

Company Number: 610299



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

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**



**Greenhalgh & Co
Chartered Accountants**

Institute of Cemetery and Crematorium Management

Directors:

P Ewing

A Till

D McCarthy

G Green

J O'Callaghan

M Birch

I Rotherham

I Hulf

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 2007

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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 2007.

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.

Directors

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

D MacColl	-	Resigned 27 September 2006
D McCarthy		
P Ewing		
P Mitchell	-	Resigned 27 September 2006
A Till		
G Green		
J O'Callaghan		
R McCulloch	-	Resigned 27 September 2006
M Birch	-	Appointed 16 October 2006
I Rotherham	-	Appointed 16 October 2006
I Hulf	-	Appointed 16 October 2006

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.

Donations

During the year the company donated £15,000 (2006:£Nil) to charitable organisations.

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

Independent Auditor's Report 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 2007 which comprise the Income and Expenditure Accounts, the Balance Sheet and the related notes on pages 5 to 21. These financial statements have been prepared under 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 in the Statement of Directors' Responsibilities 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 report to you whether in our opinion the information given in the Directors' Report is consistent with the financial statements. We also report to you if, in our opinion, 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 is not disclosed.

We read the Directors' Report 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

**Independent Auditor's Report to the Member 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 2007, and of its surplus for the year then ended;
- * the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- * the information given in the directors' report is consistent with the financial statements.

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 2007

		Page	2007 £	2006 £
Corporate	- (deficit)	6 - 7	(5,216)	(23,394)
Training and Consultancy	- surplus	8 - 9	917	1,226
Education	- surplus	10	12,216	23,795
Cemetery Operatives Training Scheme	- surplus	11	11,253	18,457
Charter for the Bereaved	- surplus	12	11,839	5,278
Journal	- (deficit)/surplus	13	(9,197)	2,031
CTTS	- (deficit)/surplus	14	(13,088)	2,308
Surplus on ordinary activities before taxation (see note 2)			8,724 =====	29,701 =====

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 2007

	2007		2006	
	£	£	£	£
Income				
Member subscriptions	49,416		52,155	
Corporate subscriptions	46,670		635	
Entrance fees	3,000		5,110	
CBA	-		10,609	
Recruitment Services	22,680		22,190	
Miscellaneous	50		-	
Bank interest received	9,591		8,521	
Administration recharge	59,562		48,250	
Trust recharge	-		965	
Recycling	15,000		-	
	-----		-----	
		205,969		148,435
 Expenditure				
Salaries/Honoraria	92,350		69,754	
CBA recharge	-		10,609	
Presidential expenses	3,931		6,368	
Travel	31,596		25,404	
Donation	15,000		-	
Branch meeting	655		311	
Meeting costs	2,874		3,253	
Conferences	1,599		-	
Postage	4,173		4,190	
Printing and stationery	8,953		8,576	
Telephone	8,536		8,049	
Rent	6,800		6,800	
Repairs and renewals	341		18	
Recruitment Services	5,209		3,458	
Insurance	6,240		6,190	
Purchase of regalia	232		318	
Legal and professional	-		1,000	
Audit and accountancy	5,550		3,920	
Payroll costs	768		737	
Subscriptions	10		526	
	-----		-----	
		(194,817)		(159,481)
		-----		-----
Balance carried forward		11,152		(11,046)

Institute of Cemetery and Crematorium Management

Corporate Income and Expenditure Account

for the Year Ended 31 March 2007
(continued)

	2007		2006	
	£	£	£	£
Balance brought forward		11,152		(11,046)
Expenditure continued				
Office equipment	768		925	
Equipment hire	1,986		1,230	
Website	3,770		2,860	
Miscellaneous	30		165	
Sponsorship	6,176		1,000	
Trust	-		965	
Bank charges	135		180	
Depreciation – computer equipment	2,417		4,830	
fixtures and fittings	302		354	
plant and machinery	276		175	
Loss/(profit) on disposal of fixed assets	508		(336)	
	-----		-----	
		(16,368)		(12,348)
 (Deficit) for the year		 ----- (5,216) =====		 ----- (23,394) =====

Institute of Cemetery and Crematorium Management

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Consultancy	53,610		69,934	
Travelling recovered	6,203		5,498	
Memorial management fees	17,490		24,114	
Memorial management travelling recovered	1,882		919	
Institute of Leisure & Amenities Management	2,799		3,811	
Exclusive Rights of Burial	7,189		5,870	
Other travelling recovered	507		437	
Other courses	25,953		500	
Computerised safety system	10,710		2,750	
Mercury	-		5,855	
Manual handling	2,100		2,342	
Conference	64,442		63,830	
Conference accommodation	25,780		23,828	
Customer care	4,150		600	
Grief DVD	460		15,858	
	-----		-----	
		223,275		226,146
Expenditure				
Salaries/Honoraria	80,038		82,791	
Travel	5,079		3,223	
Postage	1		4	
Printing & stationery	19		12	
Memorial management courses	2,379		6,116	
Exclusive Rights of Burial courses	355		500	
Other courses	741		543	
Conference	90,257		75,976	
Computerised safety system	6,858		1,500	
Administration recharge	27,424		26,707	
Consultancy costs	5,193		6,956	
Mercury	-		4,916	
Manual handling	458		456	
Institute of Leisure & Amenities Management	47		72	
Grief DVD	154		15,148	
	-----		-----	
		(219,003)		(224,920)
		-----		-----
Balance carried forward		4,272		1,226

Institute of Cemetery and Crematorium Management

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2007
(continued)

	2007		2006	
	£	£	£	£
Balance brought forward				
Expenditure continued		4,272		1,226
Refunds	1,363		-	
Office equipment	76		-	
Re-use seminar	1,916		-	
	-----		-----	
		(3,355)		
Surplus for the year		----- 917 =====		----- 1,226 =====

Institute of Cemetery and Crematorium Management

Education Income and Expenditure Account

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Fees	55,260		61,381	
Seminar	23,336		28,510	
CPD	10		50	
	-----		-----	
		78,606		89,941
 Expenditure				
Salaries/Honoraria	20,782		17,184	
Travel	86		349	
Course fees	22,539		24,238	
Seminar costs	15,702		18,239	
Printing and stationery	-		21	
Refunds	160		575	
Administration recharge	7,121		5,540	
	-----		-----	
		(66,390)		(66,146)
 Surplus for the year				
		-----		-----
		12,216		23,795
		=====		=====

Institute of Cemetery and Crematorium Management

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

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Course fees	94,203		84,240	
Accommodation	7,670		13,735	
Code of Safe Working Practice	470		524	
Travelling	-		606	
Accreditation	1,050		-	
	-----		-----	
		103,393		99,105
 Expenditure				
Salaries/Honoraria	31,210		15,143	
Travel	1,995		593	
Postage	7		-	
Courses	41,471		47,160	
Accommodation	6,763		12,863	
Administration recharge	10,694		4,889	
	-----		-----	
		(92,140)		(80,648)
		-----		-----
Surplus for the year		11,253		18,457
		=====		=====

Institute of Cemetery and Crematorium Management

Charter for the Bereaved Income and Expenditure Account

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Best value	33,700		27,790	
Charter certificates	25		-	
Copies	-		40	
Excellence criteria	-		180	
Guiding Principles	225		342	
	-----		-----	
		33,950		28,352
 Expenditure				
Salaries/Honoraria	8,372		10,529	
Travel	-		87	
Printing and stationery	97		240	
Guiding Principles	153		197	
Excellence criteria	10,405		8,625	
Administration recharge	2,869		3,396	
Assessments	215		-	
	-----		-----	
		(22,111)		(23,074)
		-----		-----
Surplus for the year		11,839		5,278
		=====		=====

Institute of Cemetery and Crematorium Management

Journal Income and Expenditure Account

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Advertising income	39,034		37,814	
Subscriptions	2,369		2,440	
Sales	-		8,000	
	-----		-----	
		41,403		48,254
Expenditure				
Salaries/Honoraria	13,158		10,407	
Printing and stationery	32,834		32,433	
Miscellaneous	100		30	
Administration recharge	4,508		3,353	
	-----		-----	
		(50,600)		(46,223)
		-----		-----
(Deficit)/surplus for the year		(9,197)		2,031
		=====		=====

Institute of Cemetery and Crematorium Management

CTTS Income and Expenditure Account

for the Year Ended 31 March 2007

	2007		2006	
	£	£	£	£
Income				
Course fees		29,160		29,020
 Expenditure				
Salaries/Honoraria	19,547		13,541	
Travel	7,118		1,046	
Postage	3		-	
Course fees	5,143		7,760	
Administration recharge	6,697		4,365	
Edxcel	2,840		-	
Office equipment	270		-	
Professional fees	500		-	
Meeting costs	130		-	
	-----		-----	
		(42,248)		(26,712)
		-----		-----
(Deficit)/surplus for the year		(13,088)		2,308
		=====		=====

Institute of Cemetery and Crematorium Management

Balance Sheet

as at 31 March 2007

	Notes	2007		2006	
		£	£	£	£
Fixed assets	4		5,183		6,277
Current assets					
Stock		9,162		900	
Debtors	5	84,328		68,595	
Cash at bank and in hand		367,776		369,069	
		-----		-----	
		461,266		438,564	
Creditors: Amounts falling due within one year	6	(94,113)		(81,229)	
		-----		-----	
Net current assets			367,153		357,335
			-----		-----
Total assets less current liabilities			372,336		363,612
			=====		=====
Reserves:					
Revenue reserve	12		372,336		333,943
CBA surplus	13		-		29,669
			-----		-----
			372,336		363,612
			=====		=====

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 – G Green

.....
Director – A Till

Institute of Cemetery and Crematorium Management

Notes to the Financial Statements

for the Year Ended 31 March 2007

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 tax

Deferred tax is recognised in respect of all material 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 31 March 2007
(continued)

1. Accounting policies (continued)

(g) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £20,535 (2006:£15,784) are charged to the income and expenditure account.

2. Surplus on ordinary activities before taxation

The surplus for the year before taxation is stated after charging:-

	2007	2006
	£	£
Depreciation of tangible fixed assets - owned by the company	2,995	5,097
Directors' remuneration	-	-
Auditors' remuneration	2,150	2,100
	=====	=====

3. Taxation

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

	2007	2006
	£	£
Current - UK corporation tax	-	-
	===	===

Institute of Cemetery and Crematorium Management

Notes to the Financial Statements
for the Year Ended 31 March 2007
(continued)

4. Fixed assets

	Computer Equipment £	Fixtures & Fittings £	Plant & Machinery £	Total £
Cost				
At 1 April 2006	13,704	3,473	1,170	18,347
Additions	2,069	-	840	2,909
Disposals	(2,079)	-	-	(2,079)
	-----	-----	-----	-----
At 31 March 2007	13,694	3,473	2,010	19,177
	-----	-----	-----	-----
Depreciation				
At 1 April 2006	10,431	1,464	175	12,070
Charge for the year	2,417	302	276	2,995
Eliminated on disposal	(1,071)	-	-	(1,071)
	-----	-----	-----	-----
At 31 March 2007	11,777	1,766	451	13,994
	-----	-----	-----	-----
Net book value				
At 31 March 2007	1,917	1,707	1,559	5,183
	-----	-----	-----	-----
At 31 March 2006	3,273	2,009	995	6,277
	-----	-----	-----	-----

5. Debtors: all due within one year

	2007 £	2006 £
Trade debtors	77,328	62,146
Other debtors	5,415	4,696
Prepayments	1,585	1,753
	-----	-----
	84,328	68,595
	=====	=====

Institute of Cemetery and Crematorium Management

Notes to the Financial Statements

**for the Year Ended 31 March 2007
(continued)**

6. Creditors: amounts falling due within one year

	2007	2006
	£	£
Trade creditors	36,441	26,394
Other creditors	3,355	12,922
Accruals	34,151	25,109
Taxation and social security	20,166	16,804
	-----	-----
	94,113	81,229
	=====	=====

7. Operating lease commitments

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

	2007	2006
	£	£
Expiring:		
Within 1 to 5 years	11,426	9,260
	=====	=====

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 2007 (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 2007 are as follows:-

	2007 £	2006 £
Current Account	175	536
Capital Reserve Account	5,675	4,618
	-----	-----
	5,850	5,154
	=====	=====

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. Reserves

	2007 £	2006 £
Revenue reserve brought forward	363,612	304,242
CBA Surplus	-	29,669
Surplus in year	8,724	29,701
	-----	-----
Revenue reserve carried forward	372,336	363,612
	=====	=====

Institute of Cemetery and Crematorium Management

Notes to the Financial Statements

for the Year Ended 31 March 2007 (Continued)

13. CBA surplus

During the previous year, Confederation of Burial Authorities (CBA) merged its operations with Institute of Cemetery and Crematorium Management. The CBA surplus figure of £29,669 shown on the 2006 balance sheet was the accumulated reserves shown in the financial statements of CBA as at 1 March 2006. These reserves have now been included in the Revenue reserve for 2007.