

Registered No: ROI 26905  
Charity Reference No: XN 48809  
ROI Charity No: CHY 910

NF004281

**CHURCH MISSION SOCIETY IRELAND**  
(a company limited by guarantee)

**ANNUAL REPORT  
FOR YEAR ENDED  
31 OCTOBER 2012**

TUESDAY



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JNI 30/07/2013 #35  
COMPANIES HOUSE

**CHURCH MISSION SOCIETY IRELAND**  
**(a company limited by guarantee)**

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**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**OFFICERS AND PROFESSIONAL ADVISORS**

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**BOARD OF TRUSTEES**

Rt Rev Alan Abernethy	(Chairman)
Mr David Williams	
Mrs Barbara Webb	
Mr Alan Templeton	
Mr Robbie Syme	(Secretary)
Ms Jennifer Smyth	
Mr Alex Newenham	
Rev Obinna Ulogwara	
Mr Trevor Buchanan	
Rev Brian Harper	
Ms Patricia Pearson	
Mr Colin Ferguson	
Mr David Reynolds	

**SECRETARY**

Mr Robbie Syme

**COMPANY NUMBER**

ROI 26905

**CHARITY REFERENCE NUMBER**

CHY 910 and XN 48809

**REGISTERED OFFICE**

Church of Ireland House  
Church Avenue  
Rathmines  
Dublin 6

**AUDITORS**

Jackson Andrews  
Chartered Accountants &  
Statutory Auditor  
6 Mandeville Mews  
Portadown  
Co Armagh  
BT62 3NS

**PRINCIPAL BANKERS**

First Trust  
31-35 High Street  
Belfast  
BT1 2 AL

Bank of Ireland  
175 Rathmines Road  
Rathmines  
Dublin 6

EBS Limited  
EBS Building  
2 Burlington Road  
Dublin 4

**SOLICITORS**

Hewitt & Gilpin  
Thomas House  
14-16 James Street South  
Belfast  
BT2 7GA

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012**

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The Trustees present their Report together with the audited financial statements of the charity for the year ended 31 October 2012. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005), in preparing the annual report and financial statements of the company. They have also had regard for any other information required by law or the charity's governing document.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document and structure**

The Church Mission Society Ireland is a company limited by guarantee, Registration No. 26905 and does not have a share capital. It is governed by its Memorandum and Articles of Association and the liability of each member is limited. It is recognised as a charity by the Revenue Commissioners Ireland (Charity No. CHY 910) and Her Majesty's Revenue and Customs UK, (Charity No. XN 48809).

#### **Appointment of the Board**

The present Trustees have been involved in the charity for a number of years and are therefore familiar with its work. The Trustees regularly review the requirements of the charity and the possibility of a need for additional trustees. After the annual general meeting held on the 28 April 2012 there are now 13 Trustees serving on the Board. The Trustees of the Society are elected by members at the annual general meeting. Trustees can serve for 3 years before being eligible for re-election. Appropriate training and induction is available to all Trustees.

#### **Governance of the company**

The Church Mission Society Ireland was incorporated on the 18<sup>th</sup> July 1968 and obtained charitable status on 6<sup>th</sup> December 1990. The Society first came into existence as an unincorporated body in 1814 and was called the Hibernian Church Missionary Society.

In the period under review the Board of Trustees had four meetings. The Finance Committee and other committees for specific purposes are formed from trustees and other individuals as required. All committees operate under specific terms of reference which delegate certain functions from the Board. Each committee has its decisions ratified by the full Board. The Mission Director is appointed by the Board of Trustees and has responsibility for the management of the staff and implementing the strategy of the Society. Changes affecting senior staff or any major programme of the Society would involve a consultation process with the Board of Trustees before seeking their approval for change. Annual budgets are prepared and presented to the Board of Trustees for approval before the start of each financial year. The Chairman of the Board of Trustees and the Mission Director meet on a regular basis. The Mission Director carries out the day to day management of the charity.

#### **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate any exposure to major risks. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety and are periodically reviewed at least annually to ensure that they continue to meet the needs of the charity.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012 (continued)

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### OBJECTIVES AND PRINCIPAL ACTIVITIES

#### Our Purpose

CMS Ireland is a Christian mission organisation, which works in partnership with the Church to share the gospel throughout the world.

CMS Ireland exists to help the Church engage in mission. In particular, we seek to:

- Support the Global Church through partnership
- Resource the Church in Ireland to engage in mission
- Release individuals for mission service

#### Our Vision

Equipping the church in mission.

#### Our Values

- **Mission and discipleship are inseparable**

We are called to make disciples in all the world. We long to see people coming to a living faith in Christ and we aim to prepare God's people for works of service, so that the Body of Christ may be built up.

- **Biblical mission is holistic mission**

There is no division between the words of the Gospel and the works of the Gospel, between proclamation and social action. Convinced of the transformation that comes through faith in Christ, we are committed to evangelism.

- **Mission is global and has no geographical centre**

The Body of Christ is international and cross-cultural – the Church is commanded to respond, both locally and globally, to the call of God.

- **The Church is the 'Church-in-Mission'**

It's not the Church of God that has a mission, but the God of mission who has a Church. Mission belongs at the heart of the Church, with the central leadership and every member – it is not a distinct task for a separate committee, but informs every aspect of church life.

- **Mission is relational, expressed through partnerships**

Based on shared beliefs and values, partnerships are mutually enriching relationships that strengthen God's people to grow in their understanding and outworking of faith. Partnerships are built on a basis of equal status; the result is interdependence, rather than dependency and authority.

- **God's Mission is dynamic**

Our God is active and at work in our world. We are committed to following God's leading wherever that may be, whatever that may involve. We discern this through scripture, prayer and consultation.

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012 (continued)**

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**Objectives of the Church Mission Society Ireland**

We are committed to holistic mission; we long to see the world transformed through the love of Christ. We believe that mission is God's activity – God's plan to restore and renew all creation. Mission is about making God's Kingdom known, establishing God's reign and living out God's values.

CMS Ireland yearns to see lives and communities transformed through relationship with God, beginning with the local expression of the Body of Christ.

**Objectives for the year 2011-2012**

- To offer support to our Global Partners, through prayer, friendship, personnel and, where appropriate, finance, to help them carry out their mission activities.
- To help churches in Ireland to think about, talk about and engage in mission, focusing primarily, but not solely, on Church of Ireland parishes.
- To continue to develop partnerships between churches in Ireland and our Global Partners – promoting mutual encouragement, strengthening relationships and support each other so that God's mission is enriched and extended in both places.
- To create opportunities for people to engage more actively in the work of CMS Ireland and our Global Partners and facilitate their involvement in God's mission story.

**SIGNIFICANT ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE - 2011/12 SET AGAINST THE OBJECTIVES FOR THE YEAR**

**Objective 1. Supporting Global Partners by:**

- Prayer support was provided through every prayer diary – focused and direct prayers in support of activities actually going on in that area. 3,300 Magazines and Prayer Diaries were sent out quarterly to supporters here in Ireland and across the world to our Global Partners
- Visits were made by a number of Staff members to 7 Global Partners
- The Society supported 7 Mission Partners across 4 Global Partners and 7 Mission Experience Teams Abroad (META) – a total of 59 people to 5 Global Partners
- The Society provided 5 "Short Term Experience Placements" (STEP) to 5 Global Partners
- Provided funding for 35 projects/programmes across 13 Global Partners totalling just over €1 million

**Objective 2. Supporting Churches in Ireland by:**

- The 'Discover' resource pack has been presented to more than 115 different settings and used to enthuse mission support for both work in Ireland and with our Global Partners
- The Annual Project was used by more than 75 Churches, and to date has raised more than €26,000
- Staff, volunteers and Mission Partners spoke at over 190 Churches/small groups across Ireland
- Numerous other meetings were held with Rectors/Church leaders, including META training events and Diocesan Synods across the whole of Ireland

**Objective 3. Developing partnerships**

- 12 link Churches across all Partnership Coordinator areas were targeted to deepen link and engage support
- The support of Mission Partners was promoted across Ireland
- The Society brought 4 representatives from various Global Partners to minister here in Ireland

**Objective 4. Opportunities for people:**

- The Society worked with a total of 9 Mission Partners in 3 Global Partners
- 94 volunteers from across Ireland supporting the offices, as Parish Reps, support groups and speakers.

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012 (continued)**

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**PLANS FOR 2012/13**

**Supporting the Global Church**

We will continue to develop meaningful relationships between all our Global Partners and the Churches in Ireland, providing practical support to all our Global Partners within their health, community development, education, theological and vocational training programmes. This coming year will have a particular emphasis on education as we recognise that increasing capacity with local people will have a long lasting impact on the development of their work. In particular during the year we will continue to support our partners in Kajiado, Kenya as they complete the construction of a Girls Dormitory for the new Oloosuyian Girls Secondary School recently opened by the Diocese. A new training Centre is also being established by this Diocese and the construction of an IT Suite, Library and meeting room will be completed this year to allow training to begin. A new agricultural training centre is also being set up in Shyogwe Diocese in Rwanda to help small farmers cope better with the conditions they find in that part of the country. A new health support centre is being completed in Nepal to support those coming into Kathmandu for surgery and they will also be offered basic training in making gift articles for sale, and also to provide a small income to assist them as they go back to their villages after treatment. The CMS Ireland Annual Project for 2013 will focus on primary education in the new country of South Sudan to improve classrooms and to train a number of teachers.

**Resourcing the Church in Ireland**

The Society will continue to develop and use its quarterly InMission magazine, Prayer Diary and Link letters from Mission Partners to inform and educate our supporters in Mission. We will be prioritising the development of the 'Discover' programme with a plan to roll it out to a significant number of new churches.

We will produce a children and young people's Annual Project based on helping the Church in the new country of South Sudan, launching this resource material in February 2013.

Our staff, Mission Partners and volunteers will represent the society in church services and events throughout Ireland.

The Society will also facilitate approximately 4 visits to Ireland from our Global Partners.

**Release individuals**

A number of our Mission Partners will be due on home assignment during the year. Programmes of support and deputation will be organised for these Mission Partners. There will be a significant push to recruit more Mission Personnel. We will continue to offer STEP placements targeting a total of 12. META opportunities for 5 teams during the year - planned for Kenya, Uganda, Egypt, South Sudan and DR Congo. – a total of 68 people.

**SOURCES OF FUNDS**

The principal source of funding for the work of the Society comes from the following areas:

- Dioceses & Parishes in Ireland
- Individual Supporters (including legacies)
- Institutional Donors, of which the Society obtained funds during the year from the following organisations:

The Department of International Development (British Government) Basic Services Fund, African Revival and the Church of Ireland Bishops' Appeal Fund.

**FINANCIAL RESULTS 2011 - 2012**

The results are detailed on page 10 on the Statement of financial activities (including income and expenditure account) for the year ended 31 October 2012.

**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012** *(continued)*

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**TRUSTEES**

The following trustees have held office since November 2011:

Rt Rev Alan Abernethy	<i>Chairman since AGM - 28 April 2012</i>
Mr Clifford McSpadden	<i>Resigned as Chairman at AGM - 28 April 2012</i>
Mr David Williams	
Mrs Barbara Webb	
Mr Alan Templeton	
Mr Robbie Syme	<i>(Secretary)</i>
Mr Norman Jackson	<i>Resigned at AGM 28 April 2012</i>
Ms Jennifer Smyth	
Mr Alex Newenham	
Rev Obinna Ulogwara	
Mr Trevor Buchanan	
Rev Brian Harper	<i>Elected at AGM - 28 April 2012</i>
Ms Patricia Pearson	<i>Elected at AGM - 28 April 2012</i>
Mr Colin Ferguson	<i>Elected at AGM - 28 April 2012</i>
Mr David Reynolds	<i>Elected at AGM - 28 April 2012</i>

**PROPER BOOKS OF ACCOUNT**

The measures taken by the trustees/directors to ensure compliance with the requirements of Section 202 Companies Act 1990 regarding proper books of account are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The books of account of the charity are maintained at 33 Dargan Road, Belfast.

**RESERVES POLICY**

The trustees have adopted a reserves policy, which they consider appropriate to ensure the continued ability of the charity to meet its objectives and financial commitments. The policy is reviewed annually by the Board of Trustees, in conjunction with a broader review of the finances of the society.

The reserves policy of the Society is set so that the Net Current Assets are sufficient to cover the Society's commitments within its designated programmes (Restricted Funds), and to provide for at least six months operational costs. These reserves are held in order to maintain the operation of CMS Ireland and to provide some surety against adverse financial events, such as income targets not being achieved or unbudgeted expenditure being required.

As at 31st October 2012, the Net Current Assets were €2,329,466. The funds required to cover the commitments within the designated programmes are €763,001, with additional funds totalling €593,946 being required to meet six months operational costs. Therefore at the 31st October 2012, the Society's reserves comfortably exceeded the requirements of the reserve policy.



**CHURCH MISSION SOCIETY IRELAND**  
(a company limited by guarantee)

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 OCTOBER 2012 (continued)**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ANNUAL REPORT AND THE FINANCIAL STATEMENTS**

The trustees, who are also the directors of Church Mission Society Ireland – a Company Limited by guarantee with no share capital, for the purposes of company law, are responsible for preparing the Report for the Trustees and the financial statements in accordance with applicable laws and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with Generally Accepted Accounting Practice (Accounting Standards applicable in Ireland and applicable law) including the accounting standards issued by Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland. The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business, in which case there should be supporting assumptions or qualifications as necessary.

The trustees confirm that they have complied with the above requirements in preparing the financial statements.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2012 and with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS**

So far as each of the trustees in the office at the date of approval of these financial statements are aware:

- There is no relevant audit information of which the company's auditors are unaware; and
- They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

The auditors, Jackson Andrews, are deemed to be re-appointed under section 160(2) of the Companies Act 1963.

Registered office:

Signed on behalf of the directors

Church of Ireland House  
Church Avenue  
Rathmines  
Dublin 6

*A. L. Templeton*  
(Director)

*Jennifer Smyth*  
(Director)

Approved by the directors on *25<sup>th</sup> Jan 2013*

## **CHURCH MISSION SOCIETY IRELAND**

*(a company limited by guarantee)*

## **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CHURCH MISSION SOCIETY IRELAND (a company limited by guarantee)**

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We have audited the financial statements of Church Mission Society Ireland for the year ended 31 October 2012 which comprise the Statement of Financial Activities, the Balance Sheet and related notes on pages 10 to 23. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 13 and 14. The financial reporting framework that has been applied in their preparation is applicable law and Accounting Standards (UK and Ireland).

This report is made solely to the society's members, as a body, in accordance with Section 193 of the Companies Act 1990. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND AUDITORS**

As explained more fully in the Trustees' Responsibility Statement set out on page 7, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable legal and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB'S) Ethical Standards for Auditors.

### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read financial and non financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements of inconsistencies we consider the implication for our report.

### **OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the society's affairs as at 31 October 2012, of its incoming resources and application of resources, including its income and expenditure, and its cash flow for the year then ended;
- have been properly prepared in accordance with Generally Accepted Accounting practice (UK and Ireland); and
- have been properly prepared in accordance with the Companies Acts 1963 to 2012.

In our opinion, the information given in the Report to the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**CHURCH MISSION SOCIETY IRELAND**

*(a company limited by guarantee)*

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CHURCH MISSION SOCIETY IRELAND (a company limited by guarantee) (continued)**


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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Acts 1963 to 2012 requires us to report to you if, in our opinion:

- adequate accounting records has not been kept or the returns adequate for the our audit have not been received from the branches not visited by us; or
- the financial statements are not in agreements with the accounting records and returns; or
- certain disclosures of the trustees' remuneration specified by law not paid; or
- we have not received all the information and explanations we require for our audit.

This charitable company, in common with many others of similar size and organisation, derives a substantial proportion of its income from voluntary donations which cannot be fully controlled until they are entered in the accounting records and are not therefore susceptible to independent audit verification. Also, because of the disproportionate cost of verifying expenditure in the field overseas, such expenditure is not verified beyond the transfer of funds to the recipients overseas. We draw your attention to this, but our opinion is not qualified in this respect.



C M McCARTER  
For and on behalf of  
**JACKSON ANDREWS**  
Chartered Accountants  
& Statutory Auditor

6 Mandeville Mews  
Portadown  
County Armagh  
BT62 3NS

26<sup>th</sup> February 2013

**CHURCH MISSION SOCIETY IRELAND**  
(a company limited by guarantee)

**Statement of financial activities (including income and expenditure account) for the year ended 31 October 2012**

	Notes	Unrestricted Funds €	Restricted Funds €	Endowment Funds €	Total Funds 2012 €	Total Funds 2011 €
<b>Incoming Resources</b>						
Diocesan & parochial		187,747	269,747	-	457,494	459,051
Non-parochial		48,081	185,845	-	233,926	303,071
Dividends, interest & rents	3	103,460	21,201	-	124,661	101,653
Miscellaneous		58,756	-	-	58,756	88,653
BSF	2	-	231,607	-	231,607	528,384
SRF	2	-	-	-	-	67,241
Bishops' Appeal	2	-	21,914	-	21,914	25,000
Irish Aid	2	-	-	-	-	187,491
African Revival	2	-	59,570	-	59,570	-
Guernsey Overseas Aid	2	-	-	-	-	45,890
<b>Total Incoming Resources</b>		<b>398,044</b>	<b>789,884</b>	<b>-</b>	<b>1,187,928</b>	<b>1,806,434</b>
<b>Resources expended</b>						
Designated overseas expenditure	21	-	1,049,867	-	1,049,867	1,731,573
Administrative & finance costs	4	64,792	97,188	-	161,980	173,795
Resourcing the Church in Mission	4	144,416	71,375	-	215,791	217,156
People in Mission	4	13,498	53,992	-	67,490	62,189
Mission in Ireland	4	17,901	-	-	17,901	21,226
Global Partner Support	4	-	71,604	-	71,604	84,903
<b>Total Resources Expended</b>		<b>240,607</b>	<b>1,344,026</b>	<b>-</b>	<b>1,584,633</b>	<b>2,290,842</b>
<b>Net income / (expenditure) for the year</b>		<b>157,437</b>	<b>(554,142)</b>	<b>-</b>	<b>(396,705)</b>	<b>(484,408)</b>
Legacies		104,408	38,077	-	142,485	233,922
Kilbroney Centre		-	-	-	-	(12,711)
Foreign Exchange Adjustment		60,684	-	-	60,684	(12,894)
		322,529	(516,065)	-	(193,536)	(276,091)
Transfer from general funds		(340,515)	340,515	-	-	-
Other recognised gains /losses						
Gains/(losses) on investment assets						
- Realised		-	-	-	-	6
- Unrealised	7	-	-	55,996	55,996	(12,115)
Gain on disposal of property		-	-	-	-	1,060,418
<b>Net movement in funds</b>		<b>(17,986)</b>	<b>(175,550)</b>	<b>55,996</b>	<b>(137,540)</b>	<b>772,218</b>
Funds at 1 November 2011		2,517,310	938,551	357,484	3,813,345	3,041,127
<b>Funds at 31 October 2012</b>	<b>14,15</b>	<b>2,499,324</b>	<b>763,001</b>	<b>413,480</b>	<b>3,675,805</b>	<b>3,813,345</b>

The above amounts relate to continuing operations of the society. The society has no recognised gains and losses other than those included in the results above and therefore no separate statement of total recognised gains and losses has been presented. There is no material difference between the net outgoing resources for the year stated above and their historical cost equivalents.

These financial statements were approved by the directors on the 25/01/13 and are signed on their behalf by:

A. L. Templeton  
(Director)

Jennifer Smith  
(Director)

**CHURCH MISSION SOCIETY IRELAND**  
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**Balance Sheet at 31 October 2012**

		2012	2011
	Notes	€	€
<b>Fixed Assets</b>			
Tangible Assets	6	932,859	949,632
Investments	7	413,480	357,484
		<b>1,346,339</b>	<b>1,307,116</b>
<b>Current Assets</b>			
Debtors & prepayments	12	56,157	104,222
Cash in share dealing accounts		1,254	1,167
Cash at Bank and in Hand	8	2,311,513	2,470,852
		<b>2,368,924</b>	<b>2,576,241</b>
<b>Creditors: Amounts falling due within one year</b>	<b>13</b>	<b>(39,458)</b>	<b>(70,012)</b>
<b>Net Current Assets</b>		<b>2,329,466</b>	<b>2,506,229</b>
<b>Total Assets less current liabilities</b>		<b>3,675,805</b>	<b>3,813,345</b>
<b>Capital and reserves</b>			
Balance at the start of the year		3,813,345	3,041,127
Retained surplus for the year		(137,540)	772,218
<b>Total Funds</b>	<b>15</b>	<b>3,675,805</b>	<b>3,813,345</b>
<b>Analysed as:</b>			
Endowment funds	15	413,480	357,484
Restricted funds	15	763,001	938,551
Unrestricted funds	15	2,499,324	2,517,310
	<b>14,15</b>	<b>3,675,805</b>	<b>3,813,345</b>

The financial statements on pages 10 to 23 were approved by the Board of Directors on ...25.1.2013... and were signed on its behalf by:

*A. L. Templeton*  
(Director)

*Jennife Smith*  
(Director)

**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**Cash Flow Statement at 31 October 2012**

		2012	2011
	Notes	€	€
<b>Net cash (outflow)/inflow from operating activities</b>	<b>20a</b>	<b>(264,341)</b>	<b>(402,179)</b>
<b>Returns on investment and servicing of finance</b>	<b>3</b>		
Interest received		94,322	75,600
Income from endowment funds		9,809	7,056
Income from investments		4,903	6,935
		<b>109,034</b>	<b>89,591</b>
<b>Investing activities</b>			
Payments to acquire tangible fixed assets	6	(3,945)	-
Proceeds from disposal of tangible fixed assets		-	1,148,767
		<b>(3,945)</b>	<b>1,148,767</b>
<b>Decrease in cash and cash equivalents</b>	<b>20c</b>	<b>(159,252)</b>	<b>836,179</b>

**Notes to the financial statements for the year ended 31 October 2012**

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**1. Accounting policies**

The financial statements have been prepared on the going concern basis under the historical cost convention and in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005), applicable accounting standards and the Companies Act 1963 to 2012.

**Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold Properties	1.5% per annum straight line method
Computers & Office Equipment	25% reducing balance method

**Investments**

Investments are included in the accounts at market value at the balance sheet date.

**Income**

Voluntary income received by way of fundraising, donations, gifts, legacies and bequests to the charity is included in full in the Statement of Financial Activities when received. All income received excluding investment income is considered as voluntary income.

Interest and dividends together with any reclaimable tax credits are included in the accounts as received.

Grant income from state agencies is accrued receivable only when specific amounts are ascertained and their payment can be assured.

**Grants and other incoming resources**

Grants receivable are credited to the statement of financial activities in the year in which they are receivable.

**Volunteers and donated services and facilities**

The value of services provided by volunteers is not incorporated into these financial statements as the value of their contribution to the society cannot be reasonably quantified in financial terms.

**Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

## **1. Accounting policies** *(continued)*

### **Fund accounting**

The Company has three types of fund for which it is responsible. A definition of these funds is as follows:

#### *Unrestricted funds*

Unrestricted funds are fundraising receipts, donations and other incoming resources received or generated and which are expendable at the discretion of the company in furtherance of its objectives.

#### *Restricted funds*

Funds received which are earmarked by the donor for specific purposes. Such purposes are within the overall aims of the charity. Deficits on restricted funds are met by a transfer of an equivalent amount from unrestricted funds.

#### *Endowment funds*

Endowment funds are funds held on trust to be retained for the benefit of the charity as a capital fund. The society has both permanent endowments, where the Trustees must permanently maintain the whole of the fund, and expendable endowments which, at the discretion of the Trustees, may be applied as income for the purposes for which the Trust was given.

Income from investments held in endowment funds is included in the SOFA.

### **Transfers between funds**

Unrestricted funds can be used to cover deficits in restricted funds. This is authorised by the Mission Director in conjunction with the Finance Audit Group of the Board of Trustees. Restricted and endowment funds cannot be used for any purposes other than as per the instructions received at original receipt of funds.

### **Pension costs**

The society operates a defined contribution pension scheme for all office staff. The assets of the scheme are held separately from those of the society. It also contributes to a multi-employer defined benefit scheme operated by CMS UK Limited. CMSI are unable to identify its share of the underlying assets and liabilities, therefore, in accordance with FRS 17, it has been accounted for as if it is a defined contribution scheme. For both pension schemes the annual contributions payable are charged to the statement of financial activities as incurred. The Society is operating a new defined contribution scheme for the Mission Partners which commenced in 2012.

### **Foreign exchange**

Monetary assets and liabilities denominated in foreign currencies are translated into euros at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All exchange gains and losses are taken to the Statement of Financial Activities.



**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**2. Grant income**

The Society received grants during the year from the following sources:

	<b>Total Funds 2012 €</b>	<b>Total Funds 2011 €</b>
Basic Services Fund (BSF)	<b>231,607</b>	528,384
Sudan Recovery Fund (SRF)	-	67,241
Bishops' Appeal	<b>21,914</b>	25,000
Irish Aid	-	187,491
Guernsey Overseas Aid	-	45,890
African Revival	<b>59,570</b>	-
<b>Total Incoming Resources</b>	<b>313,091</b>	<b>854,006</b>

Basic Services Fund (BSF) for Southern Sudan is a UK Government Department for International Development (DFID) grant.

Sudan Recovery Fund (SRF) is a United Nations Development Fund grant.

The balance of accrued income relating to the BSF funding at 31 October 2012 was €29,499 (2011: €93,079). This is included within accrued income in Note 12.

**3. Other incoming resources**

	<b>Unrestricted Funds €</b>	<b>Restricted Funds €</b>	<b>Total Funds 2012 €</b>	<b>Total Funds 2011 €</b>
<b>Dividends, interest &amp; rents</b>				
Income from investments	4,903	-	<b>4,903</b>	6,935
Income from endowment funds	-	9,809	<b>9,809</b>	7,056
Interest received	82,930	11,392	<b>94,322</b>	75,600
Rents	15,627	-	<b>15,627</b>	12,062
	<b>103,460</b>	<b>21,201</b>	<b>124,661</b>	<b>101,653</b>

**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**4. Resources expended**

	Note	Unrestricted Funds €	Restricted Funds €	Total 2012 €	Total 2011 €
Wages, salaries & pension costs	9	93,927	281,248	375,175	373,214
Deputation & travelling expenses		12,181	5,220	17,401	22,777
Printing, postage & stationery		12,523	659	13,182	15,814
Telephone		3,638	3,638	7,276	7,952
Auditors' remuneration		4,613	-	4,613	5,400
Accountancy charges		4,533	-	4,533	10,003
Insurance		5,072	-	5,072	4,181
Rent & rates		20,672	-	20,672	24,881
Light, heat, cleaning & catering		11,021	-	11,021	11,385
Directors expenses		583	-	583	697
Advertising & promotions		10,798	1,200	11,998	16,826
Repairs , Renewal and office equipment maintenance		14,789	-	14,789	14,270
Annual project, conference expenses and events		9,744	-	9,744	13,227
Staff training		2,633	-	2,633	1,097
Legal & professional fees		3,704	-	3,704	3,773
General expenses		8,775	2,194	10,969	11,364
Bank fees & interest		683	-	683	799
Depreciation		20,718	-	20,718	21,609
		240,607	294,159	534,766	559,269
Administration & finance costs		64,792	97,188	161,980	173,795
Resourcing the Church in Mission		144,416	71,375	215,791	217,156
People in Mission		13,498	53,992	67,490	62,189
Mission in Ireland		17,901	-	17,901	21,226
Global Partner Support		-	71,604	71,604	84,903
		240,607	294,159	534,766	559,269

**5. Net incoming resources for the year**

	2012 €	2011 €
<b>This is stated after charging:</b>		
Staff pension costs	42,768	41,512
Depreciation		
- owned assets	20,718	21,609
Auditor's remuneration	4,613	5,400

**CHURCH MISSION SOCIETY IRELAND**  
*(a company limited by guarantee)*

**Notes to the financial statements for the year ended 31 October 2012** *(continued)*

**6. Tangible fixed assets**

	Leasehold properties	Computers & Office Equipment	Total
	€	€	€
<b>Cost</b>			
At 1 November 2011	1,007,311	330,721	1,338,032
Additions	-	3,945	3,945
<b>At 31 October 2012</b>	<b>1,007,311</b>	<b>334,666</b>	<b>1,341,977</b>
<b>Accumulated depreciation</b>			
At 1 November 2011	76,166	312,234	388,400
Charge for year	15,110	5,608	20,718
<b>At 31 October 2012</b>	<b>91,276</b>	<b>317,842</b>	<b>409,118</b>
<b>Net book value</b>			
<b>At 31 October 2012</b>	<b>916,035</b>	<b>16,824</b>	<b>932,859</b>
At 1 November 2011	931,145	18,487	949,632

**7. Investments**

	2012	2011
	€	€
<b>Market value at the start of the year</b>	<b>357,484</b>	369,599
<b>Unrealised gain/(loss) on revaluation</b>	<b>55,996</b>	(12,115)
<b>Market value at the end of the year</b>	<b>413,480</b>	357,484
<b>Listed investments at the year end comprise:</b>		
Government & fixed interest stocks	293,801	253,839
Listed equity investments	119,679	103,645
	<b>413,480</b>	357,484

**CHURCH MISSION SOCIETY IRELAND**  
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**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**8. Bank & cash balances**

The figure for bank and cash balances at 31<sup>st</sup> October 2012 includes €537,230 (2011: €499,740) held by the Church of Ireland trustees.

**9. Employee information**

	2012	2011
	€	€
<b>Staff costs:</b>		
Wages and salaries	302,738	300,645
Social security costs	29,669	31,057
Pension costs	42,768	41,512
	<b>375,175</b>	<b>373,214</b>

Included within pension costs above is the shortfall of €18,512 on the defined benefit scheme for the Mission Partners and the pension charge for the defined contribution scheme for the office staff of €24,256. See note 18 for further information on the pension costs.

**10. Employee information (continued)**

	2012	2011
<b>Average monthly number of persons employed by the company (including directors) during the year by activity:</b>		
Administration & Finance	2	2
Resourcing the Church in Mission	4	4
People in Mission	1	1
Global Partner Support	2	2
Mission Director (Chief Executive Officer)	1	1
<b>Total</b>	<b>10</b>	<b>10</b>

Employees falling in the emoluments band of over €60,000 are Nil (2011: Nil)

**11. Directors' emoluments**

The directors received no emoluments during the year (2011: €Nil). A total amount of €49 (2011: €57) of travel expenses was reimbursed to the directors.

**12. Debtors**

	2012	2011
	€	€
Other Debtors	5,494	3,483
Prepayments	6,400	6,927
Accrued Income	44,263	93,631
PAYE/NIC	-	181
	<b>56,157</b>	<b>104,222</b>

**CHURCH MISSION SOCIETY IRELAND**  
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**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**13. Creditors: amounts falling due within one year**

	2012	2011
	€	€
Trade Creditors	-	718
Other Creditors	-	110
Accruals	39,458	69,184
	<b>39,458</b>	<b>70,012</b>

**14. Analysis of net assets between funds**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2012	Total Funds 2011
	€	€	€	€	€
Fixed assets	932,859	-	-	932,859	949,632
Investments	-	-	413,480	413,480	357,484
Current assets	1,605,923	763,001	-	2,368,924	2,576,241
Current liabilities	(39,458)	-	-	(39,458)	(70,012)
	<b>2,499,324</b>	<b>763,001</b>	<b>413,480</b>	<b>3,675,805</b>	<b>3,813,345</b>

**(a) Analysis of restricted funds**

	Notes	Restricted funds 2012	Restricted funds 2011
		€	€
Restricted funds on deposit	21	44,404	44,404
Cash in share dealing accounts	21	1,254	1,167
Overseas designated fund balances	21	717,343	892,980
		<b>763,001</b>	<b>938,551</b>

**15. Reconciliation of movement in accumulated funds**

	Unrestricted Funds	Restricted Funds	Endowment Funds	2012
	€	€	€	€
Funds at 1 November 2011	2,517,310	938,551	357,484	3,813,345
<b>Net movement in funds:</b>				
Net (expenditure) / income for the year	(17,986)	(175,550)	55,996	(137,540)
<b>Funds at 31 October 2012</b>	<b>2,499,324</b>	<b>763,001</b>	<b>413,480</b>	<b>3,675,805</b>

**16. Taxation**

Church Mission Society Ireland is a registered charity and as such is entitled to certain tax exemptions on income and profits from investments and surpluses on any trading activities carried on in furtherance of the company's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

**17. Related party transactions and ultimate controlling party**

There is no ultimate controlling party.

Church Mission Society Ireland has had no transactions falling into the category to be disclosed by Financial Reporting Standard 8, "Related Party Disclosures".

**18. Pension costs**

The Society operates a defined contribution scheme for all office staff. The pension cost charge represents contributions payable for the year by the Society to the scheme was €24,256 (2011: €24,677). At the balance sheet date, outstanding payments to the scheme totalled €4,161 (2011: €2,100).

The Society is operating a new defined contribution scheme for the Mission Partners which commenced in 2011. The pension cost charge represents contributions payable for the year by the Society to the scheme and amounted to €68,166 (2011: €14,054). At the balance sheet date, outstanding payments to the scheme totalled €nil (2011: €32,752).

The Society provided a defined benefit pension for Mission Partners through a multi-employer scheme operated by CMS Pension Trust Limited. The scheme had a shortfall attributable to CMS Ireland of £110,000 at 31 December 2010. CMS Ireland is covering this shortfall over a 13 year 3 month period at a rate of £12,500 per annum. The pension cost charge represents contributions payable during the year including the shortfall totalling €18,512 (2011: €28,335). At the balance sheet date, outstanding payments to the scheme totalled €14,154 (2011: €14,154).

At a meeting of the CMS Pension Trust Limited held on the 22 June 2011 it was agreed to close the Mission Partner Pension Scheme to future accrual from 30 June 2011. CMS Ireland Mission Partners have been given the option to join the new defined contribution scheme with the Pensions Trust, mentioned above.

Pension charges are included within wages, salaries and pension costs (see note 4) and designated overseas expenditure.

**19. Company status and liability of members**

Church Mission Society Ireland is a company limited by guarantee and does not have a share capital. The liability of each member is limited to an amount not exceeding €nil.

Notes to the financial statements for the year ended 31 October 2012 (continued)

20. Cash flow information

(a) Reconciliation of changes in resources to net inflow from operating activities

	2012	2011
	€	€
Net outgoing/incoming resources per SOFA	(137,540)	772,218
Unrealised (gain) / loss on investments	(55,996)	12,115
Investment income	(4,903)	(6,935)
Profit on sale of tangible fixed asset	-	(1,060,418)
Interest received	(94,322)	(75,600)
Income from endowment funds	(9,809)	(7,056)
Depreciation	20,718	21,609
Decrease / (Increase) / in debtors	48,065	(57,463)
Decrease in creditors	(30,554)	(649)
<b>Net cash outflow from operating activities</b>	<b>(264,341)</b>	<b>(402,179)</b>

(b) Reconciliation of net cash flow to movement in net funds/debt

	2012	2011
	€	€
Decrease in bank balances and cash for the year	(159,252)	836,179
Net liquid funds at start of the year	2,472,019	1,635,840
	<b>2,312,767</b>	<b>2,472,019</b>

(c) Analysis of changes in net funds

	At start of year	Cash flows	At end of year
	€	€	€
<b>Bank balances &amp; cash</b>	<b>2,472,019</b>	<b>(159,252)</b>	<b>2,312,767</b>

**CHURCH MISSION SOCIETY IRELAND**  
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**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**21. Restricted overseas income and expenditure analysis**

	Opening balances €	Restricted income €	Restricted expenditure €	Transfers from general funds €	Closing balances €
Uganda	228,444	155,412	(211,567)	25,000	197,289
Ethiopia	38,025	22,187	(56,406)	-	3,806
Burundi	35,581	16,076	(34,842)	2,963	19,778
Kenya	42,001	123,382	(146,813)	5,000	23,570
Egypt	6,486	4,171	(4,058)	-	6,599
Zambia	(404)	24,036	(21,839)	-	1,793
South Sudan	472,773	395,746	(508,445)	-	360,074
Rwanda	3,775	12,064	(12,078)	3,191	6,952
Dem. Republic of Congo	10,148	14,288	(20,261)	-	4,175
Tanzania	-	1,599	(1,599)	-	-
<b>Africa Total</b>	<b>836,829</b>	<b>768,961</b>	<b>(1,017,908)</b>	<b>36,154</b>	<b>624,036</b>
Far East	18,497	60	(60)	-	18,497
Romania	(10,202)	-	-	10,202	-
Ireland	(11,266)	4,790	(3,499)	-	(9,975)
Nepal	(1,501)	51,181	(15,673)	-	34,007
	<b>(4,472)</b>	<b>56,031</b>	<b>(19,232)</b>	<b>10,202</b>	<b>42,529</b>
Other – Overseas					
Mission Partners and Electives	156	2,882	-	3,463	6,501
Medical Missions	60,467	-	(12,727)	(3,463)	44,277
<b>OVERSEAS TOTALS</b>	<b>892,980</b>	<b>827,874</b>	<b>(1,049,867)</b>	<b>46,356</b>	<b>717,343</b>
Associated admin costs	-	-	(294,159)	294,159	-
	<b>892,980</b>	<b>827,874</b>	<b>(1,344,026)</b>	<b>340,515</b>	<b>717,343</b>
<b>OTHER RESTRICTED FUNDS</b>					
Restricted funds on deposit	44,404	-	-	-	44,404
Cash in share dealing accounts	1,167	87	-	-	1,254
	<b>45,571</b>	<b>87</b>	<b>-</b>	<b>-</b>	<b>45,658</b>
<b>TOTAL</b>	<b>938,551</b>	<b>827,961</b>	<b>(1,344,026)</b>	<b>340,515</b>	<b>763,001</b>

See note 14 analysis of restricted funds.



**CHURCH MISSION SOCIETY IRELAND**  
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**Notes to the financial statements for the year ended 31 October 2012 (continued)**

**22. Restricted income by funders**

Country of Operation	Individual & church subscriptions €	Bishops' Appeal €	African Revival €	British Gov. (BSF) €	Dividends, Interest & Rents €	Designated Legacies €	2012 Total €
Uganda	108,590	-	-	-	8,745	38,077	155,412
Ethiopia	273	21,914	-	-	-	-	22,187
Burundi	15,688	-	-	-	388	-	16,076
Kenya	123,382	-	-	-	-	-	123,382
Egypt	4,171	-	-	-	-	-	4,171
Zambia	24,036	-	-	-	-	-	24,036
South Sudan	95,472	-	59,570	231,607	9,097	-	395,746
Rwanda	12,064	-	-	-	-	-	12,064
Dem. Republic of Congo	14,288	-	-	-	-	-	14,288
Tanzania	1,599	-	-	-	-	-	1,599
<b>Africa Total</b>	<b>399,563</b>	<b>21,914</b>	<b>59,570</b>	<b>231,607</b>	<b>18,230</b>	<b>38,077</b>	<b>768,961</b>
Far East	60	-	-	-	-	-	60
Ireland	4,790	-	-	-	-	-	4,790
Nepal	51,181	-	-	-	-	-	51,181
<b>Non Africa Total</b>	<b>56,031</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,031</b>
<b>Sub Total</b>	<b>455,594</b>	<b>21,914</b>	<b>59,570</b>	<b>231,607</b>	<b>18,230</b>	<b>38,077</b>	<b>824,992</b>
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,969</b>	<b>-</b>	<b>2,969</b>
<b>Total</b>	<b>455,594</b>	<b>21,914</b>	<b>59,570</b>	<b>231,607</b>	<b>21,199</b>	<b>38,077</b>	<b>827,961</b>

*Restricted Legacies*

The Society also placed the agricultural lands at Carsonstown Road and Manse Road Saintfield, Co. Down from the estate of John James Alexander, on the market for sale. Under the terms of the estate the Society will be entitled to 85% of any proceeds from these lands. €16,944 proceeds from this legacy are included in the financial statements in the year ended 31 October 2012, and any further proceeds will be included in the financial statements when they are received.

The funds received by the Society from this estate are restricted to help children in Uganda.

The Society is due to receive approximately £200,000 from the estate of Mr J A Hall.

During the financial year to 31 October 2012, the Society received €11,904 from legacies in support of Mission personnel in Uganda.

# OS AA01

## Statement of details of parent law and other information for an overseas company



Companies House

✓ **What this form is for**  
You may use this form to  
accompany your accounts  
disclosed under parent law.

✗ **What this form is NOT for**  
You cannot use this form to request  
an alteration of manner of company  
with accounting requirements.

### Part 1 Corporate company name

Corporate name of overseas company ①	Church Mission Society Ireland							
UK establishment number	B	R	0	1	4	2	0	5

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*  
  
① This is the name of the company in its home state.

### Part 2 Statement of details of parent law and other information for an overseas company

#### A1 Legislation

Please give the legislation under which the accounts have been prepared and, if applicable, the legislation under which the accounts have been audited.		② This means the relevant rules or legislation which regulates the preparation and, if applicable, the audit of accounts.
Legislation ②	Companies Act 1963 - 2012	

#### A2 Accounting principles

Accounts	<p>Have the accounts been prepared in accordance with a set of generally accepted accounting principles?</p> <p>Please tick the appropriate box.</p> <p><input type="checkbox"/> No. Go to Section A3.</p> <p><input checked="" type="checkbox"/> Yes. Please enter the name of the organisation or other body which issued those principles below, and then go to Section A3.</p>	③ Please insert the name of the appropriate accounting organisation or body.
Name of organisation or body ③	Prepared under generally accepted accounting practice in Ireland ④	

#### A3 Accounts

Accounts	<p>Have the accounts been audited? Please tick the appropriate box.</p> <p><input type="checkbox"/> No. Go to Section A5.</p> <p><input checked="" type="checkbox"/> Yes. Go to Section A4.</p>	
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# OS AA01

Statement of details of parent law and other information for an overseas company

**A4**

## Audited accounts

Audited accounts

Have the accounts been audited in accordance with a set of generally accepted auditing standards?

Please tick the appropriate box.

☐ No. Go to **Part 3 'Signature'**.

☒ Yes. Please enter the name of the organisation or other body which issued those standards below, and then go to **Part 3 'Signature'**.

① Please insert the name of the appropriate accounting organisation or body.

Name of organisation or body ①

Auditing Standards issued by the Auditing Practices Board

**A5**

## Unaudited accounts

Unaudited accounts

Is the company required to have its accounts audited?

Please tick the appropriate box.

☐ No.

☐ Yes.

## Part 3

## Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

X

*R. J. Briggs*

X

This form may be signed by:

Director, Secretary, Permanent representative.

# OS AA01

Statement of details of parent law and other information for an overseas company



## Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Mr. Brian Lavery

Company name Church Mission Society Ireland

Address 33 Dargan Road

Post town Belfast

County/Region Co. Antrim

Postcode B T 3 9 J U

Country N. Ireland

DX

Telephone 02890 775020



## Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and, if appropriate, the registered number, match the information held on the public Register.
- ☐ You have completed all sections of the form, if appropriate.
- ☐ You have signed the form.



## Important information

Please note that all this information will appear on the public record.



## Where to send

You may return this form to any Companies House address:

### England and Wales:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

### Scotland:

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post).

### Northern Ireland:

The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.



## Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

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