

Company Number: 00610299

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Institute of Cemetery and
Crematorium Management

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

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Directors:

A Till

M Birch

A Copeland

W Stanley

R McGinley

A Devonport

J O'Callaghan

Mrs N Bradshaw

Company Secretary:

T Morris

Registered Office:

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

Company Number:

00610299

Auditors:

HSKS Greenhalgh
Chartered Accountants &
Statutory Auditor
3rd Floor, Butt Dyke House
33 Park Row, Nottingham
NG1 6EE

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Financial Statements

Year Ended 31 March 2013

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Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Report of the Directors

The directors present their annual report and the financial statements of the company for the year ended 31 March 2013.

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.

Business review

Since the board took the decision to move away from the more commercial activities the focus has been given to the membership and member services. Significant officer and financial resources were applied to the new direction.

Officers and directors worked with the executive of the Association of Burial Authorities (ABA) to take over the administration of its membership. The ABA had decided to dissolve and considered that the Institute would be the best option to ensure that its previous membership continued to receive help, advice and support.

The result of renewed focus and our partnerships resulted in an unprecedented increase in corporate membership being recorded. Such an increase in membership brings with it a louder voice and exposure of our accredited qualifications, which benefit all concerned.

The 2012 Learning Convention and Exhibition moved to a new location. The board was delighted at the number of delegates that attended and the full exhibition.

The natural burial ground committee is developing a Diploma unit so that those with responsibilities for natural burial grounds will have access to an accredited qualification. The overall intention of the board is to promote natural burial as a choice for the bereaved equally alongside traditional burial and cremation.

The scheme for the recycling of metals following cremation has exceeded all expectations with the next round of donations guaranteeing that the scheme will pass the £1 million mark during the centenary year.

Lastly, the Institute has continued to work with governments in England, Wales and Scotland on national issues. This work will continue, with the Institute applying focus on the bereaved and its members in all of its representations at all times.

Directors

The directors who served during the year were as follows:

A Till

M Birch

A Copeland

W Stanley

I Quance – resigned 1st October 2012

R McGinley – appointed 1st October 2012

A Devonport

J O' Callaghan

Mrs N Bradshaw

Institute of Cemetery and Crematorium Management (Registered Number 00610299)**Donations**

During the year, the company was committed to donating £452,168 (2012: £464,687) to charitable organisations. Attention is drawn to note 8 of the financial statements.

Donations paid to charitable organisations during the year ended 31st March 2013 totalled £464,000 (2012: £152,485)

Statement of directors' responsibilities

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting 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 adequate accounting records that are sufficient to show and explain the company's transactions and 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 Act 2006. 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 as to disclosure of information to auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the directors

T Morris
Secretary
Date:

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

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 2013 on pages five to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 a Report of the Auditors 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 explained more fully in the Statement of Directors' Responsibilities set out on page two the directors 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 the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board'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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2013 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Independent Auditor's Report to the Members of Institute of Cemetery and
Crematorium Management
(continued)**

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the Report of the Directors in accordance with the small companies regime.

Philip Handley FCA (Senior Statutory Auditor)

For and on behalf of HSKS Greenhalgh

Chartered Accountants &

Statutory Auditor

3rd Floor

Butt Dyke House

33 Park Row

Nottingham

NG1 6EE

Date:

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Summary Income and Expenditure Account

for the Year Ended 31 March 2013

		Page	2013 £	2012 £
Corporate	- (deficit)	6 – 7	(36,805)	(34,323)
Training and Consultancy	- surplus	8	17,399	1,236
Education	- surplus	9	30,759	20,560
Cemetery Operatives				
Training Scheme	- (deficit)	10	(28,761)	(6,341)
Charter for the Bereaved	- surplus	11	21,640	16,985
Journal	- (deficit)	12	(12,208)	(6,384)
CTTS	- surplus	13	10,337	10,087
			<hr/>	<hr/>
Surplus on ordinary activities before taxation (see note 2)			2,361	1,820
Taxation		16	(176)	(24)
			<hr/>	<hr/>
Surplus on ordinary activities after taxation			2,185	1,796
			<hr/> <hr/>	<hr/> <hr/>

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

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Corporate Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Member subscriptions	27,923		32,681	
Corporate subscriptions	108,177		91,408	
Recruitment services	12,906		7,680	
Miscellaneous	-		80	
Bank interest received	881		119	
Administration recharge	34,450		31,413	
Professional fees	715		450	
Recycling	451,481		387,740	
Offices refund	3,900		8,950	
Portal – advertising	1,606		5,319	
	<hr/>		<hr/>	
		642,039		565,840
Expenditure				
Salaries/Honoraria	131,677		126,070	
Presidential expenses	3,281		3,362	
Travel	24,853		27,595	
Donation	451,481		387,740	
Branch meeting	33		120	
Meeting costs	707		466	
Conferences	-		960	
Postage	2,859		1,855	
Printing and stationery	6,830		9,443	
Telephone	4,517		3,918	
Rent	6,500		6,969	
Recruitment services	1,795		1,080	
Insurance	12,402		12,368	
Legal and professional	6,997		1,816	
Consultancy	4,363		-	
Audit and accountancy	5,992		5,505	
Payroll costs	1,052		1,052	
Subscriptions	600		671	
Training	645		866	
	<hr/>		<hr/>	
		(666,584)		(591,856)
Balance carried forward		(24,545)		(26,016)

Corporate Income and Expenditure Account

for the Year Ended 31 March 2013
(continued)

	2013		2012	
	£	£	£	£
Balance brought forward		(24,545)		(26,016)
Expenditure (continued)				
Office equipment	1,586		3,510	
Website	3,263		3,133	
Miscellaneous	5,050		190	
Regalia	1,732		-	
Bank charges	195		140	
Misposting and Suspense account	-		847	
Depreciation				
- computer equipment	244		244	
- fixtures and fittings	96		123	
- plant and machinery	94		120	
		(12,260)		(8,307)
(Deficit) for the year		<u>(36,805)</u>		<u>(34,323)</u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
ICCOM Ply updates	-		60	
Consultancy	17,233		17,261	
Travelling recovered	1,507		561	
Memorial management fees	3,209		10,060	
Exclusive Rights of Burial	13,385		10,240	
Other travelling recovered	-		2,180	
Other courses	29,384		17,225	
Manual handling	650		1,045	
Convention	71,048		68,531	
Customer care	1,880		1,090	
Grief DVD	-		20	
SLCC	3,900		6,100	
Placement	70,440		77,277	
RHE Courses	700		-	
	<hr/>		<hr/>	
		213,336		211,650
Expenditure				
Salaries/Honoraria	1,185		3,389	
Management placement salary	36,248		46,017	
Training salary	56,439		46,550	
Travel	14,930		8,835	
Training equipment	-		93	
Memorial management courses	-		1,354	
Exclusive Rights of Burial courses	1,101		871	
Other courses	888		2,655	
Conference	64,925		69,730	
Administration recharge	20,221		19,762	
Consultancy costs	-		11,158	
	<hr/>		<hr/>	
		(195,937)		(210,414)
Surplus for the year		<hr/> 17,399 <hr/>		<hr/> 1,236 <hr/>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Education Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Fees	60,855		47,729	
Seminar	22,365		15,760	
CPD	10		10	
	<hr/>	83,230	<hr/>	63,499
Expenditure				
Salaries/Honoraria	12,431		8,299	
Travel	127		-	
Course fees	24,171		19,820	
Seminar costs	13,064		13,111	
Administration recharge	2,678		1,709	
	<hr/>	(52,471)	<hr/>	(42,939)
Surplus for the year		30,759		20,560
		<hr/> <hr/>		<hr/> <hr/>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Cemetery Operatives Training Scheme
Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Course fees	66,281		75,318	
Accommodation	3,003		3,395	
Accreditation	-		494	
	<hr/>		<hr/>	
		69,284		79,207
Expenditure				
Salaries/Honoraria	60,644		51,190	
Travel	13,893		14,445	
Courses	16,289		14,173	
Accommodation	3,974		2,022	
Administration recharge	1,729		1,121	
Printing and stationery	353		817	
Insurance	1,122		1,536	
Telephone	41		244	
	<hr/>		<hr/>	
		(98,045)		(85,548)
(Deficit) for the year		<hr/> <hr/>		<hr/> <hr/>
		(28,761)		(6,341)

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Charter for the Bereaved Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Best Value	34,100		35,960	
Guiding Principles	-		200	
	<u> </u>		<u> </u>	
		34,100		36,160
Expenditure				
Salaries/Honoraria	9,969		15,709	
Travel	314		162	
Printing and stationery	73		69	
Guiding Principles	-		-	
Administration recharge	2,104		3,235	
	<u> </u>		<u> </u>	
		(12,460)		(19,175)
Surplus for the year		<u>21,640</u>		<u>16,985</u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Journal Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Advertising income	35,784		39,651	
Subscriptions	2,440		2,314	
Royalties received	342		388	
	<hr/>		<hr/>	
		38,566		42,353
Expenditure				
Salaries/Honoraria	19,445		19,195	
Printing and stationery	27,040		25,539	
Prize	100		50	
Administration recharge	4,189		3,953	
	<hr/>		<hr/>	
		(50,774)		(48,737)
(Deficit) for the year		<u>(12,208)</u>		<u>(6,384)</u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

CTTS Income and Expenditure Account

for the Year Ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Course fees	19,225		15,772	
Conversion fees	-		215	
	<u> </u>		<u> </u>	
		19,225		15,987
Expenditure				
Salaries/Honoraria	7,603		8,028	
Travel	(76)		(1,900)	
Course fees	(157)		(1,037)	
Administration recharge	1,777		1,633	
Registration fees	(259)		(824)	
	<u> </u>		<u> </u>	
		(8,888)		(5,900)
Surplus for the year		<u>10,337</u>		<u>10,087</u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Balance Sheet

as at 31 March 2013

	Notes	2013		2012	
		£	£	£	£
Fixed assets	4		1,385		1,819
Current assets					
Stock		8,610		8,610	
Debtors	5	107,583		72,698	
Cash at bank and in hand		521,910		565,545	
			<u>638,103</u>		<u>646,853</u>
Creditors: Amounts falling due within one year	6		(59,006)		(57,856)
Net current assets			<u>579,097</u>		<u>588,997</u>
Total assets less current liabilities			580,482		590,816
Provisions for liabilities	8		(452,168)		(464,687)
Net Assets			<u>128,314</u>		<u>126,129</u>
Reserves:					
Revenue reserve	13		128,314		126,129
			<u>128,314</u>		<u>126,129</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board of directors on 2013 and signed on its behalf.

M Birch
Director

Mrs N Bradshaw
Director

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Notes to the Financial Statements

for the Year Ended 31 March 2013

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 April 2008). The financial statements incorporate the results of the principal activity which is described in the Report of the Directors and which is continuing.

In the opinion of the directors, a profit and loss account drawn up in compliance with Schedule 1 of SI 2008/409 would not provide a true and fair view of the company's affairs. Advantage has, therefore, been taken of the provisions of Section 396 (5) of the Companies Act 2006.

(b) 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.

Training and course income is deferred where the course has not taken place by the year end.

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

(c) 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

(d) Deferred tax

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

(e) Stock

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

Notes to the Financial Statements

for the Year Ended 31 March 2013
(continued)

1. Accounting policies (continued)

(f) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £41,347 (2012: £39,620) 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:

	2013	2012
	£	£
Depreciation of tangible fixed assets - owned by the company	434	487
Directors' remuneration	1,500	1,500
Auditor's remuneration	2,300	2,300
	<u><u> </u></u>	<u><u> </u></u>

3. Taxation

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

	2013	2012
	£	£
Current - UK corporation tax	176	24
	<u> </u>	<u> </u>
	<u><u>176</u></u>	<u><u>24</u></u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Notes to the Financial Statements

for the Year Ended 31 March 2013
(continued)

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost				
At 1 April 2012	47,953	3,205	2,010	53,168
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2013	<u>47,953</u>	<u>3,205</u>	<u>2,010</u>	<u>53,168</u>
Depreciation				
At 1 April 2012	47,511	2,510	1,328	51,349
Charge for the year	244	96	94	434
Eliminated on disposal	-	-	-	-
At 31 March 2013	<u>47,755</u>	<u>2,606</u>	<u>1,422</u>	<u>51,783</u>
Net book value				
At 31 March 2013	<u>198</u>	<u>599</u>	<u>588</u>	<u>1,385</u>
At 31 March 2012	<u>442</u>	<u>695</u>	<u>682</u>	<u>1,819</u>

5. Debtors: all due within one year

	2013 £	2012 £
Trade debtors	102,707	68,274
Other debtors	3,176	3,024
Prepayments	1,700	1,400
	<u>107,583</u>	<u>72,698</u>

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Notes to the Financial Statements

for the Year Ended 31 March 2013
(continued)

6. Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	14,698	9,430
Accruals	16,841	25,953
Taxation and social security	19,786	20,524
Corporation tax	176	24
Deferred income	7,505	1,925
	<u>59,006</u>	<u>57,856</u>

7. Operating lease commitments

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

	2013 £	2012 £
Expiring:		
In less than 1 year	7,836	-
Within 1 to 5 years	2,328	17,476
	<u>10,164</u>	<u>17,476</u>

8. Provisions for liabilities

	2013 £	2012 £
Donations provision	452,168	464,687
	<u>452,168</u>	<u>464,687</u>

An amount of £452,168 (2012: £464,687) is to be paid out to good causes. This amount is the remainder of recycling income, after deducting an administration fee, which had not been paid out as donations at the year end but for which an obligation was in place.

9. Called up share capital

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

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Notes to the Financial Statements

**for the Year Ended 31 March 2013
(continued)**

10. Burial and Cremation Education Trust (Registered Charity No: 802204)

A charitable trust fund, the I.B.C.A. Foundation was created on 12 September 1989 and on 8 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 Finance and IT managers and three independent members of the Institute, nominated by the individual members, 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 2013 are as follows:

	2013	2012
	£	£
Current Account	685	3,049
Capital Reserve Account	71	1,870
	<hr/> 756 <hr/>	<hr/> 4,919 <hr/>

11. 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.

12. Controlling party

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

13. Reserves

	2013	2012
	£	£
Revenue reserve brought forward	126,129	124,333
Surplus in year	2,185	1,796
	<hr/> 128,314 <hr/>	<hr/> 126,129 <hr/>