



CHARITY COMMISSION
FOR ENGLAND AND WALES

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		
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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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

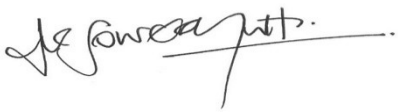

Other optional information

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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	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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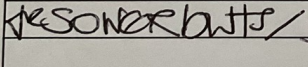
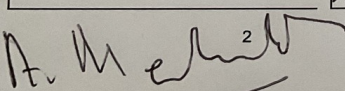
Section A Receipts and payments

	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	-	45,141	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	<div>Barclays</div> <div>VAT Recoverable</div> <div></div> <div>Total cash funds</div> <div>(agree balances with receipts and payments account(s))</div>	<div>to nearest £</div> <div>- 1,552</div> <div></div> <div></div> <div>- 1,552</div> <div>OK</div>	<div>to nearest £</div> <div>39,068</div> <div>7,625</div> <div></div> <div>46,693</div> <div>OK</div>	<div>to nearest £</div> <div></div> <div></div> <div></div> <div></div> <div>OK</div>
B2 Other monetary assets	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Unrestricted funds</div> <div>to nearest £</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Restricted funds</div> <div>to nearest £</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Endowment funds</div> <div>to nearest £</div> <div></div> <div></div> <div></div> <div></div> <div></div>
B3 Investment assets	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Cost (optional)</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Current value (optional)</div> <div></div> <div></div> <div></div> <div></div> <div></div>
B4 Assets retained for the charity's own use	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Cost (optional)</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Current value</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
B5 Liabilities	<div>Details</div> <div></div> <div></div> <div></div> <div></div>	<div>Fund to which liability relates</div> <div></div> <div></div> <div></div> <div></div>	<div>Amount due (optional)</div> <div></div> <div></div> <div></div> <div></div>	<div>When due (optional)</div> <div></div> <div></div> <div></div> <div></div>

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

Signature	Print Name
	JULIA SOWERBUTTS
	Anthony MacKintosh

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



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