



CHARITY COMMISSION
FOR ENGLAND AND WALES

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


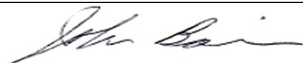
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Declarations

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

CC16a

For the period
from

Period start date
01/10/2020

To

Period end date
30/09/2021

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	-

- 3 -

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		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

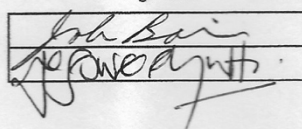
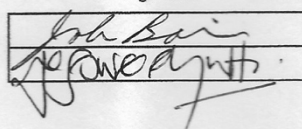
Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

	John Bainer	21/1/22
	JULIA SOWDER	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 right 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

Section B

Disclosure

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.



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

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		-	-	-
		-	-	-

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			-	-
			-	-
			-	-
			-	-

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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

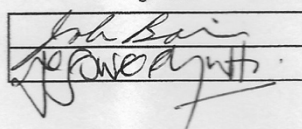
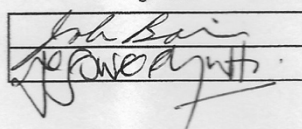
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			-	
			-	
			-	
			-	

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all the trustees

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Print Name

Date of approval

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	JULIA SOWDER	23/1/22