



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	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	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))

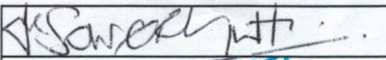

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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 SONECRUTS	6.3.23
	ANTHONY MACINTOSH	7.3.23



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

30/09/2022

Charity no
(if any)

1175770

Set out on pages

3 and 4

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

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 30/09/2022 DD / MM / YYYY.

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:

P. Hennem

Date:

08/03/2023

Name:

Peter Hennem

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
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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.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

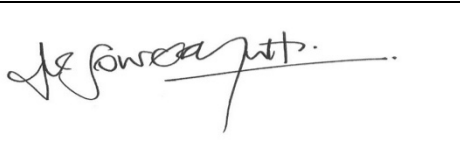
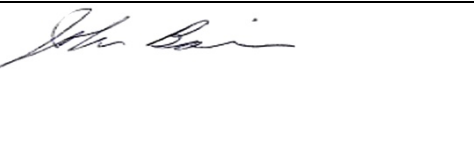
n/a

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	