffolk, IP19 8SY

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	Anthony Mackintosh	Chair		
2	Julia Sowerbutts	Artistic Director		
3	John Bainer			
4	Alastair King			
5	Simon Cortenay Trewin			

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	n/a	

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

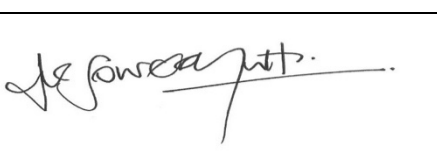

n/a

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Julia Sowerbutts	John Bainer
Position (eg Secretary, Chair, etc)	Trustee and Artistic Director	Trustee

Date 18 March 2022

INK

England & Wales - Charity number 1175770

Accounts



Trustees' Annual Report for the period

From **1 October 2020**
Period start date

To **30 September 2021**
Period end date

Charity name: **INK**

Charity registration number: **1175770**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Arts for the public benefit
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Encouraging and nurturing the writing of new short scripts for stage and radio by emerging and established writers of all ages, the majority with an East Anglian connection, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Providing affordable local access to new drama and to raise awareness of the Performing Arts in East Anglia; Advancing the education of children in drama; supporting The Cut Performing Arts Theatre, Halesworth, Suffolk, and other like venues in their role in bringing performing arts to the community.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The next INK Festival is to be held in The Cut Arts Centre and surrounding venues, Halesworth, Suffolk, April 8-12, 2022. At the 2019 Festival (the 2020 and 2021 Festivals were cancelled due to COVID-19) INK produced 44 new short plays for stage and radio. This included a new musical, a young people's Play-in-A-Day, the winners of INK's new East Anglian community drama group. As a result of our Pen to Performance Schools Project, a 14 year old had her play produced at the Festival. For the first time the Festival included Stand-Up Comedy on the Saturday night slot.</p> <p><i>The INK Festival goes from strength to strength with a bumper crop of emerging talent. London is not the only creative hub in the country.</i> (Paul Hegarty Theatre- The Reviews Hub)</p> <p><i>Encouraging new writers, the INK Festival certainly scores and is to be celebrated.</i> (Paul T Davis -British Theatre. com</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	INK's Reserve Policy is to target a minimum freely available cash balance of £1,000.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	After careful consideration, the Trustees consider this to be an adequate reserve to cover unforeseen contingences.
Amount of reserves held	Para 1.22	£53,642 due to cancellation of 2020 and 2021 Festivals
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees (Para 10.1 (a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770

Charity's principal address	INK Spot, Unit 10,The Cut Arts Centre 8 New Cut, Halesworth, Suffolk, IP19 8SY

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	Anthony Mackintosh	Chair		
2	Julia Sowerbutts	Artistic Director		
3	John Bainer			
4	Alastair King			
5	Simon Cortenay Trewin		18/01/2021 - 30/09/2021	

Corporate trustees - names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	n/a	

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

Other optional information



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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Julia Sowerbutts	John Bainer
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Position (eg Secretary, Chair, etc)

Trustee and Artistic Director	Trustee
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Date

26 January 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

INK (From Pen to Performance)		1175770	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	01/10/2020		30/09/2021

CC16a

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	1,344	3,233	-	4,576	-
Grants	-	24,844	-	24,844	-
Fund-raising Events	7,325	3,424	-	10,749	-
Workshops	-	2,093	-	2,093	-
HMRC Gift Aid	2,674	-	-	2,674	-
Sub total (Gross income for AR)	11,342	33,594	-	44,936	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,342	33,594	-	44,936	-
A3 Payments					
Production Costs	1,569	8,288	-	9,858	-
Office Costs	2,554	-	-	2,554	-
WAGES (INK STAFF)	12,740	-	-	12,740	-
DESIGN	623	-	-	623	-
Insurance	310	-	-	310	-
UTILITIES	103	-	-	103	-
WEBSITE	552	-	-	552	-
Library Project	-	1,760	-	1,760	-
Activities for Youth	-	3,873	-	3,873	-
Sub total	18,451	13,921	-	32,372	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,451	13,921	-	32,372	-
Net of receipts/(payments)	- 7,109	19,674	-	12,565	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,579	27,062	-	53,642	-
Cash funds this year end	19,471	46,736	-	66,207	-

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		19,471	46,736	-
		-	-	-
		-	-	-
	Total cash funds	2,117	64,089	-

(agree balances with receipts and payments account(s))

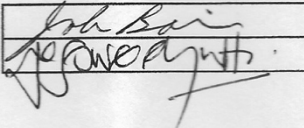
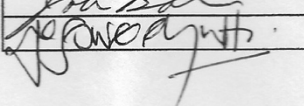
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	John Bainer	21/1/22
	JULIA SOWGELTS	23/1/22



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
INK (From Pen to Performance)

**On accounts for the year
ended**

30/09/2021	Charity no	1175770
------------	-------------------	---------

Set out on pages

3 and 4 (remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

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

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:

P. Hennem

Date:

19/01/2022

Name:

Peter Hennem

**Relevant professional
qualification(s) (if any):**

Fellow of The Institute of Chartered Accountants in England and Wales

Address:

Bowen House, 108 Wangford Road
Reydon
Suffolk IP18 6NZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank.



CHARITY COMMISSION
FOR ENGLAND AND WALES

INK (From Pen to Performance)		1175770	
Receipts and payments accounts			
For the period from	Period start date 01/10/2020	To	Period end date 30/09/2021

CC16a

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Total payments	18,451	13,921	-	32,372	-
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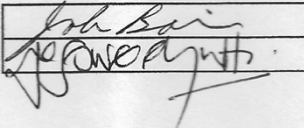
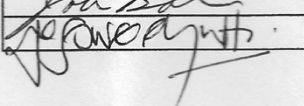
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	John Bainer	21/1/22
	JULIA SOWGELTS	23/1/22