



**INSTITUTE OF CEMETERY AND  
CREMATORIUM MANAGEMENT  
(A COMPANY LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS  
31 MARCH 2005**



**Greenhalgh & Co  
Chartered Accountants**

## **Institute of Cemetery and Crematorium Management**

**Directors:**

- D MacColl
- P Ewing
- D McCarthy
- P Mitchell
- M Birch
- K E Day
- G Marshall

**Company Secretary:** T Morris

**Registered Office:** City of London Cemetery  
Aldersbrook Road  
Manor Park  
London  
E12 5DQ

**Company Number:** 610299

# Institute of Cemetery and Crematorium Management

## Financial Statements

Year Ended 31 March 2005

<b>Pages</b>	1 - 2	Report of the directors
	3 - 4	Auditors' report to the members
	5 - 13	Income and expenditure accounts
	14	Balance sheet
	15 - 19	Notes to the financial statements

# Institute of Cemetery and Crematorium Management

## Report of the Directors

The directors present their annual report and the financial statements of the company for the year ended 31 March 2005.

### Principal Activity

The principal activity of the company in the year under review was that of promoting the improvement of crematoria and of public services for the disposal of the deceased, and the management and administration thereof, to diffuse information upon matters relating thereto, to protect the interests of persons employed in connection with the administration of cemeteries and crematoria, to encourage the study of related technical matters and to provide lectures, courses and conferences.

The company is a non profit making organisation.

### Directors

The directors who served during the year were as follows:-

C Johns	-	Resigned 29 September 2004
D MacColl		
T Harrison	-	Resigned 29 September 2004
P Linsell	-	Resigned 23 May 2004
P Gitsham	-	Resigned 29 September 2004
A Copeland	-	Resigned 29 September 2004
D McCarthy		
P Ewing	-	Appointed 29 September 2004
K E Day	-	Appointed 29 September 2004
G Marshall	-	Appointed 29 September 2004
M Birch	-	Appointed 29 September 2004
P Mitchell	-	Appointed 29 September 2004

As the company is limited by guarantee, and therefore has no share capital, the directors have no beneficial interest in the capital of the company.

### Political and charitable contributions

During the year, the company made donations totalling £750.

### Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year, which 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 year. In preparing those financial statements, the directors are required to:

# Institute of Cemetery and Crematorium Management

## Report of the Directors (continued)

- \* select suitable accounting policies and then apply them consistently;
- \* make judgements and estimates that are reasonable and prudent;
- \* prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

### Auditors

The auditors, Greenhalgh & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the directors

.....  
T Morris  
Secretary

Date .....

## **Institute of Cemetery and Crematorium Management**

### **Report of the Independent Auditors to the Members Of Institute of Cemetery and Crematorium Management**

We have audited the financial statements of Institute of Cemetery and Crematorium Management for the year ended 31 March 2005 on pages 5 to 19. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 directors and auditors**

As described on pages 1 and 2 the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Institute of Cemetery and Crematorium Management**

**Report of the Independent Auditors to the Members Of Institute of Cemetery and  
Crematorium Management  
(continued)**

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2005 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

**Greenhalgh & Co**

Chartered Accountants  
and Registered Auditor  
2A Peveril Drive  
Nottingham  
NG7 1DE

Date .....

**Institute of Cemetery and Crematorium Management**

**Summary Income and Expenditure Account**

**for the Year Ended 31 March 2005**

		<b>Page</b>	<b>2005</b>	<b>2004</b>
			<b>£</b>	<b>£</b>
Corporate	- (deficit)/surplus	6 - 7	(6,514)	23,062
Training and Consultancy	- (deficit)/surplus	8	(2,040)	20,220
Education	- surplus/(deficit)	9	15,375	(4,251)
Cemetery Operatives Training Scheme	- surplus	10	2,227	28,855
Charter for the Bereaved	- surplus/(deficit)	11	3,000	(3,603)
Journal	- (deficit)	12	(5,983)	(9,262)
CTTS	- (deficit)/surplus	13	(9,041)	5,902
			-----	-----
(Deficit)/surplus on ordinary activities before taxation (see note 2)			(2,976)	60,923
Taxation (see note 3)			-	509
			-----	-----
(Deficit)/surplus for the financial year after taxation			(2,976)	61,432
Revenue reserve brought forward			307,218	245,786
			-----	-----
Revenue reserve carried forward			304,242	307,218
			=====	=====

There were no recognised gains and losses other than those recognised in the income and expenditure accounts.



**Institute of Cemetery and Crematorium Management**

**Corporate Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Member subscriptions	47,850		46,571	
Entrance fees	4,927		3,250	
Joint conference	4,186		2,073	
CBA	17,714		15,065	
CBA – professional fees	4,466		1,283	
Recruitment Services	21,070		22,740	
Miscellaneous	84		184	
President	750		-	
Bank interest received	8,512		5,709	
Administration recharge	52,839		53,363	
Open day	-		910	
Rent rebate	-		1,500	
Opening ceremony	-		1,180	
Trust recharge	2,097		-	
	-----		-----	
		164,495		153,828
<b>Expenditure</b>				
Salaries/Honoraria	52,515		31,365	
CBA recharge	17,714		15,065	
Presidential expenses	6,745		2,597	
Travel	25,404		19,209	
Donation	750		-	
Branch meeting	517		1,740	
Meeting costs	1,830		2,630	
Conferences	575		4,993	
Postage	3,233		2,403	
Printing and stationery	9,827		10,066	
Telephone	6,689		6,119	
Rent	6,800		6,812	
Repairs and renewals	219		27	
Recruitment Services	4,108		3,728	
Insurance	7,068		4,759	
Purchase of regalia	-		1,793	
Legal and professional	9,168		2,718	
Audit and accountancy	3,900		3,800	
Payroll costs	903		956	
Subscriptions	1,044		536	
	-----		-----	
		(159,009)		(121,316)
		-----		-----
Balance carried forward		5,486		32,512

**Institute of Cemetery and Crematorium Management**

**Corporate Income and Expenditure Account**

**for the Year Ended 31 March 2005  
(continued)**

	<b>2005</b>		<b>2004</b>	
	£	£	£	£
Balance brought forward		5,486		32,512
<b>Expenditure continued</b>				
Office equipment	906		546	
Equipment hire	1,230		1,820	
Miscellaneous	151		631	
Publicity and promotion	500		865	
Sponsorship	967		967	
Trust	2,097		-	
Bank charges	59		102	
Depreciation – computer equipment	4,633		4,014	
fixtures and fittings	419		505	
Loss on disposal of fixed assets	1,038		-	
	-----		-----	
		(12,000)		(9,450)
		-----		-----
(Deficit)/surplus for the year		(6,514)		23,062
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Training and Consultancy Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Consultancy	48,988		16,325	
Code of Safe Working Practice	-		1,600	
Temporary management	2,357		1,900	
Travelling recovered	3,741		2,266	
Memorial management fees	14,175		24,873	
Memorial management travelling recovered	1,444		3,179	
Institute of Leisure & Amenities Management	3,399		5,552	
Exclusive Rights of Burial	10,965		13,550	
Excellence criteria course fees	-		750	
Other travelling recovered	252		1,446	
Other courses	1,045		1,825	
Computerised safety system	8,800		19,250	
Mercury	435		-	
Manual handling	610		-	
Conference	34,067		-	
	-----		-----	
		130,278		92,516
<b>Expenditure</b>				
Salaries/Honoraria	58,605		35,515	
Travel	3,790		1,857	
Postage	18		259	
Printing & stationery	333		92	
Code of Safe Working Practice	-		412	
Memorial management courses	1,795		3,233	
Exclusive Rights of Burial courses	1,128		-	
Other courses	1,801		2,183	
Refunds	-		60	
Conference	35,799		12	
Office equipment	-		30	
Computerised safety system	4,800		10,500	
Administration recharge	24,249		18,143	
	-----		-----	
		(132,318)		(72,296)
		-----		-----
(Deficit)/surplus for the year		(2,040)		20,220
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Education Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Fees	65,359		46,675	
Seminar	23,451		16,740	
Sponsorship	-		3,700	
CPD	235		-	
	-----		-----	
		89,045		67,115
 <b>Expenditure</b>				
Salaries/Honoraria	21,650		16,997	
Travel	474		266	
Course fees	26,604		20,690	
Seminar costs	15,149		24,590	
Postage	61		86	
Printing and stationery	326		51	
CPD refunds	195		-	
Refunds	916		-	
Administration recharge	8,295		8,686	
	-----		-----	
		(73,670)		(71,366)
		-----		-----
Surplus/(deficit) for the year		15,375		(4,251)
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Cemetery Operatives Training Scheme  
Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Course fees	46,795		81,510	
Accommodation	9,210		17,720	
	-----		-----	
		56,005		99,230
 <b>Expenditure</b>				
Salaries/Honoraria	11,206		9,568	
Travel	251		14	
Postage	20		168	
Printing and stationery	-		4	
Courses	28,991		43,013	
Accommodation	9,012		12,718	
Administration recharge	4,298		4,890	
	-----		-----	
		53,778		(70,375)
		-----		-----
Surplus for the year		2,227		28,855
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Charter for the Bereaved Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Best value	26,455		21,790	
Charter certificates	67		72	
Copies	-		210	
Postage	10		19	
Excellence criteria	180		360	
Guiding Principles	683		315	
	-----		-----	
		27,395		22,766
 <b>Expenditure</b>				
Salaries/Honoraria	10,986		11401	
Travel	52		184	
Postage	2		127	
Printing and stationery	565		310	
Conferences	-		285	
Excellence criteria	8,580		8240	
Administration recharge	4,210		5822	
	-----		-----	
		24,395		(26369)
		-----		-----
Surplus/(deficit) for the year		3,000		(3603)
		=====		=====

# Institute of Cemetery and Crematorium Management

## Journal Income and Expenditure Account

for the Year Ended 31 March 2005

	2005		2004	
	£	£	£	£
<b>Income</b>				
Advertising income	34,049		34,732	
Subscriptions	1,906		1,457	
Sales	5,880		5,600	
	-----		-----	
		41,835		41,789
<b>Expenditure</b>				
Salaries/Honoraria	11,964		13,703	
Postage	8		-	
Printing and stationery	31,213		30,246	
Miscellaneous	50		100	
Administration recharge	4,583		7,002	
	-----		-----	
		47,818		(51,051)
		-----		-----
(Deficit) for the year		(5,983)		(9,262)
		=====		=====

**Institute of Cemetery and Crematorium Management**

**CTTS Income and Expenditure Account**

**for the Year Ended 31 March 2005**

	2005		2004	
	£	£	£	£
<b>Income</b>				
Course fees	24,420		35,075	
Transfer of surplus	-		7,908	
	-----		-----	
		24,420		42,983
 <b>Expenditure</b>				
Salaries/Honoraria	18,790		17,263	
Travel	4,821		7,035	
Postage	6		76	
Printing and stationery	-		7	
Course fees	2,640		3,780	
Professional fees	-		100	
Administration recharge	7,204		8,820	
	-----		-----	
		(33,461)		(37,081)
		-----		-----
(Deficit)/surplus for the year		(9,041)		5,902
		=====		=====



# Institute of Cemetery and Crematorium Management

## Balance Sheet

as at 31 March 2005

	Notes	2005		2004	
		£	£	£	£
<b>Fixed assets</b>	4		7,646		8,915
<b>Current assets</b>					
Stock		1,200		4,500	
Debtors	5	63,228		67,956	
Cash at bank and in hand		281,105		308,048	
		-----		-----	
		345,533		380,504	
<b>Creditors:</b> Amounts falling due within one year	6	(48,937)		(82,201)	
		-----		-----	
<b>Net current assets</b>			296,596		298,303
			-----		-----
<b>Total assets less current liabilities</b>			304,242		307,218
			=====		=====
<b>Reserves:</b>					
Revenue reserve			304,242		307,218
			=====		=====

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors on \_\_\_\_\_ and signed on it's behalf.

.....  
Director – D McCarthy

.....  
Director – D MacColl

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements

for the Year Ended 31 March 2005

### 1. Accounting policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). The financial statements incorporate the results of the principal activity which is described in the directors' report and which is continuing.

In the opinion of the directors, a profit and loss account drawn up in compliance with Schedule 4 to the Companies Act 1985 would not provide a true and fair view of the company's affairs. Advantage has, therefore, been taken of the provisions of Section 228 (5) of that Act.

(b) Cashflow statement

The company has taken advantage of the exemption in FRS1 for small companies not to prepare a cashflow statement.

(c) Income

Income is recognised in the period in which it is invoiced or received.

Membership fees are recognised as income in the year of admission.

All income for the year is attributable to the principal activity of the company, and arises entirely in the United Kingdom.

(d) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer equipment	-	33.33% straight line
Fixtures and fittings	-	15% on written down value

(e) Deferred taxation

Deferred tax is recognised in respect of all material timing differences that have originated but not reversed at the balance sheet date.

(f) Stocks

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Institute of Cemetery and Crematorium Management**

**Notes to the Financial Statements**  
**for the Year Ended 31st March 2005**  
**(continued)**

**2. (Deficit)/surplus on ordinary activities before taxation**

The (deficit)/surplus for the year before taxation is stated after charging:-

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets - owned by the company	5,052	4,519
Directors' remuneration	-	-
Auditors' remuneration	2,000	1,900
	=====	=====

**3. Taxation**

The tax charge on interest received for the year was as follows:-

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Current - UK corporation tax	-	-
Adjustment to prior year – UK corporation tax	-	(509)
	-----	-----
	-	(509)
	===	===

**Institute of Cemetery and Crematorium Management**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2005**  
**(continued)**

**4. Fixed assets**

	<b>Computer Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2004	12,039	3,583	15,622
Additions	5,552	-	5,552
Disposals	(3,486)	(110)	(3,596)
	-----	-----	-----
At 31 March 2005	14,105	3,473	17,578
	-----	-----	-----
<b>Depreciation</b>			
At 1 April 2004	5,986	721	6,707
Charge for the year	4,633	419	5,052
Eliminated on disposals	(1,797)	(30)	(1,827)
	-----	-----	-----
At 31 March 2005	8,822	1,110	9,932
	-----	-----	-----
<b>Net book value</b>			
At 31 March 2005	5,283	2,363	7,646
	-----	-----	-----
At 31 March 2004	6,053	2,862	8,915
	-----	-----	-----

**5. Debtors: all due within one year**

	<b>2005 £</b>	<b>2004 £</b>
Trade debtors	55,878	62,229
Other debtors	5,428	4,142
Prepayments	1,922	1,585
	-----	-----
	63,228	67,956
	=====	=====

**Institute of Cemetery and Crematorium Management**

**Notes to the Financial Statements**

**for the Year Ended 31 March 2005  
(continued)**

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

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Trade creditors	9,666	21,923
Other creditors	843	6,036
Accruals	26,182	39,675
Taxation and social security	12,246	14,567
	-----	-----
	48,937	82,201
	=====	=====

**7. Operating lease commitments**

The following payments are committed to be paid within one year:

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Expiring:		
Within 1 to 5 years	2460	2460
	=====	=====

**8. Called up share capital**

As the company is limited by guarantee, there is no share capital.

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements

### for the Year Ended 31 March 2005 (Continued)

#### 9. Burial Fund Cremation Education Trust (Registered Charity No 802204)

A charitable trust fund, the I.B.C.A. Foundation was created on 12th September 1989, and on 8th March 2003, the trustees altered the Declaration of Trust in order to change the name of the trust to the Burial and Cremation Education Trust. The Chief Executive, the National Treasurer, and three independent members of the Institute nominated by the Board are trustees of the Burial and Cremation Education Trust.

The Burial and Cremation Education Trust's bank accounts do not form part of these accounts and the balances as at 31st March 2005 are as follows:-

	<b>2005</b>	<b>2004</b>
	<b>£</b>	<b>£</b>
Current Account	790	1,870
Capital Reserve Account	4,560	4,495
	-----	-----
	5,350	6,365
	=====	=====

#### 10. Related party transactions

The directors have been paid salaries and expenses throughout the year which relate to honoraria and expenses reimbursed which were wholly and exclusively incurred for business purposes.

#### 11. Controlling party

The ultimate control of the company lies with the members who appoint the directors.