



**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2019**

CHARITY REG. NO: 1162807

CONTENTS

Page 3	Legal and Administrative Information
Page 4	Independent Examiner's Report to the Trustees
Page 5 to 9	Trustees' Report
Page 10	Statement of Receipts and Payments
Page 11	Statement of Assets and Liabilities
Pages 12 to 15	Notes to the Accounts

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1162807

START OF FINANCIAL YEAR 1st December 2018

END OF FINANCIAL YEAR 30th November 2019

TRUSTEES DURING THE YEAR ENDED 30TH NOVEMBER 2018

S Jarrett	Chair
D J G Buchan	Treasurer
B Saunders	(until 6 June 2019)
S J Robson	
D J Landin	
N W Rees	
N Smith	(from 6 June 2019)
J Bullock	(from 6 June 2019)
P Coggan-Lennox	(from 6 June 2019)

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

GOVERNING INSTRUMENT Constitution of MissionAssist, a Charitable Incorporated Organisation, dated 1 July 2015

CORRESPONDENCE ADDRESS PO Box 257
Evesham
WR11 9AW

e-mail: treasurer@missionassist.org.uk
website: www.missionassist.org.uk

BANKERS CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

INDEPENDENT EXAMINER Mrs Alma Budd, BA (Hons), CPFA
1d Granby Road
Cheadle Hulme
CHESHIRE
SK8 6LS

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the Act), and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for an independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and;
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the trustees of all material matters.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Alma Budd, BA (Hons), CPFA
1d Granby Road
Cheadle Hulme
CHESHIRE
SK8 6LS



Dated: 18.04.2020

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

Constitution

MissionAssist is a Charitable Incorporated Organisation (CIO), charity No.1162807, registered on 23 July 2015.

The objects of the CIO are:

- a. To advance the Christian faith for the benefit of the public in accordance with the Statement of Belief; and
- b. Consistent with and not contrary to object a. :
 - i. To relieve sickness and poor health by providing or assisting in the provision and development of equipment, facilities and services and support charities and other organisations working to prevent or relieve poor health; and
 - ii. To relieve financial hardship, either generally or individually, by making grants or providing items, services or facilities and/or development and support charities and other organisations working to prevent or relieve financial hardship; and
 - iii. To promote and provide for the education of people in such ways as the charity trustees see fit and support charities and other organisations working to promote or provide education.

MissionAssist seeks to address these objectives by organising Christian volunteers to undertake support tasks for missions and missionaries in order to speed the advancement of the kingdom of God generally and Bible translation and literacy in particular. To achieve this we seek to listen to the needs of those we serve and identify areas where we may assist.

Public Benefit

In pursuing these objectives, MissionAssist provides public benefit in the following ways:

MissionAssist seeks to support those in Christian mission in all areas of the world, in the proclamation, outworking and furtherance of the Christian faith.

A wide variety of types of support are given to WBT and SIL and other charities to enable people in many parts of the world to have access to the Christian Bible and other Christian and educational materials in their own first language.

Services are provided to capture and archive the Christian scriptures in digital form for future translation work and dissemination to Christians worldwide.

MissionAssist promotes the Christian scriptures by providing Bible translations and study guides in EasyEnglish. These are made available to a large audience by publishing agreements with Bible Societies and Christian publishers.

MissionAssist also provides small grants to pursue Jesus Christ's teaching to provide for those in need.

MissionAssist is working with others to provide knowledge about and access to Bible translations and other Bible resources via the internet.

Through its annual conference and regular news and prayer communications, MissionAssist promotes praise and prayer for the work being undertaken and those being helped.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

Public Benefit (Continued)

The public benefit from MissionAssist's work is mainly received by beneficiaries overseas, though recent work on EasyEnglish also has beneficiaries in the UK who can access the scriptures and learning material in a simpler form. The aim of Bible translation work is to extend the number of people who can benefit from reading the scriptures and no-one is excluded from being a potential beneficiary.

We believe that no harm or detriment arises as a result of the charity's work.

MissionAssist has no employees and volunteers claim no more than very basic expenses for doing the work. No personal benefit accrues to volunteers other than reimbursement for travel and other bona fide expenses necessarily incurred to enable work to proceed.

The Trustees of MissionAssist are aware of the general guidance on public benefit published by the Charity Commission and this is taken into account in planning and operating the charity's activities.

Management

MissionAssist is an autonomous charity and is controlled by a Board of Trustees and managed by a Leadership Team comprising the Chief Executive Officer (CEO) and Directors.

Trustees prayerfully set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. The Trustees receive reports from the Treasurer, the Leadership Team and from the various Project Coordinators, as necessary, and receive the input and advice of the Leadership Team through the CEO. Their decisions are conveyed to the Leadership Team for implementation. They appoint the CEO. They also appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

The CEO is supported by Directors and Project Co-ordinators who in turn co-ordinate the activities of volunteers. They also act as a communications, administration and advice resource for each area of work, appointing new and replacement Directors and Project Co-ordinators as necessary and providing support and direction.

Both the Board of Trustees and the Leadership Team meet at least three times annually.

Volunteers undertake the work of the charity based in their own homes under the direction of Directors and Project Coordinators.

The charity does not own or occupy property for the execution of its objects.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

Activities

The Charity works to serve Christians in mission, non-Governmental Organisations and Christian missionary organisations (principally SIL and WBT) providing services without on-charging any labour costs.

MissionAssist operates through unpaid volunteers who supply support services to missions and missionaries such as:

- Accounting, Information Technology and administrative support;
- Keyboarding, typesetting and archiving of scriptures, dictionaries and other materials for publication and preservation;
- Publications to assist literacy and education;
- Publications to assist the availability, understanding and accessibility of scriptures, study, support and explanatory materials;
- Library research, shopping, airport transfers and accommodation for missionaries;
- Translation and language support services;
- General information and encouragement, prayer and prayer bulletin distributions;
- Specialist advice and bespoke services;
- Financing translation, literacy, relief and development projects;
- Networking and partnering with individuals and groups with similar objectives.

Detailed annual reports on all our projects and services, written by project coordinators, are available on request from PO Box 257, EVESHAM, WR11 9AW.

Achievements this year

Achievements during the year in relation to the charity's objects include the following:

MissionAssist has continued to make a significant difference in support of people working abroad and to the lives of the people they serve. Its 650 dedicated volunteers freely give their time, professional knowledge and expertise. Our clients come from 39 countries around the world, as well as the UK.

The demand for WEBBS (Worldwide Electronic Bible and Book Service) continues to increase. Projects that MA has digitised are now made available on the internet and through phone apps; reprinting these valuable works would have taken much longer. MA continues to work with Cambridge University Library in preserving valuable manuscripts.

Our translation services continue to support mission workers by translating major works in French, Spanish and Portuguese and this year also in Swedish and Norwegian. The Portuguese team assisted with the development of a Story Producer App, which helps indigenous groups translate - in an oral style - from the language of wider communication to their own language. This has resulted in an encouraging response from excited users. A thesis about decision-making by deaf young people was translated from Spanish to English so a wider audience could access it. A text for use with American Sign Language for the Deaf was translated from English into French.

MA converted, formatted and prepared primers and storybooks, which were then printed in DRC. Staff from 50 schools were trained to teach with the material. Now 500 more schools are able to teach in the children's first language instead of the trade language.

The President of a Congolese Humanitarian Aid and Development Organisation expressed appreciation for the value of MA's shell books.

MA receives many messages of appreciation for our Remote Accounting teams, provision of hospitality, a magazine service and collecting people from airports. A newly introduced 'Meet and Greet' service has been very successful.

The entire translation of the highly acclaimed EasyEnglish Bible has now been downloaded 400,000 times around the world besides being used increasingly through the internet and phone apps.

MA made grants totalling £9,366 to support various overseas projects whose aims are consistent with MA's objectives.

MissionAssist
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2019

Finances

The work is chiefly funded by supporters' voluntary donations. Funds are expended to reimburse the expenses of the Trustees, Directors and volunteers incurred in the course of their duties for the charity. The charity employs no paid staff, and significant amounts of time are freely donated by the Directors and by many supporters in providing the organisation's services.

The accounts show an excess of payments over receipts (excluding restricted funds) of £9,631. This reflects a decision by the trustees to reduce the level of reserves held, and this was achieved partly by inviting bids for funds to develop services. The Easy English project spent £2,829 from this fund, with a further £1,500 being met from a specific grant.

Reserves Policy

The Trustees have stated a preference to maintain approximately a year's expenditure (excluding discretionary grants, such as small projects, and activities intended to cover their own costs, such as the annual conference and reimbursable purchases on behalf of missionaries) as a Reserve to meet unexpected demands and to ensure continuity of the work. The general fund reserve as at 30 November 2019 was £18,559, and remains above the level required by the reserves policy.

Overall, the trustees consider the charity's financial position to be sound.

Risks

A rolling program of Risk Assessment is in progress and the Trustees are confident that adequate controls are in place to ensure all areas of risk (including financial) are monitored and, wherever possible, mitigated. As the charity is volunteer led and funded we consider the risks associated with the highly diversified work to be low and we are not reliant upon regular large donations or particular income sources.

Conclusions

We continue to support Missions, including those that have a declared goal of ensuring that a Bible translation project will be started for every people group that needs one by 2025. This is proving to be a humanly impossible task. However, we serve a supernatural God and, as we seek to support translation work in new and creative ways, we trust that He will continue to grow the effects of our work.

The charity has again enhanced and supported the work of many missions and missionaries and worked with these, our partners, to extend God's hand of love to others in all parts of the world.

Many have expressed their gratitude for our support and we are confident that we are of continuing benefit to our many missionary clients, and the many others who benefit from the services we offer.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

Thanks

We are indebted to our CEO, Leadership Team, Project Coordinators and supporting volunteers who give unstintingly of their time, skills, resourcefulness and energy in order to maintain and grow the work. To all these, the Trustees extend their profound thanks.

The greater portion of the resources of MissionAssist is not (and could not) be quantified within this report: such are the 'gifts in kind' of time, expertise and loving attention given in worship of God Almighty.

We continually thank God for such a gifted and dedicated team, without whom the work of MissionAssist would not happen, and the promotion of the Gospel of Jesus and the work of His Church would be the poorer throughout the world.

All Glory to God.

Trustees' Responsibilities

The Charities Act 2011 require the trustees to prepare financial statements for each financial year. The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees declare they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees:

Signature(s)



Full Name(s)

Susan Jarrett

Position(s)

Chair of Trustees

Date

9 April 2020



David Buchan

Treasurer

30 March 2020

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018-19 £	Total 2017-18 £
RECEIPTS :					
Voluntary Receipts for general purposes	2a	17,573	642	18,215	21,604
Receipts from Charitable Activities and restricted gifts	2b	22,659	5,894	28,553	19,410
Investment Income	2c	46	0	46	17
TOTAL RECEIPTS		40,278	6,536	46,814	41,031
PAYMENTS :					
Cost of Raising funds	3a	18	0	18	2
Costs of Charitable Activities	3b	49,891	7,665	57,556	40,230
TOTAL PAYMENTS		49,909	7,665	57,574	40,232
NET INCOMING / (OUTGOING) RESOURCES		-9,631	-1,129	-10,760	799
Balances Brought Forward		28,190	4,283	32,473	31,674
BALANCES CARRIED FORWARD		18,559	3,154	21,713	32,473

The notes on pages 12 to 15 form part of these accounts.
All operations are continuing operations.

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30TH NOVEMBER 2019**

		30-Nov 2019 Total £	30-Nov 2018 Total £
ASSETS			
Cash Funds:	Notes		
CAF Bank Current Account		689	2,447
CAF Bank Deposit Account		21,024	30,026
		21,713	32,473
Represented by:			
General Funds (Unrestricted)		18,559	28,190
Restricted Funds	4	3,154	4,283
		21,713	32,473
Non-cash assets			
Pre paid 2019 Conference Venue Fees		0	1,600
Pre paid 2020 Conference Venue Fees		2,290	1,145
Pre paid 2021 Conference Venue Fees		1,300	0
		3,590	2,745


The CIO had no guarantees or debts at 30 November 2019.


TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 10 to 11.

The Trustees declare they have approved the financial statements above.

Signed on behalf of the Charity's Trustees:

Signature(s) 
Full Name(s) Susan Jarrett
Position(s) Chair of Trustees
Date 9 April 2020


David Buchan
Treasurer
30 March 2020

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30TH NOVEMBER 2019**

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis and in accordance with the Charities Act 2011.

2. RECEIPTS

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018-19 £	Total 2017-18 £
a) Voluntary Receipts for general purposes					
General Donations		15,422	0	15,422	16,644
Gift Aid Income Tax Recovered	4	2,151	642	2,793	2,562
Gift from Wycliffe Associates (UK) Trust		0	0	0	2,398
		17,573	642	18,215	21,604
b) Receipts from Charitable Activities and restricted gifts					
Services to Missionaries reimbursed		8,746	0	8,746	1,848
Annual Conference		13,264	0	13,264	10,567
Restricted Funds	4	0	5,894	5,894	6,573
Other sales		649	0	649	422
		22,659	5,894	28,553	19,410
c) Investment Income					
Interest		46	0	46	17
		46	0	46	17

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH NOVEMBER 2019

		Unrestricted Funds	Restricted Funds	Total 2018-19	Total 2017-18
3. PAYMENTS					
a) Cost of Raising Funds		£	£	£	
Bank charges (Paypal)		18	0	18	2
		18	0	18	2
b) Costs of Charitable Activities		Unrestricted Funds	Restricted Funds	Total 2018-19	Total 2017-18
	Notes	£	£	£	
<i>Administration:</i>					
Postage: PO Box		270	0	270	267
Bank Charges		60	0	60	60
Treasurer / Bookkeeping		249	0	249	275
Trustees - meeting costs		2,531	0	2,531	978
Insurance		370	0	370	370
Publicity		2,526	0	2,526	2,031
Membership communication (inc. Help Magazine)		1,889	0	1,889	1169
Wycliffe Global Alliance membership		0	0	0	296
<i>Leadership:</i>					
Leadership Team meetings		1,740	0	1,740	1,116
Chief Executive's expenses		602	0	602	416
<i>Directors' Expenses:</i>					
Admin		10	0	10	12
Services		0	0	0	43
Comms / Marketing		1,207	0	1,207	426
Data Registration Fee		40	0	40	0
EasyEnglish	4	2,829	1,500	4,329	1,450
Simple English		31	0	31	31
<i>Grant Funds:</i>					
Marakwet Bible Translation	4	0	840	840	919
Leprosy Mission (Conf 18)	4	0	0	0	2,398
Bibles4Peoples (Conf 19)			2,986	2,986	0
Small Projects	4	8,526	840	9,366	11,708
International Travel and conferences		2,791	0	2,791	662
Keyboarding and Checking (WEBBS)	4	235	313	548	837
Annual Conference		14,913	0	14,913	10,776
Prayer Bulletin		456	0	456	441
Scanning - travel and other costs	4	0	806	806	723
Scanning - Equipment	4	0	380	380	171
Services to Missionaries		8,403	0	8,403	2,172
Software purchased for resale		28	0	28	107
Bible typesetting		0	0	0	58
Functional literacy		31	0	31	283
Library research		0	0	0	35
Magazines		31	0	31	0
World Bibles		123	0	123	0
		49,891	7,665	57,556	40,230

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH NOVEMBER 2019

4. RESTRICTED FUNDS	Balance 30-Nov-18 £	Income £	Transfers £	Expenditure	Balance 30-Nov-19 £
Scanning Equipment	2,654	0	0	-380	2,274
Scanning Project - travel costs	1,486	0	0	-806	680
Marakwet Bible Translation	-20	1,060	0	-840	200
Bibles4Peoples (Conference 2019)	0	2,986	0	-2,986	0
Easy English	0	1,500	0	-1,500	0
WEBBS	163	150	0	-313	0
Small Projects	0	840	0	-840	0
	4,283	6,536	0	-7,665	3,154

The restricted funds are explained in note 6 of the accounts.

The restricted funds are wholly represented by cash reserves of the charity.

5. PAYMENTS TO TRUSTEES AND DONATIONS BY TRUSTEES

£1,510 was reimbursed to 6 trustees in relation to expenses incurred (2017-18: £431 was reimbursed to 3 trustees).

Expenses waived by trustees were immaterial.

Total donations by trustees were £566 (2017-18: £170).

6. DESCRIPTION OF FUNDS

All money given by donors to a Restricted Fund is used for that purpose. Where there are expenses incurred in the delivery of goods or services in an area covered by a Restricted Fund, money is drawn from this Restricted Fund to cover the relevant expenses in delivery of the service covered by that Fund. An explanation of the different Funds follows.

Description of Restricted Funds

Scanning Equipment - £4,500 grant awarded in 2014-15 by the Stuart Hine Trust to purchase equipment for scanning printed copies of the Bible in languages where the Bible is not yet available in any digital form, and a further grant of £2,000 awarded in both 2015-16 and 2016-17 for related travel and training costs. This is a first step to making Bibles in these languages publicly available either by reprinting or on the internet. Relevant expenditure continues to be charged against these funds.

Easy English - A further grant of £1,500 was received from the Stuart Hine Trust to support the Easy English project and has been used towards the development of this service.

WEBBS - one MissionAssist member made a donation of £1,000 in 2017-18, and a further £150 in 2018-19, to support the keyboarding work. Expenses incurred have been set against this fund.

Bibles4Peoples - The offering taken at the 2019 Conference (and associated Gift Aid) has been passed to Bibles4Peoples, who seek to provide the Bible in the heart language of those in need around the world.



CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30TH NOVEMBER 2019

Small Project Grants - This fund was set up by the Trustees and is administered by a sub-committee to enable small grants of no more than £600 to any one beneficiary per annum to be made to deserving causes, in accordance with the charity's objectives. Restricted donations are received and are supplemented by general funds designated by the Trustees and administered in exactly the same way.

Marakwet Bible Translation Project - This fund was set up by the Trustees to enable funds to be sent to support the Marakwet Bible Translation project in Kenya administered by "Bible Translation and Literacy" (BTL) in Nairobi. MissionAssist has passed on specific gifts made in support of this project.