

MISSIONASSIST

England & Wales · Charity number 1162807

Details

Other names MA, WYCLIFFE ASSOCIATES (UK), EASYENGLISH

Status Registered

Legal form CIO

Registered 2015-07-23

Register [View on the Charity Commission register](#)

Contact

Address 483 Green Lanes
London
N13 4BS

Phone 07983168435

Email info@missionassist.org.uk

Website www.missionassist.org.uk

Activities

Objects: 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 IN CLAUSE 30 (3) (INTERPRETATION); 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; 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.

Activities: MissionAssist comprises a huge network of dedicated volunteers, throughout the UK and elsewhere, helping overseas mission workers advance the good news about Jesus Christ, and making scripture accessible wherever they are in the world. Working in their own homes, our volunteers provide many practical, academic, and administrative services, at no cost to the mission worker.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Religious Activities, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Burma
- Congo (Democratic Republic)
- Ghana
- India
- Kenya
- Nepal
- Tanzania
- Togo
- Uganda
- Ukraine
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-11-30	£65,590	£46,677	-	-
2023-11-30	£49,070	£39,166	-	-
2022-11-30	£36,549	£36,549	-	-
2021-11-30	£26,108	£22,523	-	-
2020-11-30	£37,844	£31,110	-	-

Trustees

Name	Role	Appointed
Daryl Richardson		2023-10-27
David Buchan		2014-07-11
Hilary Ann Oatley		2026-01-30
Joanne Bullock		2019-06-06
William Newton		2024-01-29

MISSIONASSIST

England & Wales - Charity number 1162807

Accounts



**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2024
CHARITY REG. NO. 1162807**

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1162807

START OF FINANCIAL YEAR 1 December 2023

END OF FINANCIAL YEAR 30 November 2024

TRUSTEES

C Graves (Vice Chair; Resigned 20 May 2024)
D M M Richardson (Vice Chair)
B Newton (appointed 29 January 2024; Vice Chair from 25 October 2024)
D J G Buchan (Treasurer)
S J Robson
D J Landin
N W Rees
J Bullock
S Jarrett (Resigned January 2025)

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: ceo@missionassist.org.uk
website: www.missionassist.org.uk

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

INDEPENDENT EXAMINER Lisa Darby FCA
Stewardship

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024**

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 Wycliffe Bible Translators (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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

Public Benefit (continued)

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.

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.

The Trustees prayerfully set strategy following consultation with relevant parties, determine new initiatives and provide direction for the charity. New Trustees are appointed following nomination by existing Trustees or supporters, and interview by two existing Trustees. The trustees also appoint the CEO.

There were four ordinary Trustees meetings during the year – three online and one in person. The CEO attended these meetings. Each meeting included reports from the CEO and Treasurer (including the budget and expenditure). The risk register and policies were reviewed. Trustee changes during the year were: Bill Newton was appointed in January; David Buchan, Sue Jarrett and Sarah Robson were reappointed in April (at the end of their 3-year terms); and Carwyn Graves resigned for personal reasons in May.

There were also two special meetings. One considered changes to the Board of Trustees following the resignation of a Trustee, and the second considered options for publication of the EasyEnglish Bible. There was also a sub-committee meeting to review the risk register.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

The CEO is supported by Directors and Project Coordinators who in turn coordinate 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 Coordinators as necessary and providing support and direction.

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.

Activities

The Charity works to serve Christians in mission, non-Governmental Organisations and Christian missionary organisations 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, and accommodation for missionaries;
- Translation and language support services;
- General information, encouragement, and prayer;
- Specialist advice and bespoke services, where possible;
- Financing translation, literacy, relief and development projects;
- Networking and partnering with individuals and groups with similar objectives.

Further information is available via the MissionAssist website missionassist.org.uk.

Achievements this year

At the end of the financial year the charity counted:

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

- 8 trustees, 1 of whom was newly appointed during the year, on 29 January 2024.
- 731 members in total, of whom 106 joined during the year.

The largest team is for the **Worldwide Electronic Bible and Books Service (WEBBS)**. Pre-existing texts are transformed into electronic files by our volunteers. This enables subsequent, straightforward distribution to anywhere in the world for the benefit of the speakers of each language, as well as linguists and other scholars.

The service continues to involve over 200 people working to the highest possible standard of accuracy, even though they are working with languages they themselves cannot read. Completed digitisation projects this year covered countries in 5 continents: Africa, Asia, Europe, North America and Oceania.

Grateful thanks received include for the digitisation of:

- A Bible in an African language - enabling the creation of a Braille version for people with visual impairment.

Gospel books of the Bible which are the only item in an endangered language of a North American people group – supporting the revitalisation of the language and preservation of heritage.

Our own translation, the **EasyEnglish Bible**, continues to reach people worldwide. The website easyenglish.bible includes the complete Bible in clear English which is easy to read and understand; commentaries which explain the scripture; Bible studies and Bible stories; as well as audio files for people engagement by listening – all available at no charge.

A new YouTube channel was created in August 2024, providing EasyEnglish Bible narration by a member of MissionAssist at a specific, suitable page for people with English as an additional language. Through partnerships, the EasyEnglish Bible is also available via many other platforms including the popular YouVersion Bible app.

The majority of partnerships and licences are handled via the Digital Bible Library (DBL). During the year, in addition to continuations, the new partnerships and permissions granted via the DBL included: Bible Gateway; GlobalRize for their BibleLink plugin; New Life Computer Institute; Precept UK for their support of the profoundly deaf; Sparks which is a resources platform created by the British and Foreign Bible Society; TheBible.org for their Parallel Plus app.

This year saw a 28% increase in the metric of monthly active users and, including the data from our partners, we estimated a total of 3.5 million people engaged with the EasyEnglish Bible. Examples of typical feedback:

- “This is the clearest Bible translation I have seen.” – Friendly (Nigeria)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)

- “As an English Language teacher of adults, I am finding your website very helpful.” – Suzy (USA)
- “I'm interested and excited about using this translation with adults with disabilities in our ministry.” – Alexai (USA)
- “This material will help me with visiting and talking to those in prison.” – Christopher (Australia)
- “Greatest website of all times” – Linc (Zambia)

Another example of a project making resources available without charge is our growing library of **Shell Books** in English, French, Portuguese, Spanish and EasyEnglish. We have teams of volunteer writers, illustrators and translators who together produce reading books for adults on topics ranging from health and hygiene to crafts, as well as farming and practical issues like simple construction techniques, plus some related to the Bible. All the books can be downloaded from ma.shellbooks.org to be shared, printed or adapted with the addition of a new translation, for non-commercial use.

During the year, 30 new books were produced in English, bringing the total available to 354 titles, with translations ongoing for the other languages. Across the existing and new books, the total number of downloads from the website was 30,850 books during 12 months, increasing as the year progressed.

A range of other services can be requested via the missionassist.org.uk website and the charity's volunteers also try to help with bespoke requests. Examples of requests fulfilled this year include:

Some of our volunteers offer their qualifications and experience to tutor people learning English as an additional language (**TEFL**) and we also have a team of **English Conversation** partners for people wanting to practice their listening, comprehension and spoken English. During the year we worked with seven clients who are in Wycliffe organisations in Europe and South America.

The **Document Formatting** service completed 59 projects – the majority for Manna Publications and one request for SIL Togo.

Our **Hospitality** service was able to link five accommodation seekers with volunteer hosts in the UK.

The **Magazine Service** matches volunteers who purchase magazines with ex-pat recipients who, for example, live in a country where their magazine of choice is not sold or delivered by the publisher. Whilst no new requests were received during the year, magazines continue to be provided to 24 mission workers in 4 organisations: Wycliffe, SIL, WEC and Global Outreach.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

Our **Website Provision** service relies on one person with specific expertise and therefore is not advertised. However, in addition to four external websites being provided with ongoing support, four other organisations approached us during the year and were provided with help ranging from advice to full website development, including for Alliance for Vulnerable Mission (vulnerablemission.org) and The Tyndale Society (tyndale.org). Feedback includes, "I wanted to take this opportunity to thank MissionAssist for your work. We were greatly helped as a small organisation when you connected with us instantly when we asked whether we could be helped."

Another variation in service provision is **Remote Accounting**, which has our members embedded in another organisation – branches of SIL in South Asia. During the year new accounting software was introduced by SIL which involved our volunteers in a significant commitment to training and migration. Their level of commitment is greatly appreciated, reflected by a card saying, "couldn't have done it without your help" and quoting Ephesians 1:16 which says "I have not stopped giving thanks for you, remembering you in my prayers".

MissionAssist made **Small Grants** during the year totalling £9,686 (2023: £10,600) to support 15 projects, in 7 different countries, whose aims are consistent with MissionAssist's objectives.

Financial Review

The work is mainly 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 a surplus of receipts over payments (excluding restricted funds) of £19,086 (2022-23: surplus of £10,966), whereas the trustees had budgeted for a deficit. There was, as in the previous year, an underspend against many areas of budgeted expenditure.

Donated general fund income of £13,855 before Gift Aid was less than the 2022-23 donations of £19,630 but similar to the 2021-22 donations of £14,060. However this year the charity received a further legacy of £28,516 (2022-23: one legacy of £7,498) which fundamentally transformed the financial position. The trustees are considering the strategic options for best using this new legacy to further the objects of the charity.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

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. This would be approximately £15,700 based on 2023-24 expenditure. The general fund reserve as at 30 November 2024 increased to £57,242, and has risen further above the level required by the reserves policy. The trustees will review the use of the excess reserves when considering future strategy and initiatives. 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.

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.

The Trustees declare they have approved the Trustees' Report as set out on pages 4 to 11.

Signed on behalf of the Charity's Trustees:

Signature(s): DMMRichardson
DMMRichardson (May 6, 2025 12:13 GMT+1)

David Buchan
David Buchan (May 6, 2025 21:50 GMT+1)

Full Name(s): Daryl Richardson
Positions(s): Vice Chair of Trustees
Date: May 6, 2025

David Buchan
Treasurer
May 6, 2025

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
MISSIONASSIST**

I report to the trustees on my examination of the accounts of MissionAssist ('the charity') for the year ended 30th November 2024 on pages 13 to 18 following.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lisa Darby
Lisa Darby (May 9, 2025 09:24 GMT+1)

Lisa Darby FCA

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: May 9, 2025

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2024**

RECEIPTS:	Notes	Unrestricted Funds £	Restricted Funds £	Total Year ended 30/11/2024 £	Total Year ended 30/11/2023 £
Voluntary Receipts for general purposes	2a	44,383	0	44,383	29,331
Receipts from Charitable Activities and Restricted Gifts	2b	11,959	8,536	20,495	19,382
Investment Income	2c	<u>712</u>	<u>0</u>	<u>712</u>	<u>357</u>
TOTAL RECEIPTS		<u>57,054</u>	<u>8,536</u>	<u>65,590</u>	<u>49,070</u>
PAYMENTS:					
Cost of Raising funds	3a	20	0	20	0
Costs of Charitable Activities	3b	36,985	8,709	45,694	38,774
Governance Costs	3c	<u>963</u>	<u>0</u>	<u>963</u>	<u>392</u>
TOTAL PAYMENTS		<u>37,968</u>	<u>8,709</u>	<u>46,677</u>	<u>39,166</u>
NET INCOMING/(OUTGOING) RESOURCES		19,086	(173)	18,913	9,904
Balances Brought Forward		<u>38,156</u>	<u>3,780</u>	<u>41,936</u>	<u>32,032</u>
BALANCES CARRIED FORWARD		<u>57,242</u>	<u>3,607</u>	<u>60,849</u>	<u>41,936</u>

The notes on pages 15 to 18 form part of these accounts.
All operations are continuing operations.

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 NOVEMBER 2024

ASSETS	Notes	30/11/2024 £	30/11/2023 £
Cash Funds			
CAF Bank Current Account		1,804	23,396
CAF Bank Deposit Account		<u>59,045</u>	<u>18,540</u>
		<u>60,849</u>	<u>41,936</u>
Represented By:			
General Funds (Unrestricted)			
Restricted Funds	4	57,242	38,156
		<u>3,607</u>	<u>3,780</u>
		<u>60,849</u>	<u>41,936</u>
Other monetary assets and liabilities			
Prepaid 2026 Conference Venue fees		1,000	0
Prepaid 2025 Conference Venue fees		1,950	1,950
Prepaid 2024 Conference Venue fees		0	2,848
Gift Aid due		915	1,372
Accrued expenditure: Independent examiner's fee		(576)	(540)
Accrued expenditure: Other		<u>(163)</u>	<u>(405)</u>
		<u>3,126</u>	<u>5,225</u>

GUARANTEES AND SECURED DEBTS

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

TRUSTEES' RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year. We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011. We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Signature(s)	 DMMRichardson (May 6, 2025 12:13 GMT+1)	 David Buchan (May 6, 2025 21:50 GMT+1)
Full Name(s):	Daryl Richardson	David Buchan
Position(s):	Vice Chair of Trustees	Treasurer
Date:	May 6, 2025	May 6, 2025

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2024

1. BASIS OF ACCOUNTING

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities, and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

2. RECEIPTS

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2024	Total Year ended 30/11/2023
	£	£	£	£
(a) Voluntary Receipts for general purposes				
General Donations	13,855	0	13,855	19,630
Legacy	28,516	0	28,516	7,498
Gift Aid Income Tax Recovered	2,012	0	2,012	2,203
Other receipts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>44,383</u>	<u>0</u>	<u>44,383</u>	<u>29,331</u>

(b) Receipts from Charitable Activities and Restricted Gifts

Invoices paid in advance	0	0	0	94
Services to Missionaries reimbursed	59	0	59	168
Annual Conference *	11,900	0	11,900	9,029
Donations (including Gift Aid recovered)(Note 4)	<u>0</u>	<u>8,536</u>	<u>8,536</u>	<u>10,091</u>
	<u>11,959</u>	<u>8,536</u>	<u>20,495</u>	<u>19,382</u>

* Includes £344 contributed from the annual conference subsidy fund (2022-23: £95)

(c) Investment Income	<u>712</u>	<u>0</u>	<u>712</u>	<u>357</u>
Interest	<u>712</u>	<u>0</u>	<u>712</u>	<u>357</u>

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2024	Total Year ended 30/11/2023
	£	£	£	£
3. PAYMENTS				
(a) Cost of Raising Funds				
Bank charges (Paypal)	<u>20</u>	<u>0</u>	<u>20</u>	<u>0</u>
	<u>20</u>	<u>0</u>	<u>20</u>	<u>0</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

3. PAYMENTS (continued)

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Year Ended	Year Ended
				30/11/2024	30/11/2023
(b) Costs of Charitable Activities	Notes	£	£	£	£
Administration:					
Postage: PO Box		353	0	353	330
Bank Charges		60	0	60	90
Treasurer/Bookkeeping		174	0	174	150
Insurance		404	0	404	377
Publicity		78	0	78	2,097
Membership communication (inc. Help Magazine)		1,904	0	1,904	853
Membership of other organisations		0	0	0	400
Leadership:					
Leadership Team meetings		0	0	0	70
Chief Executive's expenses		140	0	140	563
Directors' Expenses		0	0	0	0
Software Purchased		735	0	735	0
Data Registration Fee		35	0	35	35
EasyEnglish		7,297	0	7,297	794
SimpleEnglish (domain name)		0	0	0	41
Grant Funds:					
Simple French (DRC)	4	652	3,750	4,402	5,171
Marakwet Bible Translation	4		560	560	585
Myanmar Horticultural Business	4	0	0	0	1,660
Pakistan Clean Water	4	0	0	0	1,660
Small Projects	4	9,686	67	9,753	10,600
Chaine Nord-Africaine	4	0	3,742	3,742	0
Emergency Support Fund	4	0	246	246	1,479
Annual conference subsidy fund		0	344	344	95
Keyboarding and Checking (WEBBS)		2,194	0	2,194	361
Annual Conference		11,532	0	11,532	10,564
Prayer Bulletin		146	0	146	254
International Travel and conference		1,314	0	1,314	241
Services to Missionaries		59	0	59	111
Functional literacy		<u>222</u>	<u>0</u>	<u>222</u>	<u>193</u>
		<u>36,985</u>	<u>8,709</u>	<u>45,694</u>	<u>38,774</u>
(c) Governance Costs		540	0	540	0
Independent Examination		<u>423</u>	<u>0</u>	<u>423</u>	<u>392</u>
Trustees - meetings		<u>963</u>	<u>0</u>	<u>963</u>	<u>392</u>

4NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)

4. RESTRICTED FUNDS	Balance at 30/11/2023	Income	Expenditure	Balance at 30/11/2024
	£	£	£	£
Scanning Equipment	2,274	0	0	2,274
Scanning Project - travel costs	509	0	0	509
Marakwet Bible Translation	280	280	(560)	0
Simple French	0	3,750	(3,750)	0
Annual conference subsidy fund	626	422	(344)	704
Small Projects	0	67	(67)	0
Chaine Nord-Africaine	0	3,742	(3,742)	0
Emergency Support Fund	91	275	(246)	120
	<u>3,780</u>	<u>8,536</u>	<u>(8,709)</u>	<u>3,607</u>

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

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

5. PAYMENTS TO TRUSTEES AND DONATIONS BY TRUSTEES

£365 was reimbursed to 4 trustees in relation to expenses incurred (2022-23: £386 reimbursed to 3 trustees). Expenses waived by trustees were immaterial. Total donations by trustees were £145 (2022-23: £120).

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: Equipment and travel costs - £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, although there was none in 2023-24.

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.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2024 (continued)**

6. DESCRIPTION OF FUNDS (continued)

Description of Restricted Funds (continued)

Simple French - The Stuart Hine Trust made a further grant of £3,750 (2022-23: £5,000) to support the printing of gospels in Simple French, which has been passed to the project in DR Congo.

Annual Conference Subsidy Fund - Members planning to attend the 2021 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 online instead. Donated amounts have been held over to provide a subsidy for future years' conferences. Further amounts given for this purpose in subsequent years will be used to subsidise places at future 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.

Chaine Nord-Africaine (CNA) – Offering taken at the 2024 members' conference, to be used for the general running costs of CNA, and to contribute to the amount needed to pay for the rental of a satellite channel for broadcasting to North Africa.

Emergency Support Fund - This fund was set up by the Trustees and is administered by a sub-committee to provide humanitarian aid and so alleviate severe hardship being experienced by MissionAssist members living overseas.

Accounts



CHARITABLE INCORPORATED ORGANISATION

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2023**

CHARITY REG. NO. 1162807

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1162807
START OF FINANCIAL YEAR	1 December 2022
END OF FINANCIAL YEAR	30 November 2023
TRUSTEES	J Cunnington (resigned 27 October 2023) (Chair) C Graves (Vice Chair from 27 October 2023) D M M Richardson (appointed 27 October 2023) (Vice Chair) D Turner (to 27 October 2023) (Treasurer) D J G Buchan (Treasurer from 27 October 2023) S J Robson D J Landin N W Rees J Bullock S Jarrett B Newton (appointed from 29 January 2024)

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: ceo@missionassist.org.uk website: www.missionassist.org.uk
BANKERS	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER	Lisa Darby FCA Stewardship

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023**

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 Wycliffe Bible Translators (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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

Public Benefit (continued)

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.

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 Coordinators who in turn coordinate 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 Coordinators as necessary and providing support and direction.

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

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

Management (continued)

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.

Activities

The Charity works to serve Christians in mission, non-Governmental Organisations and Christian missionary organisations 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.

A more detailed annual summary of all our projects and services, written by the Director of Services, is 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 677 volunteers have continued to give freely of their time and expertise in the provision of 31 services.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

Achievements this year (continued)

Dr Martin Reynolds was awarded the MBE in the King's birthday honours in recognition of his services to British and Irish indigenous languages. This highlights a significant contribution of the 'Digitisation' team lead by Martin in raising awareness of a rich cultural and religious heritage which is of value to scholars, students and language learners, as well as churches. A total of 20 projects were completed during the year, mainly Scriptures and commentaries in various languages which otherwise could be lost or unavailable to access.

"I received with gratitude the Nootka/Nuu-chah-nulth Scripture portions that were recently digitized. These digital texts help us connect with people in these communities and help us build a foundation for ministry with them. So, thank you for the work that you and your team do."

Dr. Jeff Green Vice President, Scripture Translation

"My name is Brad Belyeu. I'm a 5th generation Oklahoman, and my great great grandmother was Choctaw. Her family was forced to walk from Mississippi to Oklahoma, and we've been here ever since. I know you were instrumental in the digitization of the Chahta Holisso Holitopa. I just wanted to send you a personal, heartfelt thank you from me and from my ancestors. This means so much to us."

"I wanted to thank you too for your commitment and the wonderful work you have done. The Bible Society (BS) in Turkey has more than 200 years' history, goes back to the Ottoman Empire. There were many languages and dialects spoken in this land and BS has many published text. We gave a lot of importance to digitalize all our resources and this is only possible by the help of people such you."

"Greetings from Lomé Togo (West Africa). We really appreciate your support and request that you please pass our gratitude to your devoted team."

"I would like to thank you for the superb work done on this Franc-Comtois French translation of the XIX century. This is really giving credit to the pioneers who did that translation and will keep something alive of the language spoken in my part of France, in the coldest part of the country. A big thank you again for this excellent work."

The **EasyEnglish Bible** and commentaries continue to be widely accessed with 2.7 million users, from 241 countries, on website, apps and YouVersion. Commendations received include:

- *"As an ESL (English as a Second Language) I very much appreciate the EasyEnglish Bible to help me better understand the beautiful Bible."* – Vanessa (USA)
- *"This will be perfect for my dyslexic brother who is just coming back to Jesus!!"* – Rich
- *"Though I'm a native speaker of (American) English I use your Bible because it is the one I can easily understand after a stroke damaged my brain. Very glad it is an option for me, as well as those from other countries, thank you!"* – Sherry

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)

Achievements this year (continued)

- *I am 61 years old and finally reading the Bible! Oh I have "read" some over the years but never had a longing. With your version I can't wait to read the next chapter, now Exodus. Thank you. – Donna*
- *This website is superb – Alfredo*
- *It is very practical and simple to use – Walcyr (Brazil)*
- *Awesome website! I am so pleased that I ran across Easy English Bible! Looking forward to studying the word in greater detail with Easy English Bible! Keep up the awesome work! – Myra*
- *"Great website thank you" – Elizabeth (Ireland)*
- *"I am a United Methodist pastor and enjoy using your materials for Bible studies and sermon prep; very informative, insightful and simple" – Jeff (USA)*
- *"I have enjoyed reading these to my children." – Peter (USA)*
- *"I came upon site while looking for commentary for Ecclesiastes. I have had 2 strokes and came to the Lord later in life. Some books are more difficult to grasp. Your site is AMAZING. It gives me answers in a way I can comprehend. Thank you!" – Tracy (Canada)*
- *우연히 알게된 사이트인데 너무 좋습니다(I stumbled upon this site by accident and it's great) – JUYOUNG (South Korea)*
- *A fantastic website! Lots of in-depth commentaries and studies. A must for Christians wishing to know more about the Bible and the Word of our Great God. – John (UK)*

The **Functional Literacy Service** has increased its output of 'Shell Books' up to 324 (19% increase) with over 70,000 downloads.

"I have used the Shell Books that you have written for me in the Faith and Agriculture Courses that I have been running. The readers appreciate the simplicity of language which makes them easier to read on a subject than any other information available to them."

Pastor Joaquim, Guinea Bissau

"The Shell Books are A Hidden Treasure."

Dave Stedman, African Pastors Fellowship

"I'm often asked to consider providing content which can be more easily understood in various contexts of low-literacy. Shell Books is a great resource!"

Steve Snyder, ECHO community

Steve also reported a conversation with ECHO's Technical Writer, Robert Walle, who lives in Honduras. He indicates that Shell Books have been shared with a local school and are quite popular; and that a couple of other Honduran schools have picked up on the idea and looking at use.

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)

Achievements this year (continued)

There are several **translation services**: French, Spanish, German, Urdu, Russian, Polish and Portuguese. The total number of French translations is 39.

"Thank you for your and your team's good work. It is always a pleasure to work with you." (Eric Kindberg, SIL)

"That is incredibly helpful, thank you so much." (Mark Greenwood, AMRI Connect)

The **Remote Accounting** team has undertaken extensive work in four countries. One client remarked: *"SIL Global Finance has reviewed the FY23 submission for South Asia Group. Let me thank you for your hard work and especially your conscientiousness in meeting the deadline. Much appreciated!"*

"Thanks for the year-end submission for SNE. It was a good clean year-end closing, thanks for all you do."

MA continues to provide **technical oversight and assistance for websites** especially in Africa.

MA made **grants** totalling £10,600 (2022: £9,842) to support 18 (2022: 16) overseas projects whose aims are consistent with MA's objectives.

Other popular services include Document Formatting, TEFL and English Language Editing.

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)

Financial Review

The work is mainly 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 a surplus of receipts over payments (excluding restricted funds) of £10,966 (2022: deficit of receipts over payments of £1,188), whereas the trustees had budgeted for a deficit. There was, as in the previous year, an underspend against many areas of budgeted expenditure, particularly travel to leadership and trustees' meetings (which were held online instead of in-person), and international travel and representation.

Donated general fund income of £27,128 before Gift Aid was more than the 2022 donations of £14,060. The most significant factor behind the increase was a legacy of £7,498 received in 2022-23 (none in 2021-22). While not making a formal designation, the trustees have expressed an intention that this should be used to refresh the EasyEnglish website.

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 2023 increased to £38,156, and remains substantially above the level required by the reserves policy. The trustees will review the use of the excess reserves when considering future strategy and initiatives. 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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

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.

Thanks

We are grateful to Daryl Richardson who stepped down as CEO on 27 October 2023 after 11 years' service; and we are thankful for Sarah McQuay for taking over as CEO from that date.

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.

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 as set out on pages 4 to 11.

Signed on behalf of the Charity's Trustees:

Carwyn Graves
Vice Chair of Trustees
19 April 2024

David Buchan
Treasurer
19 April 2024

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
MISSIONASSIST**

I report to the trustees on my examination of the accounts of MissionAssist ('the charity') for the year ended 30th November 2023 on pages 13 to 18 following.

Responsibilities and basis of report

As the trustees of the charity, the members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lisa Darby

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 30 April 2024

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2023**

RECEIPTS:	Notes	Unrestricted Funds £	Restricted Funds £	Total Year ended 30/11/2023 £	Total Year ended 30/11/2022 £
Voluntary Receipts for general purposes	2a	29,331	0	29,331	16,542
Receipts from Charitable Activities and Restricted Gifts	2b	9,291	10,091	19,382	19,959
Investment Income	2c	<u>357</u>	<u>0</u>	<u>357</u>	<u>48</u>
TOTAL RECEIPTS		<u>38,979</u>	<u>10,091</u>	<u>49,070</u>	<u>36,549</u>
PAYMENTS:					
Cost of Raising funds	3a	0	0	0	2
Costs of Charitable Activities	3b	27,621	11,153	38,774	36,435
Governance Costs	3c	<u>392</u>	<u>0</u>	<u>392</u>	<u>112</u>
TOTAL PAYMENTS		<u>28,013</u>	<u>11,153</u>	<u>39,166</u>	<u>36,549</u>
NET INCOMING/(OUTGOING) RESOURCES		10,966	(1,062)	9,904	0
Balances Brought Forward		<u>27,190</u>	<u>4,842</u>	<u>32,032</u>	<u>32,032</u>
BALANCES CARRIED FORWARD		<u>38,156</u>	<u>3,780</u>	<u>41,936</u>	<u>32,032</u>

The notes on pages 15 to 18 form part of these accounts.
All operations are continuing operations.

STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 NOVEMBER 2023

ASSETS	Notes	30/11/2023 £	30/11/2022 £
Cash Funds			
CAF Bank Current Account		23,396	8,973
CAF Bank Deposit Account		<u>18,540</u>	<u>23,059</u>
		<u>41,936</u>	<u>32,032</u>
Represented By:			
General Funds (Unrestricted)		38,156	27,190
Restricted Funds	4	<u>3,780</u>	<u>4,842</u>
		<u>41,936</u>	<u>32,032</u>
Other monetary assets and liabilities			
Prepaid 2025 Conference Venue fees		1,950	0
Prepaid 2024 Conference Venue fees		2,848	2,848
Prepaid 2023 Conference Venue fees		0	1,300
Gift Aid due		1,372	-
Accrued expenditure: Independent examiner's fee		(540)	-
Accrued expenditure: Other		<u>(405)</u>	<u>-</u>
		<u>5,225</u>	<u>4,148</u>

GUARANTEES AND SECURED DEBTS

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

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 13 to 14.

The Trustees declare they have approved the financial statements above.

Signed on behalf of the Charity's Trustees:

Carwyn Graves
Vice Chair of Trustees
19 April 2024

David Buchan
Treasurer
19 April 2024

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2023

1. BASIS OF ACCOUNTING

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities, and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

2. RECEIPTS

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2023	Total Year ended 30/11/2022
	£	£	£	£
(a) Voluntary Receipts for general purposes				
General Donations	19,630	0	19,630	14,060
Legacy	7,498		7,498	-
Gift Aid Income Tax Recovered	2,203	0	2,203	2,268
Other receipts	<u>0</u>	<u>0</u>	<u>0</u>	<u>214</u>
	<u>29,331</u>	<u>0</u>	<u>29,331</u>	<u>16,542</u>

(b) Receipts from Charitable Activities and Restricted Gifts

Invoices paid in advance	94	0	94	0
Services to Missionaries reimbursed	168	0	168	0
Annual Conference *	9,029	0	9,029	11,058
Donations (including Gift Aid recovered)(Note 4)	<u>0</u>	<u>10,091</u>	<u>10,091</u>	<u>8,901</u>
	<u>9,291</u>	<u>10,091</u>	<u>19,382</u>	<u>19,959</u>

* Includes £95 contributed from the annual conference subsidy fund

(c) Investment Income	<u>357</u>	<u>0</u>	<u>357</u>	<u>48</u>
Interest	<u>357</u>	<u>0</u>	<u>357</u>	<u>48</u>

3. PAYMENTS

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2023	Total Year ended 30/11/2022
	£	£	£	£
(a) Cost of Raising Funds				
Bank charges (Paypal)	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

3. PAYMENTS (continued)

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Year Ended	Year Ended
				30/11/2023	30/11/2022
(b) Costs of Charitable Activities	Notes	£	£	£	£
Administration:					
Postage: PO Box		330	0	330	300
Bank Charges		90	0	90	114
Treasurer/Bookkeeping		150	0	150	217
Insurance		377	0	377	362
Publicity		2,097	0	2,097	2,486
Membership communication (inc. Help Magazine)		853	0	853	1,651
Membership of other organisations		400	0	400	736
Leadership:					
Leadership Team meetings		70	0	70	125
Chief Executive's expenses		563	0	563	587
Directors' Expenses:					
Services		0	0	0	25
Data Registration Fee		35	0	35	35
EasyEnglish		794	0	794	515
SimpleEnglish (domain name)		41	0	41	36
Grant Funds:					
Simple French (DRC)	4	171	5,000	5,171	2,343
Marakwet Bible Translation	4	5	580	585	580
Myanmar Horticultural Business	4	0	1,660	1,660	0
Pakistan Clean Water	4	0	1,660	1,660	0
Small Projects	4	9,921	679	10,600	9,842
Albanian Sports	4	0	0	0	2,942
Emergency Support Fund	4	0	1,479	1,479	1,155
Annual conference subsidy fund		0	95	95	
Keyboarding and Checking (WEBBS)		361	0	361	9
Annual Conference		10,564	0	10,564	11,846
Prayer Bulletin		254	0	254	233
International Travel and conference		241	0	241	0
Services to Missionaries		111	0	111	103
Functional literacy		<u>193</u>	<u>0</u>	<u>193</u>	<u>193</u>
		<u>27,621</u>	<u>11,153</u>	<u>38,774</u>	<u>36,435</u>
(c) Governance Costs					
Trustees - meetings		<u>392</u>	<u>0</u>	<u>392</u>	<u>112</u>
		<u>392</u>	<u>0</u>	<u>392</u>	<u>112</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

4. RESTRICTED FUNDS	Balance at 30/11/2022	Income	Expenditure	Balance at 30/11/2023
	£	£	£	£
Scanning Equipment	2,274	0	0	2,274
Scanning Project - travel costs	509	0	0	509
Marakwet Bible Translation	580	280	(580)	280
Simple French	0	5,000	(5,000)	0
Annual conference subsidy fund	296	425	(95)	626
Small Projects	0	679	(679)	0
Myanmar Horticultural Business	0	1,660	(1,660)	0
Pakistan Clean Water	0	1,660	(1,660)	0
Emergency Support Fund	<u>1,183</u>	<u>387</u>	<u>(1,479)</u>	<u>91</u>
	<u>4,842</u>	<u>10,091</u>	<u>(11,153)</u>	<u>3,780</u>

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

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

5. PAYMENTS TO TRUSTEES AND DONATIONS BY TRUSTEES

£386 was reimbursed to 3 trustees in relation to expenses incurred (2022: £98 reimbursed to 1 trustee).

Expenses waived by trustees were immaterial. Total donations by trustees were £120 (2022: £120).

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: Equipment and travel costs - £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, although there was none in 2022-23.

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.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2023 (continued)**

6. DESCRIPTION OF FUNDS (continued)

Description of Restricted Funds (continued)

Simple French - The Stuart Hine Trust made a further grant of £5,000 (2022:£2,250) to support the printing of gospels in Simple French, which has been passed to the project in DR Congo.

Annual Conference Subsidy Fund - Members planning to attend the 2021 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 online instead. Donated amounts have been held over to provide a subsidy for future years' conferences. Further amounts were given for this purpose in 2022 and 2023 and will be used to subsidise places at future 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.

Myanmar Horticultural Business

Half of the offering taken at the 2023 conference was passed to this project, involving land rented for a crop planting project. Funds are also used to educate the community in English and IT.

Pakistan Clean Water

Half of the offering taken at the 2023 conference was passed to this project. Families working at two brick kilns in Pakistan only had access to toxic and arsenic contaminated water. Around 80 children were bathing in and drinking this water regularly which had a serious impact on their health with regular bouts of sickness. MissionAssist provided two water pumps which now release plenty of clean and fresh water for both sites.

Emergency Support Fund - This fund was set up by the Trustees and is administered by a sub-committee to provide humanitarian aid and so alleviate severe hardship being experienced by MissionAssist members living overseas.

Accounts



CHARITABLE INCORPORATED ORGANISATION

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2022**

CHARITY REG. NO. 1162807

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1162807
START OF FINANCIAL YEAR	1 December 2021
END OF FINANCIAL YEAR	30 November 2022
TRUSTEES	J Cunningham – Chair D J G Buchan – (Treasurer, to May 2022) D Turner – (Treasurer, from May 2022) S J Robson D J Landin N W Rees J Bullock C Graves S Jarrett

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
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CORRESPONDENCE ADDRESS	PO Box 257 Evesham WR11 9AW e-mail: jonathan.cunnington@missionassist.org.uk website: www.missionassist.org.uk
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BANKERS	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
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INDEPENDENT EXAMINER	Mr Paul Knight Horseshoe Cottage Carew Farm Cottages Bosherston Pembroke SA71 5DS
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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on my examination of the accounts of the charity for the year ended 30 November 2022 which are set out on pages 12 to 17.

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 REPORT ON THE ACCOUNTS (continued)

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: 30 August, 2023

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2022**

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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)**

Public Benefit (continued)

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.

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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)**

Management (continued)

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.

Activities

The Charity works to serve Christians in mission, non-Governmental Organisations and Christian missionary organisations 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.

A more detailed annual summary of all our projects and services, written by the Director of Services, is 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 663 volunteers have continued to give freely of their time and expertise in the provision of 31 services. As most of the services are met by people working from home, Covid-19 has not curtailed these and in some cases, there has been an increase in activity. However, there has been no overseas travel and little demand for hospitality. Assistance has been provided for clients from around 45 countries situated on six continents.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)**

Achievements this year (continued)

The EasyEnglish Bible and commentaries continue to be widely accessed with 2.5 million users, from 252 countries, on website, apps and YouVersion. Commendations received include:

"I am loving this version of the Bible. I'm learning English so it's been wonderful for me." – Welton (Brazil)

"I use your materials for teaching English. Thanks so much they are a blessing!!!!" – Elsie (Thailand)

"Thank you so much for helping us to learn English language using the precious Bible. God bless you all." – Jorge (Argentina)

"Thank you so much for the work your team is doing to preaching Good News of Jesus Christ. The material you have posted is very easy and good to translate in our own language" – Khruam (Pakistan)

There are several translation services: French, Spanish, German, Russian, Urdu, Portuguese and Polish. The most popular is Spanish with 40 assignments.

Other popular services include Document Formatting, TEFL, Digitisation, English Language Edit and Functional Literacy, responsible for producing Shell Books (70,965 downloads).

195 volunteers serve in the Digitisation Service. The team continue to work on complex and challenging assignments, completing 32 projects with help from the Cambridge University Library in giving access to their scanning facilities.

The World Bibles Website had 137,432 visits, a 35% increase over the previous year.

The Remote Accounting team has undertaken extensive work in four countries. One client remarked, 'Thank you so much for your early submission for the FY21 year-end. Your team should get some kind of prize for beating the deadline by almost a month'.

MA continues to provide technical oversight and assistance for websites especially in Africa.

MA made grants totalling £9,842 (2021: £8,270) to support 16 (2021: 14) overseas projects whose aims are consistent with MA's objectives.

Finances

The work is mainly 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 a deficit of receipts over payments (excluding restricted funds) of £1,188 (2021: excess of receipts over payments of £3,921). This deficit was smaller than the budgeted deficit. There was, as in the previous year, an underspend against many areas of budgeted expenditure, particularly travel to leadership and trustees' meetings (which were held online instead of in-person), and international travel and representation.

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)

Finances (continued)

Donated general fund income of £14,060 before Gift Aid was less than the 2021 donations of £17,295. However, both total income and total expenditure were greater than in 2021 as the first 'annual' conference for 3 years was held in 2022.

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 2022 was £27,190, 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 30 NOVEMBER 2022 (continued)**

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.

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 as set out on pages 6 to 11.

Signed on behalf of the Charity's Trustees:

Signature(s)



Full Name(s): Jonathan Cunnington
Positions(s): Chair of Trustees
Date: 30th August 2023

David Buchan
Trustee
31st August 2023

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2022**

RECEIPTS:	Notes	Unrestricted Funds £	Restricted Funds £	Total Year ended 30/11/2022 £	Total Year ended 30/11/2021 £
Voluntary Receipts for general purposes	2a	16,542	0	16,542	20,002
Receipts from Charitable Activities and Restricted Gifts	2b	10,933	9,026	19,959	6,101
Investment Income	2c	<u>48</u>	<u>0</u>	<u>48</u>	<u>5</u>
TOTAL RECEIPTS		<u>27,523</u>	<u>9,026</u>	<u>36,549</u>	<u>26,108</u>
PAYMENTS:					
Cost of Raising funds	3a	2	0	2	4
Cost of Charitable Activities	3b	28,597	7,838	36,435	21,803
Governance Costs	3c	<u>112</u>	<u>0</u>	<u>112</u>	<u>716</u>
TOTAL PAYMENTS		<u>28,711</u>	<u>7,838</u>	<u>36,549</u>	<u>22,523</u>
NET INCOMING/(OUTGOING) RESOURCES		(1,188)	1,188	0	3,585
Balances Brought Forward		<u>28,378</u>	<u>3,654</u>	<u>32,032</u>	<u>28,447</u>
BALANCES CARRIED FORWARD		<u>27,190</u>	<u>4,842</u>	<u>32,032</u>	<u>32,032</u>

The notes on pages 14 to 17 form part of these accounts.
All operations are continuing operations.

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 NOVEMBER 2022**

ASSETS	Notes	30/11/2022 £	30/11/2021 £
Cash Funds			
CAF Bank Current Account		8,973	9,013
CAF Bank Deposit Account		<u>23,059</u>	<u>23,019</u>
		<u>32,032</u>	<u>32,032</u>
Represented By:			
General Funds (Unrestricted)		27,190	28,378
Restricted Funds	4	<u>4,842</u>	<u>3,654</u>
		<u>32,032</u>	<u>32,032</u>
Non-cash Assets			
Prepaid 2024 Conference Venue fees		2,848	0
Prepaid 2023 Conference Venue fees		1,300	1,300
Prepaid 2022 Conference Venue fees		<u>0</u>	<u>2,290</u>
		<u>4,148</u>	<u>3,590</u>

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

LIABILITIES AND COMMITMENTS

The CIO had no guarantees or debts at 30 November 2022 (2021: £Nil).

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 12 to 13.

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: 30th August 2023

David Buchan
Trustee
31st August 2023

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2022

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

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2022	Total Year ended 30/11/2021
	£	£	£	£
(a) Voluntary Receipts for general purposes				
General Donations	14,060	0	14,060	17,295
Gift Aid Income Tax Recovered	2,268	0	2,268	2,620
Other receipts	<u>214</u>	<u>0</u>	<u>214</u>	<u>87</u>
	<u>16,542</u>	<u>0</u>	<u>16,542</u>	<u>20,002</u>

(b) Receipts from Charitable Activities and Restricted Gifts

Services to Missionaries reimbursed	0	0	0	110
Annual Conference	10,933	125	11,058	0
Donations (including Gift Aid recovered)(Note 4)	<u>0</u>	<u>8,901</u>	<u>8,901</u>	<u>5,991</u>
	<u>10,933</u>	<u>9,026</u>	<u>19,959</u>	<u>6,101</u>

(c) Investment Income

Interest	<u>48</u>	<u>0</u>	<u>48</u>	<u>5</u>
	<u>48</u>	<u>0</u>	<u>48</u>	<u>5</u>

3. PAYMENTS

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2022	Total Year ended 30/11/2021
	£	£	£	£
(a) Cost of Raising Funds				
Bank charges (Paypal)	<u>2</u>	<u>0</u>	<u>2</u>	<u>4</u>
	<u>2</u>	<u>0</u>	<u>2</u>	<u>4</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)**

3. PAYMENTS (continued)

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Year Ended	Year Ended
				30/11/2022	30/11/2021
(b) Cost of Charitable Activities	Notes	£	£	£	£
Administration:					
Postage: PO Box		300	0	300	283
Bank Charges		114	0	114	95
Treasurer/Bookkeeping		217	0	217	201
Insurance		362	0	362	347
Publicity		2,886	0	2,886	625
Volunteership communication (inc. Help Magazine)		1,651	0	1,651	967
Wycliffe Global Alliance volunteership		336	0	336	317
Leadership:					
Leadership Team meetings		125	0	125	158
Chief Executive's expenses		587	0	587	36
Directors' Expenses:					
IT		0	0	0	14
Services		25	0	25	0
Data Registration Fee		35	0	35	35
EasyEnglish		515	0	515	1,472
SimpleEnglish		36	0	36	31
Grant Funds:					
Simple French (DRC)	4	93	0	93	3,051
Easy French	4		2,250	2,250	0
Marakwet Bible Translation	4	0	580	580	843
Myanmar Food Aid		0	0	0	2,129
Small Projects	4	9,051	791	9,842	8,270
Albanian Sports	4	0	2,942	2,942	0
Emergency Support Fund	4	0	1,155	1,155	0
Keyboarding and Checking (WEBBS)		9	0	9	1,749
Annual Conference		11,726	120	11,846	100
Prayer Bulletin		233	0	233	333
Scanning - Equipment		0	0	0	215
Services to Missionaries		103	0	103	304
Software purchased for resale		0	0	0	37
Functional literacy		<u>193</u>	<u>0</u>	<u>193</u>	<u>191</u>
		<u>28,597</u>	<u>7,838</u>	<u>36,435</u>	<u>21,803</u>
(c) Governance Costs					
Trustees - meetings/training		<u>112</u>	<u>0</u>	<u>112</u>	<u>716</u>
		<u>112</u>	<u>0</u>	<u>112</u>	<u>716</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)

4. RESTRICTED FUNDS	Balance at 30/11/2021	Income	Expenditure	Balance at 30/11/2022
	£	£	£	£
Scanning Equipment	2,274	0	0	2,274
Scanning Project - travel costs	509	0	0	509
Marakwet Bible Translation	580	580	(580)	580
Easy French	0	2,250	(2,250)	0
Annual conference subsidy fund	291	125	(120)	296
Small Projects	0	791	(791)	0
Albanian Sports	0	2,942	(2,942)	0
Emergency Support Fund	<u>0</u>	<u>2,338</u>	<u>(1,155)</u>	<u>1,183</u>
	<u>3,654</u>	<u>9,026</u>	<u>(7,838)</u>	<u>4,842</u>

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

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

5. PAYMENTS TO TRUSTEES AND DONATIONS BY TRUSTEES

£98 was reimbursed to 1 trustee in relation to expenses incurred (2021: £327 reimbursed to 4 trustees).

Expenses waived by trustees were immaterial. Total donations by trustees were £120 (2021: £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 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. Continuing restrictions on travel in 2021/22 meant that there was no 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.

Myanmar Food Aid - MissionAssist has a presence in Myanmar and a volunteer is working in the slums within the rural areas. People have been suffering from the results of the pandemic and also civil unrest. Rice (120 kg) and oil has been widely distributed besides repairing some of the fragile homes many live in.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2022 (continued)**

6. DESCRIPTION OF FUNDS (continued)

Description of Restricted Funds (continued)

Simple French - The Stuart Hine Trust made a further grant of £2,250 to support the printing of gospels in Simple French, which has been passed to the project in DR Congo.

Annual Conference Subsidy Fund - Volunteers planning to attend the 2021 annual conference were invited to make an additional donation to support volunteers who would otherwise have been unable to attend. In the event the conference was cancelled as an 'in person' event and held online instead. Donated amounts have been held over to provide a subsidy for future years' conferences. A small reduction in the balance this year has arisen from correcting the allocation of a previous Gift Aid claim.

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.

Albanian Sports - This project was featured (via zoom link with the Albanian Bible Society) at the 2022 Annual Conference. The project's purpose is to use sport as a means of reaching the marginalised of society. A special conference offering was taken for a football project in Tirana to raise the aspirations of teenage girls. This initiative was acknowledged by the receipt of an award in Albania.

Emergency Support Fund - This fund was set up by the Trustees and is administered by a sub-committee to provide humanitarian aid (up to £250) and so alleviate severe hardship being experienced by MissionAssist volunteers living overseas.

Accounts



CHARITABLE INCORPORATED ORGANISATION

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
YEAR ENDED 30 NOVEMBER 2021**

CHARITY REG. NO. 1162807

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1162807
START OF FINANCIAL YEAR	1 December 2020
END OF FINANCIAL YEAR	30 November 2021
TRUSTEES	S Jarrett – Chair (to 11 March 2021) J Cunnington – Chair (from 11 March 2021) D J G Buchan – Treasurer S J Robson D J Landin N W Rees J Bullock C Graves

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

LEGAL AND ADMINISTRATIVE INFORMATION (continued)

INDEPENDENT EXAMINER

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

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on my examination of the accounts of the charity for the year ended 30 November 2021 which are set out on pages 13 to 18.

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 REPORT ON THE ACCOUNTS (continued)

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: 29 April 2022

MissionAssist
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021

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.

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)

Public Benefit (continued)

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.

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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

Management (continued)

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.

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.

A more detailed annual summary of all our projects and services, written by the Director of Services, is 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 659 volunteers have continued to give freely of their time and expertise in the provision of 31 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 and little demand for hospitality. Assistance has been provided for clients from around 45 countries situated on six continents.

The EasyEnglish Bible and commentaries continue to be widely accessed with 2.7 million users, from 252 countries, on website, apps and YouVersion. Commendations received include:

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

Achievements this year (continued)

From Ireland: Easy English Bible is an 'Oasis' in Bible Translations.

From Liberia: Your materials and examples of how to write simple English are very helpful. I live in the interior of Liberia and serve mostly illiterate people.

From Nigeria: This is Heaven Class presentation. The sincerity, warmth, and unambiguous content of this project is second to none.

There are several translation services: French, Spanish, German, Russian, Urdu, Portuguese and Polish. The most popular is Spanish with 42 assignments.

Other popular services include Document Formatting, TEFL, Digitisation, English Language Edit and Functional Literacy, responsible for producing Shell Books (75,020 downloads).

213 members have volunteered for the Digitisation Service. The team continue to work on more complex and challenging assignments, 39 projects with help from the Cambridge University Library in giving access to their scanning facilities.

The World Bibles Website had 101,687 visits.

The Remote Accounting team has undertaken extensive work in four countries. One client remarked, 'Thank you so much for your early submission for the FY21 year-end. Your team should get some kind of prize for beating the deadline by almost a month'.

MA continues to provide technical oversight and assistance for websites especially in Africa.

MA made grants totalling £8,270 (2020: £9,525) to support 14 (2020: 16) overseas projects whose aims are consistent with MA's objectives.

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 £3,921 (2020: excess of receipts over payments of £5,898). 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 online instead of in-person), and international travel and representation. Meanwhile, donated general fund income of £17,295 before Gift Aid exceeded the budget but was less than the 2020 donations of £17,573.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

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 2021 was £28,378, 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.

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.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

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 as set out on pages 7 to 12.

Signed on behalf of the Charity's Trustees:

Signature(s):

Full Name(s):

Positions(s):

Date:



Jonathan Cunningham

Chair of Trustees

31 March 2022



David Buchan

Treasurer

28 March 2022

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2021**

		Unrestricted	Restricted	Total	Total
RECEIPTS:	Notes	Funds	Funds	Year ended	Year ended
		£	£	30/11/2021	30/11/2020
				£	£
Voluntary Receipts for general purposes	2a	19,915	0	19,915	19,950
Receipts from Charitable Activities and Restricted Gifts	2b	197	5,991	6,188	17,865
Investment Income	2c	<u>5</u>	<u>0</u>	<u>5</u>	<u>29</u>
TOTAL RECEIPTS		<u>20,117</u>	<u>5,991</u>	<u>26,108</u>	<u>37,844</u>
PAYMENTS:					
Cost of Raising funds	3a	4	0	4	6
Costs of Charitable Activities	3b	<u>16,192</u>	<u>6,327</u>	<u>22,519</u>	<u>31,104</u>
TOTAL PAYMENTS		<u>16,196</u>	<u>6,327</u>	<u>22,523</u>	<u>31,110</u>
NET INCOMING/(OUTGOING) RESOURCES		3,921	(336)	3,585	6,734
Balances Brought Forward		<u>24,457</u>	<u>3,990</u>	<u>28,447</u>	<u>21,713</u>
BALANCES CARRIED FORWARD		<u>28,378</u>	<u>3,654</u>	<u>32,032</u>	<u>28,447</u>

The notes on pages 15 to 18 form part of these accounts.
All operations are continuing operations.

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 NOVEMBER 2021**

ASSETS	Notes	30/11/2021 £	30/11/2020 £
Cash Funds			
CAF Bank Current Account		9,013	5,430
CAF Bank Deposit Account		<u>23,019</u>	<u>23,017</u>
		<u>32,032</u>	<u>28,447</u>
Represented By:			
General Funds (Unrestricted)		28,378	24,457
Restricted Funds	4	<u>3,654</u>	<u>3,990</u>
		<u>32,032</u>	<u>28,447</u>
Non-cash Assets			
Prepaid 2022 Conference Venue Fees		2,290	2,290
Prepaid 2023 Conference Venue Fees		<u>1,300</u>	<u>1,300</u>
		<u>3,590</u>	<u>3,590</u>

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

LIABILITIES AND COMMITMENTS

The CIO had no guarantees or debts at 30 November 2021 (2020: £Nil).

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 13 to 14.

The Trustees declare they have approved the financial statements above.

Signed on behalf of the Charity's Trustees:

Signature(s)

Full Name(s):

Position(s):

Date:


Johnathan Cunningham
Chair of Trustees
3 March 2022


David Buchan
Treasurer
28 March 2022

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 NOVEMBER 2021

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

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2021	Total Year ended 30/11/2020
	£	£	£	£
(a) Voluntary Receipts for general purposes				
General Donations	17,295	0	17,295	17,573
Gift Aid Income Tax Recovered	<u>2,620</u>	<u>0</u>	<u>2,620</u>	<u>2,377</u>
	<u>19,915</u>	<u>0</u>	<u>19,915</u>	<u>19,950</u>
 (b) Receipts from Charitable Activities and Restricted Gifts				
Services to Missionaries reimbursed	110	0	110	11,982
Annual Conference	0	0	0	0
Donations (including Gift Aid recovered)(Note 4)	0	5,991	5,991	5,651
Other sales	<u>87</u>	<u>0</u>	<u>87</u>	<u>232</u>
	<u>197</u>	<u>5,991</u>	<u>6,188</u>	<u>17,865</u>
 (c) Investment Income				
Interest	<u>5</u>	<u>0</u>	<u>5</u>	<u>29</u>
	<u>5</u>	<u>0</u>	<u>5</u>	<u>29</u>

3. PAYMENTS

	Unrestricted Funds	Restricted Funds	Total Year ended 30/11/2021	Total Year ended 30/11/2020
	£	£	£	£
(a) Cost of Raising Funds				
Bank charges (Paypal)	<u>4</u>	<u>0</u>	<u>4</u>	<u>6</u>
	<u>4</u>	<u>0</u>	<u>4</u>	<u>6</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

3. PAYMENTS (continued)

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Year Ended	Year Ended
				30/11/2021	30/11/2020
(b) Costs of Charitable Activities	Notes	£	£	£	£
Administration:					
Postage: PO Box		283	0	283	277
Bank Charges		95	0	95	40
Treasurer/Bookkeeping		201	0	201	194
Trustees - meetings/training		716	0	716	175
Insurance		347	0	347	347
Publicity		625	0	625	1,030
Membership communication (inc. Help Magazine)		967	0	967	1,027
Wycliffe Global Alliance membership		317	0	317	300
Leadership:					
Leadership Team meetings		158	0	158	331
Chief Executive's expenses		36	0	36	0
Directors' Expenses:					
Administration		0	0	0	0
Comms/Marketing		0	0	0	288
IT		14	0	14	0
Data Registration Fee		35	0	35	40
EasyEnglish	4	1,360	112	1,472	494
SimpleEnglish		31	0	31	31
Grant Funds:					
Simple French (DRC)	4	301	2,750	3,051	3,535
Marakwet Bible Translation	4	0	843	843	12
Myanmar Food Aid	4	0	2,129	2,129	0
Small Projects	4	8,027	243	8,270	9,525
International Travel and conferences		0	0	0	0
Keyboarding and Checking (WEBBS)	4	1,499	250	1,749	585
Annual Conference		100	0	100	185
Prayer Bulletin		333	0	333	390
Scanning - travel and other costs		0	0	0	171
Scanning - Equipment		215	0	215	0
Services to Missionaries		304	0	304	11,988
Software purchased for resale		37	0	37	0
Functional literacy		191	0	191	139
		<u>16,192</u>	<u>6,327</u>	<u>22,519</u>	<u>31,104</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

4. RESTRICTED FUNDS	Balance at 30/11/2020	Income	Expenditure	Balance at 30/11/2021
	£	£	£	£
Scanning Equipment	2,274	0	0	2,274
Scanning Project - travel costs	509	0	0	509
Marakwet Bible Translation	843	580	(843)	580
Myanmar Food Aid	0	2,129	(2,129)	0
Simple French (DRC)	0	2,750	(2,750)	0
WEBBS	0	250	(250)	0
EasyEnglish	0	112	(112)	0
Annual conference subsidy fund	364	(73)	0	291
Small Projects	<u>0</u>	<u>243</u>	<u>(243)</u>	<u>0</u>
	<u>3,990</u>	<u>5,991</u>	<u>(6,327)</u>	<u>3,654</u>

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

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

5. PAYMENTS TO TRUSTEES AND DONATIONS BY TRUSTEES

£327 was reimbursed to 4 trustees in relation to expenses incurred (2020: £75 reimbursed to 2 trustees). Expenses waived by trustees were immaterial. Total donations by trustees were £170 (2020: £230).

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. Continuing restrictions on travel in 2020/21 meant that there was no 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.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2021 (continued)**

6. DESCRIPTION OF FUNDS (continued)

Description of Restricted Funds (continued)

Myanmar Food Aid –

MissionAssist has a presence in Myanmar and a member is working in the slums within the rural areas. People have been suffering from the results of the pandemic and also civil unrest. Rice (120 kg) and oil has been widely distributed besides repairing some of the fragile homes many live in.

Simple French - The Stuart Hine Trust made a further grant of £2,750 to support the printing of gospels in Simple French, which has been passed to the project in DR Congo.

WEBBS - amount donated by a MissionAssist member to support the scanning of Bibles at Cambridge University Library.

EasyEnglish - amount donated to MissionAssist following closure of the EasyBibles charity.

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 online instead. Donated amounts have been held over to provide a subsidy for future years' conferences. A small reduction in the balance this year has arisen from correcting the allocation of a previous Gift Aid claim.

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.

Accounts



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

CHARITY REG. NO: 1162807**

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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 2019
END OF FINANCIAL YEAR	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.

GOVERNING INSTRUMENT	Constitution of MissionAssist, a Charitable Incorporated Organisation, dated 1 July 2015
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CORRESPONDENCE ADDRESS	PO Box 257 Evesham WR11 9AW
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e-mail: treasurer@missionassist.org.uk
website: www.missionassist.org.uk

BANKERS	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
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INDEPENDENT EXAMINER	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: 19th 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.

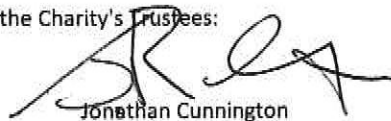
Trustees' Responsibilities

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 £
RECEIPTS :					
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
TOTAL RECEIPTS		32,193	5,651	37,844	46,814
PAYMENTS :					
Cost of Raising funds	3a	6	0	6	18
Costs of Charitable Activities	3b	26,289	4,815	31,104	57,556
TOTAL PAYMENTS		26,295	4,815	31,110	57,574
NET INCOMING / (OUTGOING) RESOURCES		5,898	836	6,734	-10,760
Balances Brought Forward		18,559	3,154	21,713	32,473
BALANCES CARRIED FORWARD		24,457	3,990	28,447	21,713

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**

		30-Nov 2020 Total £	30-Nov 2019 Total £
ASSETS			
Cash Funds:	Notes		
CAF Bank Current Account		5,430	689
CAF Bank Deposit Account		23,017	21,024
		28,447	21,713
Represented by:			
General Funds (Unrestricted)		24,457	18,559
Restricted Funds	4	3,990	3,154
		28,447	21,713
Non-cash assets			
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
		3,590	3,590

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.

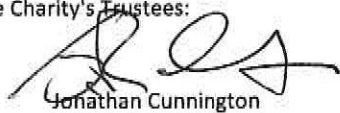
TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

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 £
a) Voluntary Receipts for general purposes					
General Donations		17,573	0	17,573	15,422
Gift Aid Income Tax Recovered		2,377	0	2,377	2,793
		19,950	0	19,950	18,215
b) Receipts from Charitable Activities and restricted gifts					
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
		12,214	5,651	17,865	28,553
c) Investment Income					
Interest		29	0	29	46
		29	0	29	46

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

		Unrestricted Funds	Restricted Funds	Total 2019-20	Total 2018-19
		£	£	£	
3. PAYMENTS					
a) Cost of Raising Funds					
Bank charges (Paypal)		6	0	6	18
		6	0	6	18
b) Costs of Charitable Activities					
	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
		26,289	4,815	31,104	57,556

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
	3,154	5,651	-4,815	3,990

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.