

Company Number: 00610299

**iccm**

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 2015**

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

**Directors:**

A Till

M Birch

B Stanley

A Devonport

R McGinley

K Dry

I Quance

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  
3<sup>rd</sup> Floor,  
Butt Dyke House  
33 Park Row,  
Nottingham  
NG1 6EE

**Financial Statements**  
**Year Ended 31 March 2015**

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## **Report of the Directors**

The directors present their annual report and the financial statements of the company for the year ended 31 March 2015.

### **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**

The board of directors is pleased to report a continuation in the turn around of Institute finances that again confirms the previous decision to move away from the more commercial activities and focus on the membership.

During the last year the CTTS was revised to take in the recommendations made by Lord Bony in his Infant Cremation Report, the scheme was overhauled to include a specific section covering baby and infant cremations, as well as an upgrade for those with the previous BTEC accredited qualification. Similarly, a new section of the Crematorium Management unit of the Diploma was created covering the subject of baby and infant cremations and specific assignments incorporated.

Throughout the year the Institute remained closely involved with the British Register of Accredited Memorial Masons (BRAMM) scheme and attended at all meetings. Support also continued for the Funeral Furnishings Manufacturers Association's coffin accreditation scheme in conjunction with the APCC and FBCA.

Our training partnership with the Society of Local Council Clerks (SLCC) continued to be successful throughout the year with numerous courses taking place in England & Wales. Our partnership with the Association of Public Service Excellence (APSE) to deliver customer care training also continued. Toward the end of the financial year the Institute and APSE were constructing a cemetery management course.

It is evident that austerity measures will continue to affect local authorities into the future. The board has resolved to assist both corporate and professional members in any way possible that will enable a continuation of the highest level of service to bereaved people.

### **Directors**

The directors who served during the year were as follows:

A Till

M Birch

A Copeland – resigned 29<sup>th</sup> September 2014

W Stanley

K Dry

R McGinley

A Devonport – appointed 29<sup>th</sup> September 2014

J O' Callaghan – resigned 29<sup>th</sup> September 2014

Mrs N Bradshaw

I Quance – appointed 29<sup>th</sup> September 2014

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

### **Donations**

At the year end, the company was committed to donating £750,909 (2014: £524,624) to charitable organisations. Attention is drawn to note 8 of the financial statements.

Donations paid to charitable organisations during the year ended 31<sup>st</sup> March 2015 totalled £603,333 (2014: £557,805)

### **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 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.

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: 25/08/15

**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 2015 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 and express an opinion on 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. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**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 2015 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 and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Philip Handley FCA (Senior Statutory Auditor)  
For and on behalf of HSKS Greenhalgh  
Chartered Accountants &  
Statutory Auditor  
3<sup>rd</sup> Floor  
Butt Dyke House  
33 Park Row  
Nottingham  
NG1 6EE

Date: 25/08/15

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

**Summary Income and Expenditure Account**

**for the Year Ended 31 March 2015**

		<b>Page</b>	<b>2015</b> £	2014 £
Corporate	- surplus/(deficit)	6 – 7	<b>17,565</b>	(12,780)
Training and Consultancy	- surplus	8	<b>15,704</b>	16,355
Education	- surplus	9	<b>30,363</b>	35,986
Cemetery Operatives				
Training Scheme	- surplus/(deficit)	10	<b>2,116</b>	(6,194)
Charter for the Bereaved	- surplus	11	<b>18,435</b>	27,013
Journal	- (deficit)	12	<b>(11,615)</b>	(12,974)
CTTS	- (deficit)/surplus	13	<b>(5,111)</b>	6,182
			<hr/>	<hr/>
Surplus on ordinary activities before taxation (see note 2)			<b>67,457</b>	53,588
Taxation		16	<b>(380)</b>	(137)
			<hr/>	<hr/>
Surplus on ordinary activities after taxation			<b>67,077</b>	53,451
			<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 2015**

	2015		2014	
	£	£	£	£
<b>Income</b>				
Member subscriptions	26,991		26,854	
Corporate subscriptions	119,403		118,028	
Recruitment services	10,379		10,140	
Administration fees recycling	36,029		23,524	
Bank interest received	1,902		684	
Administration recharge	30,299		31,969	
Credit charges	911		-	
Recycling	829,618		630,261	
Portal – advertising	3,190		2,914	
Miscellaneous Income	3		-	
		<hr/>		<hr/>
		<b>1,058,725</b>		<b>844,374</b>
<b>Expenditure</b>				
Salaries/Honoraria	128,354		121,018	
Presidential expenses	3,236		2,989	
Travel	19,796		24,246	
Donation	829,618		630,261	
Branch meeting	257		-	
Meeting costs	2,411		540	
Postage	754		271	
Printing and stationery	5,074		5,273	
Telephone	3,587		3,671	
Rent	8,300		6,800	
Recruitment services	1,350		1,215	
Insurance	11,871		11,860	
Legal and professional	5,002		6,122	
Consultancy	710		2,967	
Audit and accountancy	5,306		5,627	
Payroll costs	1,095		1,052	
Subscriptions	1,871		645	
Training	240		2,068	
		<hr/>		<hr/>
		<b>(1,028,832)</b>		<b>(826,625)</b>
Balance carried forward		<hr/> <b>29,893</b>		<hr/> <b>17,749</b>

Corporate Income and Expenditure Account

for the Year Ended 31 March 2015  
(continued)

	2015		2014	
	£	£	£	£
Balance brought forward		29,893		17,749
<b>Expenditure (continued)</b>				
Office equipment	3,371		3,650	
Website	3,000		3,500	
Conferences attended	207		-	
Bad debts write off	1,820		-	
Bank charges	135		200	
Trust debtors write off	-		1,800	
Stock write down	2,870		5,740	
Staff/Training Development fee	-		15,000	
Depreciation - computer equipment	772		475	
- fixtures and fittings	77		83	
- plant and machinery	76		81	
		(12,328)		(30,529)
Surplus / (Deficit) for the year		17,565		(12,780)

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

**Training and Consultancy Income and Expenditure Account**

**for the Year Ended 31 March 2015**

	2015		2014	
	£	£	£	£
<b>Income</b>				
Consultancy	16,112		10,484	
Travelling recovered	3,832		1,356	
Memorial management fees	15,255		7,235	
Exclusive Rights of Burial	9,050		10,280	
Other courses	7,943		8,078	
Manual handling	1,045		5,000	
Convention	68,254		69,963	
Customer care	3,675		2,550	
Grief DVD	20		20	
SLCC	3,250		4,550	
Placement	42,027		79,875	
RHE Courses	1,400		700	
Compliance course	14,795		6,288	
Public Health Funerals	5,735		2,540	
	<hr/>		<hr/>	
		<b>192,393</b>		208,919
<b>Expenditure</b>				
Salaries/Honoraria	4,470		1,781	
Management placement salary	25,011		39,270	
Training salary	49,815		55,823	
Travel	12,651		12,058	
Training equipment	18		41	
Memorial management courses	413		307	
Exclusive Rights of Burial courses	351		505	
Other courses	2,912		1,222	
Convention	62,405		59,997	
Administration recharge	18,643		21,560	
	<hr/>		<hr/>	
		<b>(176,689)</b>		(192,564)
Surplus for the year		<b>15,704</b>		16,355
		<hr/> <hr/>		<hr/> <hr/>

Education Income and Expenditure Account

for the Year Ended 31 March 2015

	2015		2014	
	£	£	£	£
<b>Income</b>				
Fees	67,636		76,087	
Seminar	17,381		18,728	
CPD	-		10	
	<u>          </u>	<b>85,017</b>	<u>          </u>	94,825
<b>Expenditure</b>				
Salaries/Honoraria	12,601		11,451	
Travel	121		324	
Course fees	26,673		29,750	
Seminar costs	11,664		14,765	
Administration recharge	3,595		2,549	
	<u>          </u>	<b>(54,654)</b>	<u>          </u>	(58,839)
Surplus for the year		<u><b>30,363</b></u>		<u><b>35,986</b></u>

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

**for the Year Ended 31 March 2015**

	2015		2014	
	£	£	£	£
<b>Income</b>				
Course fees	84,085		85,220	
Accommodation	7,720		3,120	
COTS accreditation	290		-	
	<hr/>		<hr/>	
		<b>92,095</b>		<b>88,340</b>
<b>Expenditure</b>				
Salaries/Honoraria	47,887		52,552	
Travel	17,037		16,468	
Courses	10,518		12,111	
Accommodation	7,798		3,135	
Administration recharge	245		1,548	
Printing and stationery	439		807	
Insurance	1,076		1,053	
Accreditation fees	4,979		6,860	
	<hr/>		<hr/>	
		<b>(89,979)</b>		<b>(94,534)</b>
Surplus/(Deficit) for the year		<b>2,116</b>		<b>(6,194)</b>
		<hr/> <hr/>		<hr/> <hr/>

Charter for the Bereaved Income and Expenditure Account  
for the Year Ended 31 March 2015

	2015		2014	
	£	£	£	£
<b>Income</b>				
Best Value	<b>36,580</b>		35,340	
Guiding Principles	-		50	
	<u>          </u>		<u>          </u>	
		<b>36,580</b>		35,390
<b>Expenditure</b>				
Salaries/Honoraria	<b>15,558</b>		6,720	
Travel	-		112	
Printing and stationery	-		49	
Administration recharge	<b>2,587</b>		1,496	
	<u>          </u>		<u>          </u>	
		<b>(18,145)</b>		<b>(8,377)</b>
		<u>          </u>		<u>          </u>
Surplus for the year		<b>18,435</b>		<b>27,013</b>
		<u>          </u>		<u>          </u>

Journal Income and Expenditure Account

for the Year Ended 31 March 2015

	2015		2014	
	£	£	£	£
<b>Income</b>				
Advertising income	33,426		33,344	
Subscriptions	2,190		2,240	
Royalties received	3,281		306	
	<u>          </u>		<u>          </u>	
		38,897		35,890
<b>Expenditure</b>				
Salaries/Honoraria	20,672		19,619	
Printing and stationery	29,149		28,595	
Prize	100		100	
Administration recharge	591		550	
	<u>          </u>		<u>          </u>	
		(50,512)		(48,864)
(Deficit) for the year		<u><u>(11,615)</u></u>		<u><u>(12,974)</u></u>

CTTS Income and Expenditure Account  
for the Year Ended 31 March 2015

	2015		2014	
	£	£	£	£
<b>Income</b>				
Course fees	28,150		33,600	
Conversion fees	1,875		665	
	<u>          </u>		<u>          </u>	
		<b>30,025</b>		<b>34,265</b>
<b>Expenditure</b>				
Salaries/Honoraria	16,170		13,341	
Travel	3,428		3,608	
Course fees	4,565		4,490	
Administration recharge	3,588		2,969	
Registration fees	7,385		3,675	
	<u>          </u>		<u>          </u>	
		<b>(35,136)</b>		<b>(28,083)</b>
(Deficit) / Surplus for the year		<u><b>(5,111)</b></u>		<u><b>6,182</b></u>



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

**Balance Sheet**

**as at 31 March 2015**

	Notes	2015	2014
		£	£
<b>Fixed assets</b>	4	<b>2,046</b>	2,447
<b>Current assets</b>			
Stock		-	2,870
Debtors	5	<b>44,057</b>	89,174
Cash at bank and in hand		<b>1,063,217</b>	695,059
		<u><b>1,107,274</b></u>	<u>787,103</u>
<b>Creditors:</b> Amounts falling due within one year	6	<b>(109,569)</b>	(83,161)
			<u>703,942</u>
Net current assets		<b>997,705</b>	703,942
<b>Total assets less current liabilities</b>		<b>999,751</b>	706,389
<b>Provisions for liabilities</b>		<b>(750,909)</b>	(524,624)
	8	<u><b>248,842</b></u>	<u>181,765</u>
<b>Net Assets</b>		<u><b>248,842</b></u>	<u>181,765</u>
<b>Reserves:</b>			
<b>Revenue reserve</b>	13	<b>248,842</b>	181,765
		<u><b>248,842</b></u>	<u>181,765</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 25/08/15 and signed on its behalf.

M Birch

Director

Mrs N Bradshaw

Director

**Notes to the Financial Statements**

**for the Year Ended 31 March 2015**

**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 2015  
(continued)

1. Accounting policies (continued)

(f) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £46,371 (2014: £41,803) 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:

	<b>2015</b>	2014
	£	£
Depreciation of tangible fixed assets - owned by the company	<b>925</b>	639
Directors' remuneration	<b>3,900</b>	2,465
Auditor's remuneration	<b>2,300</b>	2,300
	<u><u>          </u></u>	<u><u>          </u></u>

3. Taxation

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

	<b>2015</b>	2014
	£	£
Current - UK corporation tax	<b>380</b>	137
	<u>          </u>	<u>          </u>
	<u><u>380</u></u>	<u><u>137</u></u>

Notes to the Financial Statements

for the Year Ended 31 March 2015  
(continued)

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
<b>Cost</b>				
At 1 April 2014	49,654	3,205	2,010	54,869
Additions	525	-	-	525
Disposals	-	-	-	-
At 31 March 2015	<u>50,179</u>	<u>3,205</u>	<u>2,010</u>	<u>55,394</u>

**Depreciation**

At 1 April 2014	48,230	2,689	1,503	52,422
Charge for the year	772	77	76	925
Eliminated on disposal	-	-	-	-
At 31 March 2015	<u>49,002</u>	<u>2,766</u>	<u>1,579</u>	<u>53,347</u>

**Net book value**

<b>At 31 March 2015</b>	<u>1,177</u>	<u>439</u>	<u>430</u>	<u>2,046</u>
At 31 March 2014	<u>1,424</u>	<u>516</u>	<u>507</u>	<u>2,447</u>

5. Debtors: all due within one year

	2015 £	2014 £
Trade debtors	40,677	82,822
Other debtors	3,380	3,137
Prepayments	-	3,215
	<u>44,057</u>	<u>89,174</u>

Notes to the Financial Statements  
for the Year Ended 31 March 2015  
(continued)

6. Creditors: amounts falling due within one year

	2015 £	2014 £
Trade creditors	25,898	6,080
Accruals	44,867	35,035
Taxation and social security	19,269	18,009
Corporation tax	380	137
Deferred income	19,155	23,900
	<u>109,569</u>	<u>83,161</u>

7. Operating lease commitments

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

	2015 £	2014 £
Expiring:		
In less than 1 year	-	-
Within 1 to 5 years	4,708	4,708
	<u>4,708</u>	<u>4,708</u>

8. Provisions for liabilities

	2015 £	2014 £
Donations provision	750,909	524,624
	<u>750,909</u>	<u>524,624</u>

An amount of £750,909 (2014: £524,624) 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.

Notes to the Financial Statements

for the Year Ended 31 March 2015  
(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 manager 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 2015 are as follows:

	<b>2015</b>	2014
	£	£
Current Account	<b>685</b>	685
Capital Reserve Account	<b>71</b>	71
	<u>756</u>	<u>756</u>

**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**

	<b>2015</b>	2014
	£	£
Revenue reserve brought forward	<b>181,765</b>	128,314
Surplus in year	<b>67,077</b>	53,451
	<u>248,842</u>	<u>181,765</u>