



The Order of Mission
(A company limited by guarantee)

Charity number 1100206
Company number 4780525

Trustees' Annual Report and Financial Statements
for the year ended 31 December 2021

The Order of Mission

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The Order of Mission

Trustees' Report for the year ended 31st December 2021

Reference and Administrative Information

Charity Name:	The Order of Mission (abbreviated as "the Order" within this report)
Other operating name:	TOM
Charity registration number:	1100206
Company registration number:	4780525

Directors/Trustees

The members of the management board are directors for the purpose of company law and trustees for the purpose of charity law. They are

Revd Peter Findley from 23 January 2019
Revd Gareth Irvine from 23 January 2019 (resigned 5 May 2022)
Revd Neil Shepherd from 23 January 2019
Revd Anne Maclaurin from 15 February 2020
Mrs Natalie Shepherd from 16 September 2021

Company Secretary – Mrs Helen Askew from 23 January 2019

Registered Office and Operating Address

c/o Kairos Network Church, 2 Harlow Terrace, Harrogate, North Yorkshire, HG2 0PN

Website

www.missionorder.org

Structure, Governance and Management

The Order of Mission is an international network of Christian missionary leaders committed to the vows of simplicity, purity and accountability. It operates under a rule of life and gathers in small groups for community accountability and support.

Membership of The Order of Mission is open to all adult Christians who are prepared to commit themselves as above. Prospective members are required to go through an exploration and mentoring process which may progress to a period of at least three years of temporary membership before they can become associate members or take permanent vows of membership.

The United Kingdom branch of the Order is a charitable company limited by guarantee, incorporated 29 May 2003 and registered as a charity 21 October 2003. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The directors of the company are also trustees for the purpose of charity law. Under the requirements of the Memorandum and Articles of Association the directors/trustees are elected to serve for a period of three years after which they may be re-elected at a General Meeting. Between General Meetings, new directors/trustees may be co-opted by the serving directors and their appointment is ratified at a subsequent General Meeting.

The day to day governing document for the Order is The Rule and Constitution of The Order of Mission. The Constitution remains a work in progress. Amongst other things it makes provision for:

- the election of a Superior by the permanent members (the Chapter) of the Order
- Visitors to be invited by the Superior and then appointed by the Superior with the approval of the Chapter
- the appointment of Guardians (these have spiritual oversight of the membership of the Order).

International Membership as at 26th July 2022

	July 2022	June 2021
UK	215	226
Scandinavia	82	81
Mainland Europe (except Scandinavia)	49	49
Americas	160	161
Australasia	37	37
Asia	14	14
Africa	5	5
Total Membership	562	573
Permanent members	273	265
Associate members	81	76
Temporary members	208	232
	562	573

In addition to these members, in July 2022 there were 46 people exploring membership of the Order worldwide (64 in June 2021).

Objects of the Charitable Company

As stated in the Memorandum of Association, the objects for which the Company is established are:

- The advancement of the Christian religion
- The relief of persons who are in conditions of need, hardship and distress by reason of their social and economic circumstances
- The advancement of the education of the public in a Christian way

Statement of Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Order's aims and objectives and in planning future activities. The Trustees are also aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the

Order. The Order provides the following activities for the benefit of the general public by enabling its members:

- To lead the celebration of public worship;
- To teach the Christian faith;
- To engage in mission and evangelism;
- To engage in pastoral work including visiting the sick and bereaved;
- To reach out to their local communities (including the elderly, the young, vulnerable adults and other groups with special needs) through the provision of facilities with a Christian ethos.

Contribution of Volunteers

The Order does not pay any of its UK leadership. All events are run by volunteers.

Summary of Activity

The trustees meet on a termly basis (6 times a year) and during the last year this has included the following activity:

- The appointment of a bookkeeper.
- The oversight of finances this has included reviewing giving, creating budgets and releasing funds to support those who, as a result of Covid, are most in need within the TOM family, whether that is personally or within the ministry they are leading.
- Writing and approving a Safer Recruitment Policy (agreed by Trustees in March 2022).
- Safeguarding
- Organising resources to connect and support our dispersed community.
- Hosting an Explorer's online retreat to help those intending to take temporary or permanent vows in their preparation.
- Planning the national gathering – Campfire 2022

Finance and Covid Support Fund

Over the last year or so, we have been transitioning our finance personnel under the oversight of Peter Findley. We were so blessed to have our bookkeeping managed by Eric Middleton for so many years; as he handed over the role, we initially moved to a voluntary bookkeeper but have now shifted this to be a paid role. We are thankful for the role that Pip Martin played in looking after our finances and we have now employed Stuart Torpey for 4 hours a month. Over the last few months, Stuart has been working hard to transition our finances onto an online system which will eventually mean that trustees have easier visual access to the accounts.

Safeguarding

As with all religious institutions and acknowledged communities, we have been reviewing our safeguarding systems and procedures to ensure they not only fulfil what is required but also to ensure we are creating missional spaces and communities that are the safest spaces they can be. Sarah Ashelby is now well established in her role as Designated Safeguarding Officer. Within the TOM trustees, Natalie Shepherd has taken on the role of Deputy Safeguarding Officer and meets to liaise with Sarah on a regular basis. Sarah also attends leadership meetings 3 times a year to give a verbal overview of the work as well as a written report to all trustee meetings.

Risk Management

The Trustees have given due consideration to the health, safety, safeguarding and financial risks they face in running the operations of the Order. They believe that they have in place adequate procedures to monitor health, safety and safeguarding issues as they arise. They believe they have devised and continue to maintain an appropriate system for the authorization, recording and control of accounting and financial information sufficient to show and explain the financial transactions of the Order. Overall financial supervision by the Trustees is maintained by the use of budget control, monthly accounts and other reports as required.

Financial Review

Unrestricted income was £24,579 (24,835 in 2020), and Restricted income, which consists in gifts from outside the UK to support the Global office, was £9,667. Total expenditure was £28,731 (£29,876 in 2020).

Expenditure was less due to the effect of Covid on holding gatherings and other activities. Support for the Global office was £13,582.

The Trustees consider that current reserves are sufficient for the needs of the Order.

A suggested donation of £15 a month from every TOM member is important in order to see that TOM is financed appropriately. Most Permanent Members of TOM give by monthly standing order.

Responsibilities of the Trustees for preparing financial statements

It is the responsibility of the Trustees to prepare financial statements for each financial year which give a true and fair view of

- the state of affairs of The Order of Mission as at the balance sheet date, and
- its incoming resources (income) and application of resources (expenditure) for the financial year.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Order and to enable them to ensure that the financial statements comply with the Companies Act 2006 and with the SORP (Statement of Recommended Practice). The Trustees are also responsible for safeguarding the assets of the Order and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The day to day running of the financial affairs of the Order is assigned to a bookkeeper. He has maintained appropriate financial records and prepared the Statement of Financial Activities and the Balance Sheet from those records.

The Order qualifies as a Small Company under the provisions of The Companies Act 2006, therefore the Directors are not required to submit the financial records for a full audit and have not done so. Under the provisions of the Charities Act the trustees are required to have the financial records independently examined; the independent examiners report is on the next page.

The Trustees' Annual Report was approved by the Trustees on 27th September 2022 and signed on their behalf by:

Neil Shepherd

Revd Neil Shepherd (Chair of Trustees)

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Balance Sheet detailed

		As at 31/12/2021	As at 31/12/2020
Current assets			
	1200: Yorkshire Bank Current Account	4,535.03	3,455.61
	1300: COIF Charities Deposit Fund	8,219.37	10,218.17
	1400: Debtors	7,200.00	—
	Total Current assets	19,954.40	13,673.78
Liabilities			
	1500: Creditors	465.79	—
	Z04: Accounts Payable	—	—
	Total Liabilities	465.79	—
	Net Asset surplus (deficit)	19,488.61	13,673.78
Reserves			
	Excess / (deficit) to date	5,814.83	—
	Z01: Starting balances	13,673.78	13,673.78
	Total Reserves	19,488.61	13,673.78

Represented by Funds		
Unrestricted	15,563.68	7,666.90
Designated	3,418.05	5,500.00
Restricted	506.88	506.88
Endowment	—	—
Total	19,488.61	13,673.78

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Statement of Financial Activities

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	24,578.00	9,967.33	—	34,545.33	21,196
Other income	1.20	—	—	1.20	3,369
Total income	24,579.20	9,967.33	—	34,546.53	24,835
Expenditure on:					
Expenditure on charitable activities					
Ministry	1,153.04	—	—	1,153.04	6,901
Administration	3,666.38	—	—	3,666.38	3,205
Compliance	363.00	—	—	363.00	2,003
Global Office Support	13,581.95	9,967.33	—	23,549.28	17,767
Total expenditure	18,764.37	9,967.33	—	28,731.70	29,876
Net income / (expenditure) resources before transfer	5,814.83	—	—	5,814.83	-5,041
Transfers					
Gross transfers between funds - in	21,500.00	—	—	21,500.00	0
Gross transfers between funds - out	(21,500.00)	—	—	(21,500.00)	0
Other recognised gains / losses					
Net movement in funds	5,814.83	—	—	5,814.83	-5,041
Reconciliation of funds					
Total funds brought forward	13,166.90	506.88	—	13,673.78	21,218
Total funds carried forward	18,981.73	506.88	—	19,488.61	16,177
Represented by					
Unrestricted					
General fund	15,563.68	—	—	15,563.68	10,170
Designated					
Covid Relief Fund	—	—	—	—	3,500
Global Office	3,418.05	—	—	3,418.05	—
Pioneer Project Fund	—	—	—	—	2,000
Restricted					
Travel Assistance Fund	—	506.88	—	506.88	507

Analysis of income and expenditure
Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Income and endowments						
<i>Donations and legacies</i>						
3020 - Members SO & One-Offs	17,378.00	—	—	—	17,378.00	21,196
3030 - Gift Aid Recovery Expected	7,200.00	—	—	—	7,200.00	3,600
3070 - Global Income (Restricted)	—	—	9,967.33	—	9,967.33	—
<i>Donations and legacies Totals</i>	24,578.00	—	9,967.33	—	34,545.33	24,796
<i>Other income</i>						
3060 - Interest Received	1.20	—	—	—	1.20	39
<i>Other income Totals</i>	1.20	—	—	—	1.20	39
Income and endowments	24,579.20	—	9,967.33	—	34,546.53	24,835
Grand totals						
Expenditure						
<i>Expenditure on charitable activities</i>						
4010 - Hospitality	51.64	—	—	—	51.64	—
4020 - Gatherings						175
4030 - Ministry Resources						120
4040 - Gift to Keld Dahlmann						4,106
4050 - Covid Fund Payments	—	1,000.00	—	—	1,000.00	500
4060 - Pioneer Fund Payments						2,000
4070 - Ministry Travel	101.40	—	—	—	101.40	—
5000 - Admin Staff Costs	2,571.32	—	—	—	2,571.32	2,426
5010 - Stationery, Photo Copying, Postage	41.91	—	—	—	41.91	65
5015 - Thank You Gifts	155.75	—	—	—	155.75	—
5020 - Safeguarding	153.50	—	—	—	153.50	—
5030 - Insurance	729.51	—	—	—	729.51	695
5040 - Website						19
5050 - Subscriptions	14.39	—	—	—	14.39	—
6000 - Accountancy						1,690
6010 - Independent Examination	350.00	—	—	—	350.00	300
6020 - Companies House Fee	13.00	—	—	—	13.00	13
7010 - Gifts (Forwarded)						375
<i>Expenditure on charitable activities Totals</i>	4,182.42	1,000.00	—	—	5,182.42	12,484
<i>Global Office Support</i>						
8010 - Global Office Contributions	—	—	9,967.33	—	9,967.33	11,885
8030 - Global Administrator	—	13,581.95	—	—	13,581.95	5,507
<i>Global Office Support Totals</i>	—	13,581.95	9,967.33	—	23,549.28	17,392
Expenditure Grand totals	4,182.42	14,581.95	9,967.33	—	28,731.70	29,876

Directors Statements

a) For the year ending 31st December 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

b) Directors' Responsibilities:

i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

c) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Directors on 27th September 2022 and signed on their behalf by Revd Neil Shepherd (Chair)

Neil Shepherd

I report on the accounts of The Order of Mission for the year ended 31st December 2021

Respective responsibilities of the trustees and examiner

The Order of Mission is responsible for the preparation of the accounts. The Order of Mission considers that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145(5)(b) of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by The Order of Mission 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 Order of Mission concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Signed Independent Examiner