



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

**REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2006**



**Greenhalgh & Co  
Chartered Accountants**

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

**Directors:**

P Ewing

A Till

D McCarthy

P Mitchell

D MacColl

G Green

J O'Callaghan

R McCulloch

**Company Secretary:**

T Morris

**Registered Office:**

City of London Cemetery  
Aldersbrook Road  
Manor Park  
London  
E12 5DQ

**Company Number:**

610299

**Auditors:**

Greenhalgh & Co  
Chartered Accountants &  
Registered Auditor  
2A Peveril Drive  
Nottingham  
NG7 1DE

# **Institute of Cemetery and Crematorium Management**

## **Financial Statements**

**Year Ended 31 March 2006**

<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 2006.

### Principal Activity

The principal activity of the company in the year under review was that of promoting the improvement of cemeteries and 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.

During the year, Confederation of Burial Authorities, an organisation which had close links with the Institute of Cemetery and Crematorium Management, merged with the company to provide a more efficient service and reduce the duplication of bodies in this sphere. The reserves of the organisation have been introduced as stated in note 12 to the financial statements.

### Directors

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

D MacColl	
D McCarthy	
P Ewing	
K E Day	- Resigned 17 October 2005
G Marshall	- Resigned 17 October 2005
M Birch	- Resigned 17 October 2005
P Mitchell	
A Till	- Appointed 17 October 2005
G Green	- Appointed 17 October 2005
J O'Callaghan	- Appointed 17 October 2005
R McCulloch	- Appointed 17 October 2005

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.

### Statement of Directors' Responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- \* select suitable accounting policies and then apply them consistently;
- \* make judgements and estimates that are reasonable and prudent;

# Institute of Cemetery and Crematorium Management

## Report of the Directors (continued)

- \* 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

### Statement as to Disclosure of Information to Auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### 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 2006 on pages five to nineteen. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

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 page one and two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 other transactions 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 International Standards on Auditing (UK and Ireland) 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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 March 2006 and of its surplus for the year then ended; and
- \* have been properly prepared in accordance with the Companies Act 1985.

Greenhalgh & Co  
Chartered Accountants &  
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 2006

		Page	2006 £	2005 £
Corporate	- (deficit)	6 - 7	(23,394)	(6,514)
Training and Consultancy	- surplus/(deficit)	8	1,226	(2,040)
Education	- surplus	9	23,795	15,375
Cemetery Operatives Training Scheme	- surplus	10	18,457	2,227
Charter for the Bereaved	- surplus	11	5,278	3,000
Journal	- surplus/(deficit)	12	2,031	(5,983)
CTTS	- surplus/(deficit)	13	2,308	(9,041)
Surplus/(deficit) on ordinary activities before taxation (see note 2)			29,701	(2,976)
Revenue reserve brought forward			304,242	307,218
Revenue reserve carried forward			333,943	304,242

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 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Member subscriptions	52,155		47,850	
Corporate subscriptions	635		-	
Entrance fees	5,110		4,927	
Joint conference	-		4,186	
CBA	10,609		17,714	
CBA – professional fees	-		4,466	
Recruitment Services	22,190		21,070	
Miscellaneous	-		84	
President	-		750	
Bank interest received	8,521		8,512	
Administration recharge	48,250		52,839	
Trust recharge	965		2,097	
	-----		-----	
		<b>148,435</b>		<b>164,495</b>
 <b>Expenditure</b>				
Salaries/Honoraria	69,754		52,515	
CBA recharge	10,609		17,714	
Presidential expenses	6,368		6,745	
Travel	25,404		25,404	
Donation	-		750	
Branch meeting	311		517	
Meeting costs	3,253		1,830	
Conferences	-		575	
Postage	4,190		3,233	
Printing and stationery	8,576		9,827	
Telephone	8,049		6,689	
Rent	6,800		6,800	
Repairs and renewals	18		219	
Recruitment Services	3,458		4,108	
Insurance	6,190		7,068	
Purchase of regalia	318		-	
Legal and professional	1,000		9,168	
Audit and accountancy	3,920		3,900	
Payroll costs	737		903	
Subscriptions	526		1,044	
	-----		-----	
		<b>(159,481)</b>		<b>(159,009)</b>
		-----		-----
Balance carried forward		<b>(11,046)</b>		<b>5,486</b>

# Institute of Cemetery and Crematorium Management

## Corporate Income and Expenditure Account

for the Year Ended 31 March 2006  
(continued)

	2006		2005	
	£	£	£	£
Balance brought forward		(11,046)		5,486
<b>Expenditure continued</b>				
Office equipment	925		906	
Equipment hire	1,230		1,230	
Website	2,860		-	
Miscellaneous	165		151	
Publicity and promotion	-		500	
Sponsorship	1,000		967	
Trust	965		2,097	
Bank charges	180		59	
Depreciation – computer equipment	4,830		4,633	
fixtures and fittings	354		419	
plant and machinery	175		-	
(Profit)/loss on disposal of fixed assets	(336)		1,038	
	-----		-----	
		(12,348)		(12,000)
		-----		-----
(Deficit) for the year		(23,394)		(6,514)
		=====		=====

# Institute of Cemetery and Crematorium Management

## Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Consultancy	69,934		48,988	
Temporary management	-		2,357	
Travelling recovered	5,498		3,741	
Memorial management fees	24,114		14,175	
Memorial management travelling recovered	919		1,444	
Institute of Leisure & Amenities Management	3,811		3,399	
Exclusive Rights of Burial	5,870		10,965	
Other travelling recovered	437		252	
Other courses	500		1,045	
Computerised safety system	2,750		8,800	
Mercury	5,855		435	
Manual handling	2,342		610	
Conference	63,830		34,067	
Conference accommodation	23,828		-	
Customer care	600		-	
Grief DVD	15,858		-	
	-----		-----	
		<b>226,146</b>		<b>130,278</b>
 <b>Expenditure</b>				
Salaries/Honoraria	82,791		58,605	
Travel	3,223		3,790	
Postage	4		18	
Printing & stationery	12		333	
Memorial management courses	6,116		1,795	
Exclusive Rights of Burial courses	500		1,128	
Other courses	543		1,801	
Conference	75,976		35,799	
Computerised safety system	1,500		4,800	
Administration recharge	26,707		24,249	
Consultancy costs	6,956		-	
Mercury	4,916		-	
Manual handling	456		-	
Institute of Leisure & Amenities Management	72		-	
Grief DVD	15,148		-	
	-----		-----	
		<b>(224,920)</b>		<b>(132,318)</b>
		-----		-----
Surplus/(deficit) for the year		<b>1,226</b>		<b>(2,040)</b>
		=====		=====

# Institute of Cemetery and Crematorium Management

## Education Income and Expenditure Account

for the Year Ended 31 March 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Fees	61,381		65,359	
Seminar	28,510		23,451	
CPD	50		235	
	-----		-----	
		<b>89,941</b>		<b>89,045</b>
 <b>Expenditure</b>				
Salaries/Honoraria	17,184		21,650	
Travel	349		474	
Course fees	24,238		26,604	
Seminar costs	18,239		15,149	
Postage	-		61	
Printing and stationery	21		326	
CPD refunds	-		195	
Refunds	575		916	
Administration recharge	5,540		8,295	
	-----		-----	
		<b>(66,146)</b>		<b>(73,670)</b>
		-----		-----
Surplus for the year		<b>23,795</b>		<b>15,375</b>
		=====		=====

# Institute of Cemetery and Crematorium Management

## Cemetery Operatives Training Scheme Income and Expenditure Account

for the Year Ended 31 March 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Course fees	84,240		46,795	
Accommodation	13,735		9,210	
Code of Safe Working Practice	524		-	
Travelling	606		-	
	-----		-----	
		<b>99,105</b>		<b>56,005</b>
 <b>Expenditure</b>				
Salaries/Honoraria	15,143		11,206	
Travel	593		251	
Postage	-		20	
Courses	47,160		28,991	
Accommodation	12,863		9,012	
Administration recharge	4,889		4,298	
	-----		-----	
		<b>(80,648)</b>		<b>(53,778)</b>
		-----		-----
Surplus for the year		<b>18,457</b>		<b>2,227</b>
		=====		=====

# Institute of Cemetery and Crematorium Management

## Charter for the Bereaved Income and Expenditure Account

for the Year Ended 31 March 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Best value	27,790		26,455	
Charter certificates	-		67	
Copies	40		-	
Postage	-		10	
Excellence criteria	180		180	
Guiding Principles	342		683	
	-----		-----	
		<b>28,352</b>		<b>27,395</b>
 <b>Expenditure</b>				
Salaries/Honoraria	10,529		10,986	
Travel	87		52	
Postage	-		2	
Printing and stationery	240		565	
Guiding Principles	197		-	
Excellence criteria	8,625		8,580	
Administration recharge	3,396		4,210	
	-----		-----	
		<b>(23,074)</b>		<b>(24,395)</b>
		-----		-----
Surplus for the year		<b>5,278</b>		<b>3,000</b>
		=====		=====

# Institute of Cemetery and Crematorium Management

## Journal Income and Expenditure Account

for the Year Ended 31 March 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
Advertising income	37,814		34,049	
Subscriptions	2,440		1,906	
Sales	8,000		5,880	
	-----		-----	
		48,254		41,835
<b>Expenditure</b>				
Salaries/Honoraria	10,407		11,964	
Postage	-		8	
Printing and stationery	32,433		31,213	
Miscellaneous	30		50	
Administration recharge	3,353		4,583	
	-----		-----	
		(46,223)		(47,818)
		-----		-----
Surplus/(deficit) for the year		2,031		(5,983)
		=====		=====

**Institute of Cemetery and Crematorium Management**

**CTTS Income and Expenditure Account**

**for the Year Ended 31 March 2006**

	<b>2006</b>		<b>2005</b>	
	£	£	£	£
<b>Income</b>				
Course fees		<b>29,020</b>		24,420
<b>Expenditure</b>				
Salaries/Honoraria	<b>13,541</b>		18,790	
Travel	<b>1,046</b>		4,821	
Postage	-		6	
Course fees	<b>7,760</b>		2,640	
Administration recharge	<b>4,365</b>		7,204	
	-----		-----	
		<b>(26,712)</b>		(33,461)
		-----		-----
Surplus/(deficit) for the year		<b>2,308</b>		(9,041)
		=====		=====



# Institute of Cemetery and Crematorium Management

## Balance Sheet

as at 31 March 2006

	Notes	2006		2005	
		£	£	£	£
<b>Fixed assets</b>	4		<b>6,277</b>		7,646
<b>Current assets</b>					
Stock		<b>900</b>		1,200	
Debtors	5	<b>68,595</b>		63,228	
Cash at bank and in hand		<b>369,069</b>		281,105	
		-----		-----	
		<b>438,564</b>		345,533	
<b>Creditors:</b> Amounts falling due within one year	6	<b>(81,229)</b>		(48,937)	
		-----		-----	
<b>Net current assets</b>			<b>357,335</b>		296,596
			-----		-----
<b>Total assets less current liabilities</b>			<b>363,612</b>		304,242
			=====		=====
<b>Reserves:</b>					
Revenue reserve			<b>333,943</b>		304,242
CBA surplus	12		<b>29,669</b>		-
			-----		-----
			<b>363,612</b>		304,242
			=====		=====

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by the board of directors on

and signed on it's behalf.

.....  
Director – P Ewing

.....  
Director – D McCarthy

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements

for the Year Ended 31 March 2006

### 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 January 2005). 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
Plant and machinery -	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) Stock

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 2006  
(continued)

### 2. Surplus/(deficit) on ordinary activities before taxation

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

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets - owned by the company	<b>5,097</b>	5,052
Directors' remuneration	-	-
Auditors' remuneration	<b>2,100</b>	2,000
	=====	=====

### 3. Taxation

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

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Current - UK corporation tax	-	-
	===	===

**Institute of Cemetery and Crematorium Management**

**Notes to the Financial Statements**

**for the Year Ended 31 March 2006  
(continued)**

**4. Fixed assets**

	<b>Computer Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Plant &amp; Machinery £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2005	14,105	3,473	-	17,578
Additions	2,558	-	1,170	3,728
Disposals	(2,959)	-	-	(2,959)
	-----	-----	-----	-----
At 31 March 2006	13,704	3,473	1,170	18,347
	-----	-----	-----	-----
<b>Depreciation</b>				
At 1 April 2005	8,822	1,110	-	9,932
Charge for the year	4,568	354	175	5,097
Eliminated on disposal	(2,959)	-	-	(2,959)
	-----	-----	-----	-----
At 31 March 2006	10,431	1,464	175	12,070
	-----	-----	-----	-----
<b>Net book value</b>				
<b>At 31 March 2006</b>	<b>3,273</b>	<b>2,009</b>	<b>995</b>	<b>6,277</b>
	-----	-----	-----	-----
At 31 March 2005	5,283	2,363	-	7,646
	-----	-----	-----	-----

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

	<b>2006 £</b>	<b>2005 £</b>
Trade debtors	<b>62,146</b>	55,878
Other debtors	<b>4,696</b>	5,428
Prepayments	<b>1,753</b>	1,922
	-----	-----
	<b>68,595</b>	63,228
	=====	=====

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements

for the Year Ended 31 March 2006  
(continued)

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

	2006 £	2005 £
Trade creditors	26,394	9,666
Other creditors	12,922	843
Accruals	25,109	26,182
Taxation and social security	16,804	12,246
	-----	-----
	<b>81,229</b>	<b>48,937</b>
	=====	=====

### 7. Operating lease commitments

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

	2006 £	2005 £
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 2006  
(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 31 March 2006 are as follows:-

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Current Account	<b>536</b>	790
Capital Reserve Account	<b>4,618</b>	4,560
	-----	-----
	<b>5,154</b>	5,350
	=====	=====

### 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.

### 12. CBA surplus

During the year, Confederation of Burial Authorities (CBA) merged its operations with Institute of Cemetery and Crematorium Management as detailed on page 1 of the financial statements. The CBA surplus figure of £29,669 shown on the balance sheet is the accumulated reserves shown in the financial statements of CBA as at 1 March 2006.