

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 2008**



**Greenhalgh & Co  
Chartered Accountants**

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

**Directors:**

P Ewing

A Till

G Green

J O'Callaghan

M Birch

K Dry

**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 2008

<b>Pages</b>	1 - 2	Report of the directors
	3 - 4	Auditors' report to the members
	5 - 14	Income and expenditure accounts
	15	Balance sheet
	16 - 21	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 2008.

### 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 McCarthy	-	Resigned 31 March 2008
P Ewing	-	Resigned 1 July 2008
A Till		
G Green		
J O'Callaghan		
M Birch		
J Rotherham	-	Resigned 24 July 2007
I Hulf	-	Resigned 15 October 2007
I Hussein	-	Appointed 15 October 2007, resigned 21 March 2008
A Dunn	-	Appointed 15 October 2007, resigned 31 December 2007
K Dry	-	Appointed 19 February 2008

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 £33,500 (2007: £15,000) to charitable organisations. Attention is drawn to note 8 of the financial statements.

### 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 2008 which comprise the Income and Expenditure Accounts, the Balance Sheet and the related notes on pages 5 to 20. 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 2007).

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**

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

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 whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition we 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 other 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 2008, and of its deficit 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 2008**

		<b>Page</b>	<b>2008 £</b>	<b>2007 £</b>
Corporate	- (deficit)	6 – 7	<b>(33,884)</b>	(5,216)
Training and Consultancy	- (deficit)/surplus	8 - 9	<b>(25,319)</b>	917
Education	- surplus	10	<b>31,180</b>	12,216
Cemetery Operatives Training Scheme	- surplus	11	<b>3,515</b>	11,253
Charter for the Bereaved	- surplus	12	<b>14,378</b>	11,839
Journal	- (deficit)	13	<b>(11,142)</b>	(9,197)
CTTS	- (deficit)	14	<b>(12,297)</b>	(13,088)
			-----	-----
(Deficit)/Surplus on ordinary activities before taxation (see note 2)			<b>(33,569)</b>	8,724
Taxation		17	<b>(4,202)</b>	-
			-----	-----
(Deficit)/surplus on ordinary activities after taxation			<b>(37,771)</b>	8,724
			=====	=====

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 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Member subscriptions	48,967		49,416	
Corporate subscriptions	54,388		46,670	
Entrance fees	4,016		3,000	
Recruitment Services	28,220		22,680	
Miscellaneous	1,545		50	
Bank interest received	11,909		9,591	
Administration recharge	53,781		59,562	
Recycling	67,540		15,000	
Portal – Advertising	2,835		-	
Re-charges	1,590		-	
	-----		-----	
<b>Expenditure</b>		<b>274,791</b>		<b>205,969</b>
Salaries/Honoraria	119,817		92,350	
Presidential expenses	3,909		3,931	
Travel	32,103		31,596	
Donation	67,540		15,000	
Branch meeting	1,230		655	
Meeting costs	1,213		2,874	
Conferences	1,393		1,599	
Postage	3,688		4,173	
Printing and stationery	8,169		8,953	
Telephone	7,474		8,536	
Rent	7,075		6,800	
Repairs and renewals	-		341	
Recruitment Services	6,561		5,209	
Insurance	6,586		6,240	
Purchase of regalia	-		232	
Legal and professional	1,030		-	
Audit and accountancy	10,671		5,550	
Payroll costs	889		768	
Subscriptions	517		10	
Training	444		-	
	-----		-----	
		<b>(280,309)</b>		<b>(194,817)</b>
		-----		-----
Balance carried forward		<b>(5,518)</b>		<b>11,152</b>

**Institute of Cemetery and Crematorium Management**

**Corporate Income and Expenditure Account**

**for the Year Ended 31 March 2008  
(continued)**

	2008		2007	
	£	£	£	£
Balance brought forward		(5,518)		11,152
<b>Expenditure continued</b>				
Office equipment	4,503		768	
Equipment hire	-		1,986	
Website	4,870		3,770	
Miscellaneous	72		30	
Sponsorship	6,000		6,176	
Trust	-		-	
Bank charges	162		135	
Depreciation – computer equipment	12,374		2,417	
fixtures and fittings	256		302	
plant and machinery	253		276	
(Profit)/loss on disposal of fixed assets	(124)		508	
	-----		-----	
		(28,366)		(16,368)
		-----		-----
Deficit for the year		(33,884)		(5,216)
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Training and Consultancy Income and Expenditure Account**

**for the Year Ended 31 March 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Consultancy	61,889		53,610	
Travelling recovered	5,167		6,203	
Memorial management fees	17,830		17,490	
Memorial management travelling recovered	1,961		1,882	
Institute of Leisure & Amenities Management	-		2,799	
Exclusive Rights of Burial	5,335		7,189	
Other travelling recovered	637		507	
Corporate seminar	21,643		22,453	
Other seminars	1,490		3,500	
Computerised safety system	2,610		10,710	
Mercury	1,375		-	
Manual handling	1,550		2,100	
Conference	55,939		64,442	
Conference accommodation	23,041		25,780	
Customer care	650		4,150	
Grief DVD	180		460	
	-----		-----	
		201,297		223,275
<b>Expenditure</b>				
Salaries/Honoraria	83,636		80,038	
Travel	8,594		5,079	
Postage	-		1	
Printing & stationery	34		19	
Memorial management courses	781		2,379	
Exclusive Rights of Burial courses	198		355	
Other courses	-		741	
Conference	71,557		73,924	
Corporate Seminar	15,034		16,333	
Computerised safety system	1,362		6,858	
Administration recharge	24,913		27,424	
Consultancy costs	18,712		5,193	
Manual handling	55		458	
Institute of Leisure & Amenities Management	-		47	
Grief DVD	1,510		154	
	-----		-----	
		(226,386)		(219,003)
		-----		-----
Balance carried forward		(25,089)		4,272

**Institute of Cemetery and Crematorium Management**

**Training and Consultancy Income and Expenditure Account**

**for the Year Ended 31 March 2008  
(continued)**

	2008		2007	
	£	£	£	£
Balance brought forward		(25,089)		4,272
<b>Expenditure continued</b>				
Refunds	-		1,363	
Office equipment	230		76	
Re-use seminar	-		1,916	
	-----		-----	
		(230)		(3,355)
 (Deficit)/surplus for the year		----- (25,319) =====		----- 917 =====

**Institute of Cemetery and Crematorium Management**

**Education Income and Expenditure Account**

**for the Year Ended 31 March 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Fees	76,558		55,260	
Seminar	24,202		23,336	
CPD	-		10	
	-----		-----	
		<b>100,760</b>		<b>78,606</b>
 <b>Expenditure</b>				
Salaries/Honoraria	17,856		20,782	
Travel	-		86	
Course fees	29,215		22,539	
Seminar costs	17,168		15,702	
Printing and stationery	22		-	
Refunds	-		160	
Administration recharge	5,319		7,121	
	-----		-----	
		<b>(69,580)</b>		<b>(66,390)</b>
 Surplus for the year		 ----- <b>31,180</b> =====		 ----- <b>12,216</b> =====

**Institute of Cemetery and Crematorium Management**

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

**for the Year Ended 31 March 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Course fees	74,030		94,203	
Accommodation	6,030		7,670	
Code of Safe Working Practice	120		470	
Travelling	-		-	
Accreditation	750		1,050	
	-----		-----	
		<b>80,930</b>		<b>103,393</b>
<b>Expenditure</b>				
Salaries/Honoraria	34,926		31,210	
Travel	4,712		1,995	
Postage	-		7	
Courses	23,405		41,471	
Accommodation	3,885		6,763	
Administration recharge	10,404		10,694	
Printing and stationery	83		-	
	-----		-----	
		<b>(77,415)</b>		<b>(92,140)</b>
		-----		-----
Surplus for the year		<b>3,515</b>		<b>11,253</b>
		=====		=====

# Institute of Cemetery and Crematorium Management

## Charter for the Bereaved Income and Expenditure Account

for the Year Ended 31 March 2008

	2008		2007	
	£	£	£	£
<b>Income</b>				
Best value	36,535		33,700	
Charter certificates	-		25	
Guiding Principles	225		225	
	-----		-----	
		<b>36,760</b>		<b>33,950</b>
<b>Expenditure</b>				
Salaries/Honoraria	9,921		8,372	
Travel	8		-	
Printing and stationery	126		97	
Guiding Principles	120		153	
Excellence criteria	9,157		10,405	
Administration recharge	2,955		2,869	
Assessments	95		215	
	-----		-----	
		<b>(22,382)</b>		<b>(22,111)</b>
Surplus for the year		-----		-----
		<b>14,378</b>		<b>11,839</b>
		=====		=====

**Institute of Cemetery and Crematorium Management**

**Journal Income and Expenditure Account**

**for the Year Ended 31 March 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Advertising income	41,811		39,034	
Subscriptions	2,254		2,369	
	-----		-----	
		44,065		41,403
<b>Expenditure</b>				
Salaries/Honoraria	16,139		13,158	
Printing and stationery	34,211		32,834	
Miscellaneous	50		100	
Administration recharge	4,807		4,508	
	-----		-----	
		(55,207)		(50,600)
		-----		-----
(Deficit) for the year		(11,142)		(9,197)
		=====		=====

**Institute of Cemetery and Crematorium Management**

**CTTS Income and Expenditure Account**

**for the Year Ended 31 March 2008**

	2008		2007	
	£	£	£	£
<b>Income</b>				
Course fees		27,026		29,160
<b>Expenditure</b>				
Salaries/Honoraria	18,069		19,547	
Travel	6,680		7,118	
Postage	7		3	
Course fees	5,500		5,143	
Administration recharge	5,382		6,697	
Edxcel	-		2,840	
Office equipment	334		270	
Professional fees	-		500	
Meeting costs	48		130	
Registration fees	3,303		-	
	-----		-----	
		<b>(39,323)</b>		<b>(42,248)</b>
 (Deficit) for the year		 ----- <b>(12,297)</b> =====		 ----- <b>(13,088)</b> =====

# Institute of Cemetery and Crematorium Management

## Balance Sheet

as at 31 March 2008

	Notes	2008		2007	
		£	£	£	£
<b>Fixed assets</b>	4		<b>25,983</b>		5,183
<b>Current assets</b>					
Stock		7,800		9,162	
Debtors	5	111,152		84,328	
Cash at bank and in hand		333,164		367,776	
		-----		-----	
		<b>452,116</b>		461,266	
<b>Creditors:</b> Amounts falling due within one year	6	<b>(109,494)</b>		(94,113)	
		-----		-----	
<b>Net current assets</b>			<b>342,662</b>		367,153
			-----		-----
<b>Total assets less current liabilities</b>			<b>368,605</b>		372,336
<b>Provisions for liabilities</b>	8		<b>(34,040)</b>		-
			-----		-----
<b>Net Assets</b>			<b>334,565</b>		372,336
			=====		=====
<b>Reserves:</b>					
Revenue reserve	13		<b>334,565</b>		372,336
			-----		-----
			<b>334,565</b>		372,336
			=====		=====

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 2007).

Approved by the board of directors on

and signed on its behalf.

.....  
Director – K Dry

.....  
Director – M Birch

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements

for the Year Ended 31 March 2008

### 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 2007). 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 2008  
(continued)

### 1. Accounting policies (continued)

#### (g) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £25,178 (2007: £20,535) are charged to the income and expenditure account.

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

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

	2008 £	2007 £
Depreciation of tangible fixed assets - owned by the company	12,883	2,995
Directors' remuneration	-	-
Auditors' remuneration	2,200	2,150
	=====	=====

### 3. Taxation

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

	2008 £	2007 £
Current - UK corporation tax	2,382	-
Under provision in prior year	1,820	-
	-----	-----
	4,202	-
	=====	=====

**Institute of Cemetery and Crematorium Management**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2008**  
**(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 2007	13,694	3,473	2,010	19,177
Additions	34,163	-	-	34,163
Disposals	(1,971)	-	-	(1,971)
	-----	-----	-----	-----
At 31 March 2008	45,886	3,473	2,010	51,369
	-----	-----	-----	-----
<b>Depreciation</b>				
At 1 April 2007	11,776	1,766	451	13,993
Charge for the year	12,374	256	253	12,883
Eliminated on disposal	(1,490)	-	-	(1,490)
	-----	-----	-----	-----
At 31 March 2008	22,660	2,022	704	25,386
	-----	-----	-----	-----
<b>Net book value</b>				
<b>At 31 March 2008</b>	<b>23,226</b>	<b>1,451</b>	<b>1,306</b>	<b>25,983</b>
	=====	=====	=====	=====
At 31 March 2007	1,917	1,707	1,559	5,183
	=====	=====	=====	=====

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

	<b>2008 £</b>	<b>2007 £</b>
Trade debtors	105,685	77,328
Other debtors	5,467	5,415
Prepayments	-	1,585
	-----	-----
	111,152	84,328
	=====	=====

# Institute of Cemetery and Crematorium Management

## Notes to the Financial Statements for the Year Ended 31 March 2008 (continued)

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

	2008 £	2007 £
Trade creditors	7,970	36,441
Other creditors	16,500	3,355
Accruals	46,635	34,151
Taxation and social security	26,671	20,166
Corporation tax	2,382	-
Deferred income	9,336	-
	-----	-----
	109,494	94,113
	=====	=====

### 7. Operating lease commitments

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

	2008 £	2007 £
Expiring: Within 1 to 5 years	7,920	11,426
	=====	=====

### 8. Provisions for liabilities

	2008 £	2007 £
Donations provision	34,040	-
	=====	=====

An amount of £34,040 is to be paid out to good causes. This amount is the remainder of recycling income which had not been paid out as donations at the year end but for which an obligation was in place.

During the year, £33,500 (2007: £15,000) of donations to good causes were made.

### 9. 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 2008  
(continued)

### 10. 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 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 2008 are as follows:-

	2008 £	2007 £
Current Account	2,342	175
Capital Reserve Account	11,790	5,675
	-----	-----
	14,132	5,850
	=====	=====

### 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

	2008 £	2007 £
Revenue reserve brought forward	372,336	363,612
(Deficit)/surplus in year	(37,771)	8,724
	-----	-----
Revenue reserve carried forward	334,565	372,336
	=====	=====