



**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2017**

CHARITY REG. NO: 1162807

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1162807

START OF FINANCIAL YEAR 1st December 2016

END OF FINANCIAL YEAR 30th November 2017

TRUSTEES DURING THE YEAR ENDED 30TH NOVEMBER 2017

S Jarrett	Chair	
Dr M C South	Secretary	(to 10 March 2017)
D J G Buchan	Treasurer	
M F Horner		
S J Robson		
P E Knight	(to 10 November 2017)	
	(Secretary 10 March-10 November 2017)	
D J Landin		
D A Pearson	(to 1 October 2017)	
N W Rees	(from 3 March 2017)	

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: 22.03.2018

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2017**

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 2017**

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 2017**

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.

All the work is freely completed by 643 active volunteers who give 2 to 30 hours per week to this charity. Many services show an increase in activity from last year.

- MISSIONASSIST HAS RESPONDED TO A WIDER DEMAND FOR TRANSLATION SERVICES. These include: German translation (12 requests - some very lengthy); Spanish translation (52 lessons, a lengthy thesis and 9 other texts); Portuguese (91 page book, teachers' guides and material for children suffering trauma etc.); Russian (2 lengthy, highly technical, works), French (shorter works and 2 very lengthy pieces, and several proof reading assignments).
- OTHER VALUABLE SERVICES: Airport transport (50 requests), Document Formatting (10), Hospitality (responded to 43 requests from 26 different organisations, Bible Typesetting (650 booklets etc). Appreciation for the 'thorough and professional' work of the Audio Typing service has come from both Europe and the USA. Remote accounting teams cover
- WORLDWIDE ELECTRONIC BIBLE AND BOOKS SERVICE (KEYBOARDING). 40 requests from Burundi, France, Pakistan, Canada, Slovenia, South Sudan, Mozambique, Japan, Botswana, and many others. Involved in important archiving at Cambridge University Library.
- EASYENGLISH (EE) APPS: This year 3 EasyEnglish apps have been uploaded to Google Play Store. One has the entire text of the EasyEnglish New Testament. The other two contain the EE text and audio for the books of Ruth and John. They have already been used in 42 countries.
- FUNCTIONAL LITERACY: There are currently 871 files on the UK site. All these booklets are available to download for free in Word and Publisher format from our website, www.shellbooks.org. Shell books are available in English, Portuguese, Spanish, French and EasyEnglish.
- PARTNERSHIPS. MissionAssist supports like-minded charities. This year these included: Mission Aviation Fellowship (contributed towards flying costs in bringing aid to remote places), SASRA, Bible Societies etc.
- MissionAssist paid grants totalling £11,544 to twenty-one overseas projects in line with its charitable objectives.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH NOVEMBER 2017**

From the start of the 2016-17 financial year, the Charitable Incorporated Organisation became fully operational and all operations were conducted through the CIO rather than its predecessor, the Wycliffe Associates (UK) Trust. The latter charity (registered charity number 1007772) remains open solely for the purpose of receiving residual donations which are then gifted to the CIO. Its income and remaining assets fall below the level which require it to file separate accounts. Its accounts therefore appear as a note within the accounts of the CIO.

Finances

The work is chiefly funded by supporters' voluntary donations. There are over 600 volunteers who have registered their support for our aims and objectives, many of whom play an active part in some aspect of the work.

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 £6,151. However, to understand the full financial position the accounts need to be read together with those of the Wycliffe Associates (UK) Trust (see Note 7); taken together, the deficit was £4,269 (2015-16: surplus £505). It is intended that the Trust will gift its income to the CIO, and will eventually be closed down.

The Trustees have stated a preference to maintain approximately a year's expenditure (excluding discretionary grants) as a Reserve to meet unexpected demands and to ensure continuity of the work. Taking the old Trust and the new CIO together, reserves totalled £33,857 at 30 November 2017, and remain 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 2017**

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	David Buchan
Position(s)	Chair of Trustees	Treasurer
Date	15 March 2018	15 March 2018

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016-17 £	Total 2015-16 £
RECEIPTS :					
Voluntary Receipts for general purposes	2a	17,499	1,215	18,714	17,912
Receipts from Charitable Activities and restricted gifts	2b	24,223	6,993	31,216	19,141
Investment Income	2c	11	0	11	0
TOTAL RECEIPTS		41,733	8,208	49,941	37,053
PAYMENTS :					
Cost of Raising funds	3a	3	0	3	27
Costs of Charitable Activities	3b	47,881	5,586	53,467	1,823
TOTAL PAYMENTS		47,884	5,586	53,470	1,850
NET INCOMING / (OUTGOING) RESOURCES		-6,151	2,622	-3,529	35,203
Balances Brought Forward		32,682	2,521	35,203	0
BALANCES CARRIED FORWARD		26,531	5,143	31,674	35,203

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 2017**

ASSETS		30-Nov 2017 Total £	30-Nov 2016 Total £
Cash Funds:	Notes		
CAF Bank Current Account		1,663	35,203
CAF Bank Deposit Account		30,011	0
		31,674	35,203
Represented by:			
General Funds (Unrestricted)		26,531	32,682
Restricted Funds	4	5,143	2,521
		31,674	35,203
Non-cash assets			
Tax reclaim due (received December 2016)		0	1,560
Pre paid 2017 Conference Venue Fees		0	1,600
Pre paid 2018 Conference Venue Fees		2,000	0
Pre paid 2019 Conference Venue Fees		300	0
		2,300	3,160

The CIO had no guarantees or debts at 30 November 2017.

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	David Buchan
Position(s)	Chair of Trustees	Treasurer
Date	15 March 2018	15 March 2018

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30TH NOVEMBER 2017**

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 2016-17 £	Total 2015-16 £
a) Voluntary Receipts for general purposes					
General Donations		14,990	0	14,990	11,162
Gift Aid Income Tax Recovered	4	2,509	1,215	3,724	0
Gift from MissionAssist charitable trust		0	0	0	6,750
		17,499	1,215	18,714	17,912

b) Receipts from Charitable Activities and restricted gifts

Services to Missionaries reimbursed		9,948	0	9,948	703
Annual Conference		13,755	0	13,755	12,765
Restricted Funds	4	0	6,993	6,993	5,167
From Wycliffe Associates Trust for IPR		0	0	0	1
Other sales		520	0	520	505
		24,223	6,993	31,216	19,141

c) Investment Income

Interest		11	0	11	0
		11	0	11	0

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH NOVEMBER 2017**

		Unrestricted Funds	Restricted Funds	Total 2016-17	Total 2015-16
		£	£	£	
3. PAYMENTS					
a) Cost of Raising Funds					
Bank charges (Paypal)		3	0	3	27
		3	0	3	27
b) Costs of Charitable Activities					
	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016-17 £	Total 2015-16
<i>Administration:</i>					
Postage: PO Box		258	0	258	0
Bank Charges		60	0	60	5
Treasurer / Bookkeeping		256	0	256	134
Trustees - meeting costs		658	0	658	139
Insurance		408	0	408	0
Publicity		2,157	0	2,157	0
Membership communication (inc. Help Magazine)		993	0	993	0
<i>Leadership:</i>					
Leadership Team meetings		1,225	0	1,225	88
Chief Executive's expenses		464	0	464	0
<i>Directors' Expenses:</i>					
Admin		15	0	15	0
Comms / Marketing		1,128	0	1,128	0
Data Registration Fee		0	0	0	0
EasyEnglish	4	1,024	374	1,398	322
Simple English		24	0	24	0
<i>Grant Funds:</i>					
Marakwet Bible Translation	4	0	826	826	620
MAF 3000 mile challenge (Conf 17)	4	0	3,648	3,648	0
Small Projects	4	10,568	976	11,544	0
International Travel and conferences		50	0	50	0
Keyboarding and Checking		849	0	849	0
Remote Accounting Service		12	0	12	0
Annual Conference		14,423	0	14,423	0
Prayer Bulletin		436	0	436	70
Scanning - for keyboarding	4	2,597	0	2,597	445
Scanning - Equipment		0	-2,029	-2,029	0
Scanning - travel and other costs		0	1,791	1,791	0
Services to Missionaries		9,618	0	9,618	0
Translation		359	0	359	0
World Bibles		299	0	299	0
		47,881	5,586	53,467	1,823

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH NOVEMBER 2017

4. RESTRICTED FUNDS	Balance 30-Nov-16 £	Income £	Transfers * £	Expenditure	Balance 30-Nov-17 £
Ministry Funds:					
Scanning Equipment	796	0	2,916	-887	2,825
Scanning Project - travel costs	2,000	2,000	-1,186	-605	2,209
Grant Funds:					0
Marakwet Bible Translation	62	873	0	-826	109
Moorlands Student Fund (Conf 16)	-337	337	0	0	0
MAF 3000mile challenge (Conf 17)	0	3,648	0	-3,648	0
Easy English	0	374	0	-374	0
Small Projects	0	976	0	-976	0
	2,521	8,208	1,730	-7,316	5,143

** £1,730 of prior years' expenditure transferred from Scanning Equipment to keyboarding (General Fund) and £1,186 to Scanning Project - travel costs (Restricted Fund)*

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

£570 was reimbursed to 4 trustees in relation to expenses incurred (2015-16: £610 was reimbursed to 4 trustees from the funds of the Wycliffe Associates (UK) Trust, of which they are all also trustees).

Expenses waived by trustees were immaterial.

Total donations by trustees were £611 (2015-16: £668 to Wycliffe Associates (UK) Trust).

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

Ministry 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. A review of costs hitherto charged against the equipment grant has revealed that much of this was either more properly charged against the travel grant, or against the general fund keyboarding expense category.

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30TH NOVEMBER 2017

6. DESCRIPTION OF FUNDS (continued)

Grant Funds

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.

Moorlands College Student Hardship Fund - A restricted fund set up for the 2016 Conference offering, to support students at Moorlands Bible College facing financial hardship. £337 was included in the payment to Moorlands College in 2015-16, in anticipation of the CIO's Gift Aid reclaim, which was received in December 2016.

MAF 3000 mile challenge - A restricted fund set up for the 2017 Conference offering to support Mission Aviation Fellowship in bringing aid to remote places. The amount raised has been sent to MAF along with associated Gift Aid reclaimed.

7. WYCLIFFE ASSOCIATES (UK) TRUST - Registered charity 1007772

Accounts for the year ended 30 November 2017

Balance at 30 November 2016	301
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Income

Receipts from voluntary donations	1,694
Reimbursement: services to missions	283

Expenditure

Data Registration fee	-35
Bank charges	-60
Balance at 30 November 2017	2,183