



**ANNUAL REPORT AND  
STATEMENT OF ACCOUNTS  
YEAR ENDED 30 NOVEMBER 2020  
  
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**

<b>CHARITY NUMBER</b>	1162807
<b>START OF FINANCIAL YEAR</b>	1st December 2019
<b>END OF FINANCIAL YEAR</b>	30th November 2020

**TRUSTEES DURING THE YEAR ENDED 30TH NOVEMBER 2020**

S Jarrett	Chair
D J G Buchan	Treasurer
S J Robson	
D J Landin	
N W Rees	
N Smith	(to 25 June 2020)
J Bullock	
P Coggan-Lennox	(to 5 November 2020)
J Cunnington	(from 19 March 2020)
C Graves	(from 19 March 2020)

J Cunnington replaced S Jarrett as Chair from March 2021.

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

<b>GOVERNING INSTRUMENT</b>	Constitution of MissionAssist, a Charitable Incorporated Organisation, dated 1 July 2015
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<b>CORRESPONDENCE ADDRESS</b>	PO Box 257 Evesham WR11 9AW
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e-mail: [treasurer@missionassist.org.uk](mailto:treasurer@missionassist.org.uk)  
website: [www.missionassist.org.uk](http://www.missionassist.org.uk)

<b>BANKERS</b>	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
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<b>INDEPENDENT EXAMINER</b>	Mr Paul Knight Horseshoe Cottage Carew Farm Cottages Bosherston PEMBROKE SA71 5DS
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## 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.

Mr Paul Knight  
Horseshoe Cottage  
Carew Farm Cottages  
Bosherston  
PEMBROKE  
SA71 5DS



Dated: 19<sup>th</sup> April 2021



**TRUSTEES' REPORT  
FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**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 2020**

**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 2020**

**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's 600 volunteers have continued to give freely of their time and expertise in the provision of 30 services. As most of the services are met by people working from home Covid-19 has not curtailed these but in some cases there has been an increase in activity. However, there has been no overseas travel or demand for hospitality.

Areas where assistance has been given include: Afghanistan, Angola, Cameroon, Canada, Chad, China, Democratic Republic of Congo, Ethiopia, Finland, France, Germany, Ghana, Guinea Bissau, India, Iran, Ireland, Italy, Ivory Coast, Kenya, Korea, Latvia, Mali, Mozambique, Netherlands, Nigeria, Norway, Pakistan, Papua New Guinea, Peru, Russia, Senegal Sudan, Sweden, Switzerland, Tanzania, South Asian and African countries, Togo, Togo-Benin, Tunisia, Turkey, Uganda, UK, USA, Vanuatu and Zambia.

The EasyEnglish Bible and commentaries continue to be widely accessed with 3 million users, from 243 countries, on website, apps and YouVersion. One user remarked "Very clear, in language I can understand without distorting the true meaning of the message."

There are several translation services: French, Spanish, German, Russian, Portuguese and Polish. The most popular is Spanish with 79 assignments.

Other popular services include Document Formatting (22 requests met), TEFL (28), Digitisation (43), English Language Edit (16) and Functional Literacy.

The Remote Accounting team has undertaken extensive work in four countries.

Work of the Scripture App team has included checking and reviewing the code (including re-writes) on a Literacy App. The app is now being tested in 12 languages and six countries with over 200 downloads each month.

MA made grants totalling £9,525 to support 16 overseas projects whose aims are consistent with MA's objectives.

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**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 receipts over payments (excluding restricted funds) of £5,898 (2018-19: excess of payments over receipts of £9,631). This surplus arose despite the trustees having set a deficit budget. Due to the Covid-19 pandemic, and the restrictions on travel which applied for most of the year, there was an underspend against many areas of budgeted expenditure, particularly travel to leadership and trustees' meetings (which were held on-line instead of in person), and international travel and representation. Meanwhile, donated general fund income (£17,573 before Gift Aid) exceeded both the budget and the 2018-19 donations (£15,422).

**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 2020 was £24,457, and remains substantially above the level required by the reserves policy. The trustees will review the use of the excess reserves when more normal levels of activity are again possible.

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 2020**

**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.

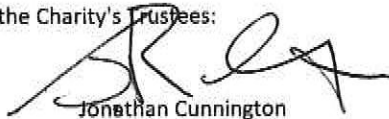
**Trustees' Responsibilities**

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)

  
Jonathan Cunningham

Position(s)

Chair of Trustees

Date

16 April 2021



David Buchan

Treasurer

12 April 2021

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 30TH NOVEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019-20 £	Total 2018-19 £
<b>RECEIPTS :</b>					
Voluntary Receipts for general purposes	2a	19,950	0	19,950	18,215
Receipts from Charitable Activities and restricted gifts	2b	12,214	5,651	17,865	28,553
Investment Income	2c	29	0	29	46
<b>TOTAL RECEIPTS</b>		<b>32,193</b>	<b>5,651</b>	<b>37,844</b>	<b>46,814</b>
<b>PAYMENTS :</b>					
Cost of Raising funds	3a	6	0	6	18
Costs of Charitable Activities	3b	26,289	4,815	31,104	57,556
<b>TOTAL PAYMENTS</b>		<b>26,295</b>	<b>4,815</b>	<b>31,110</b>	<b>57,574</b>
<b>NET INCOMING / (OUTGOING) RESOURCES</b>		<b>5,898</b>	<b>836</b>	<b>6,734</b>	<b>-10,760</b>
Balances Brought Forward		18,559	3,154	21,713	32,473
<b>BALANCES CARRIED FORWARD</b>		<b>24,457</b>	<b>3,990</b>	<b>28,447</b>	<b>21,713</b>

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 2020**

<b>ASSETS</b>		<b>30-Nov 2020 Total £</b>	<b>30-Nov 2019 Total £</b>
<b>Cash Funds:</b>	<b>Notes</b>		
CAF Bank Current Account		5,430	689
CAF Bank Deposit Account		23,017	21,024
		<b>28,447</b>	<b>21,713</b>
<b>Represented by:</b>			
General Funds (Unrestricted)		24,457	18,559
Restricted Funds	4	3,990	3,154
		<b>28,447</b>	<b>21,713</b>
<b>Non-cash assets</b>			
Pre paid 2020 Conference Venue Fees		0	2,290
Pre paid 2021 Conference Venue Fees		0	1,300
Pre paid 2022 Conference Venue Fees		2,290	0
Pre paid 2023 Conference Venue Fees		1,300	0
		<b>3,590</b>	<b>3,590</b>

Deposits paid to conference venues for cancelled conferences in 2020 and 2021 have been transferred to 2022 and 2023 respectively.

The CIO had no guarantees or debts at 30 November 2020.

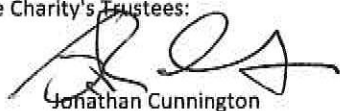
**TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS**

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)

  
Jonathan Cunningham

Position(s)

Chair of Trustees

Date

16 April 2021



David Buchan

Treasurer

12 April 2021



**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**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 2019-20 £	Total 2018-19 £
<b>a) Voluntary Receipts for general purposes</b>					
General Donations		17,573	0	17,573	15,422
Gift Aid Income Tax Recovered		2,377	0	2,377	2,793
		<b>19,950</b>	<b>0</b>	<b>19,950</b>	<b>18,215</b>
<b>b) Receipts from Charitable Activities and restricted gifts</b>					
Services to Missionaries reimbursed		11,982	0	11,982	8,746
Annual Conference		0	0	0	13,264
Donations (including Gift Aid recovered)	4	0	5,651	5,651	5,894
Other sales		232	0	232	649
		<b>12,214</b>	<b>5,651</b>	<b>17,865</b>	<b>28,553</b>
<b>c) Investment Income</b>					
Interest		29	0	29	46
		<b>29</b>	<b>0</b>	<b>29</b>	<b>46</b>

**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

		Unrestricted Funds	Restricted Funds	Total 2019-20	Total 2018-19
		£	£	£	
<b>3. PAYMENTS</b>					
<b>a) Cost of Raising Funds</b>					
Bank charges (Paypal)		6	0	6	18
		<b>6</b>	<b>0</b>	<b>6</b>	<b>18</b>
<b>b) Costs of Charitable Activities</b>					
	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019-20 £	Total 2018-19
<i>Administration:</i>					
Postage: PO Box		277	0	277	270
Bank Charges		40	0	40	60
Treasurer / Bookkeeping		194	0	194	249
Trustees - meetings / training		175	0	175	2,531
Insurance		347	0	347	370
Publicity		1,030	0	1,030	2,526
Membership communication (inc. Help Magazine)		1,027	0	1,027	1,889
Wycliffe Global Alliance membership		300	0	300	0
<i>Leadership:</i>					
Leadership Team meetings		331	0	331	1,740
Chief Executive's expenses		0	0	0	602
<i>Directors' Expenses:</i>					
Admin		0	0	0	10
Comms / Marketing		288	0	288	1,207
Data Registration Fee		40	0	40	40
EasyEnglish		494	0	494	4,329
Simple English		31	0	31	31
<i>Grant Funds:</i>					
Simple French (DRC)(Conf 2020)	4	0	3,535	3,535	0
Marakwet Bible Translation	4	0	12	12	840
Bibles4Peoples (Conf 2019)		0	0	0	2,986
Small Projects	4	8,628	897	9,525	9,366
International Travel and conferences		0	0	0	2,791
Keyboarding and Checking (WEBBS)	4	385	200	585	548
Annual Conference		185	0	185	14,913
Prayer Bulletin		390	0	390	456
Scanning - travel and other costs	4	0	171	171	806
Scanning - Equipment	4	0	0	0	380
Services to Missionaries		11,988	0	11,988	8,403
Software purchased for resale		0	0	0	28
Functional literacy		139	0	139	31
Magazines		0	0	0	31
World Bibles		0	0	0	123
		<b>26,289</b>	<b>4,815</b>	<b>31,104</b>	<b>57,556</b>

**NOTES TO THE ACCOUNTS (continued)**  
**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**4. RESTRICTED FUNDS**

	Balance 30-Nov-19 £	Income £	Expenditure	Balance 30-Nov-20 £
Scanning Equipment	2,274	0	0	2,274
Scanning Project - travel costs	680	0	-171	509
Marakwet Bible Translation	200	655	-12	843
Simple French (DRC)	0	3,535	-3,535	0
WEBBS	0	200	-200	0
Annual conference subsidy fund	0	364	0	364
Small Projects	0	897	-897	0
	<b>3,154</b>	<b>5,651</b>	<b>-4,815</b>	<b>3,990</b>

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**

£75 was reimbursed to 2 trustees in relation to expenses incurred (2018-19: £1,510 was reimbursed to 6 trustees).

Expenses waived by trustees were immaterial.

Total donations by trustees were £230 (2018-19: £566).

**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 Project** - £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. Restrictions on travel in 2019-20 meant that there was limited expenditure from the fund this year.

**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.

**Simple French** - The Stuart Hine Trust made a further grant of £1,600 to support the printing of gospels in Simple French. This money was passed to a printer in the DR Congo who undertook this work. A further amount of £1,935 was raised at the (virtual) 2020 conference of which £1,000 was sent to a translator working in DR Congo, and £935 to the same printer, in order to print further gospels.

**WEBBS** - amounts donated by a MissionAssist member to support the keyboarding work. Expenses incurred have been set against this fund.





CHARITABLE INCORPORATED ORGANISATION

**NOTES TO THE ACCOUNTS (continued)**

**FOR THE YEAR ENDED 30TH NOVEMBER 2020**

**Annual Conference Subsidy Fund** - Members planning to attend the 2020 annual conference were invited to make an additional donation to support members who would otherwise have been unable to attend. In the event the conference was cancelled as an 'in person' event and held on-line instead. Donated amounts have been held over to provide a subsidy for future years' conferences.

**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.