



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/10/2018  
Period end date

Period start date To 30/09/2019

Charity name: INK (From Pen to Performance)

## 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, 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;
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		
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## 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 held in The Cut Arts Centre, Halesworth, Suffolk, April 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> At the Festival 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><b><i>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></b> (Paul Hegarty Theatre- The Reviews Hub)</p> <p><b><i>Encouraging new writers, the INK Festival certainly scores and is to be celebrated</i></b> (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	
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 (From Pen to Performance)
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	Benjamin Cardwell	Chairman		
2	Peter Byrne			
3	John Bainer			
4	Anthony Mackintosh			
5	Julia Sowerbutts			
6	Sally Ann Kent	From 07/03/2019		
7	James McDermott	From 06/07/2019		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**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

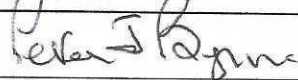

### Other optional information

n/a

## 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)	PETER JOHN BYRNE	JULIA SOWERBUTTS
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE.

Date 30/04/2020





CHARITY COMMISSION  
FOR ENGLAND AND WALES

INK (From Pen to Performance)

1175770

### Receipts and payments accounts

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For the period  
from

Period start date  
01/10/2018

To

Period end date  
30/09/2019

## 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 £
<b>A1 Receipts</b>					
Donations	23,726	-	-	23,726	-
Grants	28,058	-	-	28,058	-
Promotion	3,000	-	-	3,000	-
Ticket Sales	18,216	-	-	18,216	-
Raffle	1,362	-	-	1,362	-
Fund-raising Events	6,438	-	-	6,438	-
Activities for Youthj		718		718	
Activities for the Elderly		1,550		1,550	
Tour	2,666			2,666	
HMRC Giftaid receipt	1,748			1,748	
<b>Sub total(Gross income for AR)</b>	<b>85,214</b>	<b>2,268</b>	<b>-</b>	<b>87,482</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>85,214</b>	<b>2,268</b>	<b>-</b>	<b>87,482</b>	<b>-</b>
<b>A3 Payments</b>					
FEES (DIRECTORS, ACTORS, CREW)	21,670	-	-	21,670	-
EXPENSES	4,593	-	-	4,593	-
PROPS, COSTUMES, SET	7,703	-	-	7,703	-
WAGES (INK STAFF)	19,735	-	-	19,735	-
DESIGN	3,690	-	-	3,690	-
PRINTING	4,739	-	-	4,739	-
ADVERTISING	3,662	-	-	3,662	-
UTILITIES	1,385	-	-	1,385	-
WEBSITE	2,508	-	-	2,508	-
OFFICE COSTS	3,782	-	-	3,782	-
ROOM HIRE	1,238	-	-	1,238	-
COURSES	183	-	-	183	-
HIRING FESTIVAL VENUE	2,500	-	-	2,500	-
LAUNCH PARTY	2,467	-	-	2,467	-
LONDON RUN	3,339	-	-	3,339	-
MISCELLANEOUS	2,141	-	-	2,141	-
<b>Sub total</b>	<b>85,336</b>	<b>-</b>	<b>-</b>	<b>85,336</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>85,336</b>	<b>-</b>	<b>-</b>	<b>85,336</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 122</b>	<b>2,268</b>	<b>-</b>	<b>2,146</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,916</b>	<b>-</b>	<b>-</b>	<b>4,916</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,794</b>	<b>2,268</b>	<b>-</b>	<b>7,062</b>	<b>-</b>



## 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 £
<b>B1 Cash funds</b>				
		4,794	2,268	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,794</b>	<b>2,268</b>	<b>-</b>

(agree balances with receipts and payments account)

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval



# 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

30/09/2019

Charity no 1175770

Set out on pages

3 and 4

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: 23/03/2020

Name: Peter Hennem

Relevant professional  
qualification(s) (if any):

INSTITUTE OF CHARTERED ACCOUNTANTS IN  
ENGLAND AND WALES (FELLOW)

Address:

BOWEN HOUSE, 108 WANGFORD ROAD

REYDON

SUFFOLK IP18 6NZ