

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 2010**



Institute of Cemetery and Crematorium Management (Registered Number 610299)

Directors:

A Till
M Birch
K Dry
A Copeland
W Stanley
S Brown
D MacColl
I Quance

Company Secretary:

T Morris

Registered Office:

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

Company Number:

610299

Auditors:

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

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Financial Statements

Year Ended 31 March 2010

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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 2010.

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

In late 2007 the board took the decision to reinvest reserves into the Institute and anticipated financial deficits for the following two years. Since that time directors have held two planning meetings where the core business purpose and vision were redefined and a strategy developed. Redefining the core business purpose enabled focus to be given to the three main areas of Institute function namely; Corporate function, Member Services and Operational matters. The board considered that the balance between income generating and non-income generating initiatives required special attention.

Feeding into this process was the member consultation and subsequent report of the Member Review Panel concerning the structure of the Institute and the future of the committees. Members will be aware of the ballot that is underway in respect of this matter, the results of which will be announced at this year's annual general meeting.

In 2009 the board commissioned a firm of lawyers, Bevan Brittan, to conduct an investigation into the corporate governance of the Institute over the previous four year period. The board has acted on the recommendations made in the Bevan Brittan report with progress being identified in this year's annual report of the board of directors.

The input from members and actions of the board of directors over the previous two years has been designed to restore the finances of the Institute and take it forward toward to its centenary.

Directors

The directors who served during the year were as follows:

A Till	
M Birch	
K Dry	
S Herbert	- Resigned 01/10/2009
A Copeland	
W Stanley	
J Robson	- Resigned 01/10/2009
S Brown	
D MacColl	- Appointed 29/01/2010
I Quance	- Appointed 28/09/2009

Donations

During the year, the company was committed to donating £186,102 (2009: £46,486) to charitable organisations. Attention is drawn to note 8 of the financial statements.

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.

Auditors

On 8 March 2010, Greenhalgh & Co changed their trading name to Greenhalgh.

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: 19 July 2010

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 2010 on pages five to twenty. 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 2010 and of its deficit 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.

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.

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

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

Date: 5 August 2010

Summary Income and Expenditure Account

for the Year Ended 31 March 2010

		Page	2010 £	2009 £
Corporate	- (deficit)	6 – 7	(83,687)	(97,436)
Training and Consultancy	- (deficit)	8 - 9	(25,540)	(45,613)
Education	- surplus	10	22,590	28,553
Cemetery Operatives Training Scheme	- (deficit)	11	(16,286)	(26,224)
Charter for the Bereaved	- surplus	12	16,261	19,711
Journal	- (deficit)	13	(9,204)	(6,627)
CTTS	- surplus	14	9,581	773
(Deficit) on ordinary activities before taxation (see note 2)			(86,285)	(126,863)
Taxation		17	(20)	(1,175)
(Deficit) on ordinary activities after taxation			(86,305)	(128,038)

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 610299)

Corporate Income and Expenditure Account

for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Member subscriptions	36,487		35,683	
Corporate subscriptions	78,359		76,652	
Recruitment services	16,320		20,055	
Miscellaneous	1,813		511	
Bank interest received	97		5,509	
Administration recharge	67,234		61,186	
Recycling	186,102		46,486	
Portal – advertising	6,735		9,976	
	-----		-----	
		393,147		256,058
Expenditure				
Salaries/Honoraria	111,952		140,877	
Presidential expenses	5,410		5,387	
Travel	31,743		41,548	
Donation	186,102		46,486	
Branch meeting	433		204	
Meeting costs	5,267		3,317	
Conferences	1,104		923	
Postage	6,548		6,399	
Printing and stationery	28,361		10,620	
Telephone	5,736		7,375	
Rent	4,830		7,530	
Recruitment services	3,937		5,149	
Insurance	8,739		6,616	
Legal and professional	12,693		33,620	
Consultancy	20,582		-	
Audit and accountancy	4,724		4,490	
Payroll costs	1,070		966	
Subscriptions	736		605	
Training	2,276		2,040	
	-----		-----	
		(442,243)		(324,152)
		-----		-----
Balance carried forward		(49,096)		(68,094)

Corporate Income and Expenditure Account

for the Year Ended 31 March 2010
(continued)

	2010		2009	
	£	£	£	£
Balance brought forward		(49,096)		(68,094)
Expenditure (continued)				
Office equipment	2,616		4,829	
Website	9,024		4,035	
Miscellaneous	2,966		774	
Sponsorship	7,000		6,000	
Bank charges	92		184	
Depreciation - computer equipment	11,957		12,405	
- fixtures and fittings	170		200	
- plant and machinery	166		196	
Loss/(profit) on disposal of fixed assets	-		119	
Trust debtor write off	600		600	
	-----		-----	
		(34,591)		(29,342)
		-----		-----
(Deficit) for the year		(83,687)		(97,436)
		=====		=====

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Consultancy	36,490		43,880	
Travelling recovered	1,563		1,703	
Memorial management fees	17,185		6,660	
Memorial management travelling recovered	20		261	
Exclusive Rights of Burial	2,950		7,325	
Other travelling recovered	3,408		6,963	
Corporate seminar	21,392		26,501	
Other seminars	893		2,600	
Other courses	3,010		3,407	
Computerised safety system	-		1,190	
Manual handling	550		-	
Conference	97,233		101,613	
Customer care	1,390		1,080	
Grief DVD	60		120	
SLCC	5,850		5,615	
Placement	30,594		96,754	
	-----		-----	
		222,588		305,672
Expenditure				
Salaries/Honoraria	16,666		54,091	
Management placement salary	26,484		67,475	
Training salary	41,243		29,430	
Travel	5,150		8,322	
Printing and stationery	-		41	
Memorial management courses	656		149	
Exclusive Rights of Burial courses	34		118	
Other courses	705		48	
Conference	98,327		103,825	
Corporate seminar	16,218		21,602	
Computerised safety system	-		600	
Administration recharge	37,846		44,269	
Consultancy costs	4,769		15,189	
Grief DVD	30		60	
	-----		-----	
		(248,128)		(345,219)
		-----		-----
Balance carried forward		(25,540)		(39,547)

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2010
(continued)

	2010		2009	
	£	£	£	£
Balance brought forward		(25,540)		(39,547)
Expenditure (continued)				
Refunds	-		495	
Office equipment	-		24	
Re-use seminar	-		5,547	
	-----		-----	
		-		(6,066)
		-----		-----
(Deficit) for the year		(25,540)		(45,613)
		=====		=====

Education Income and Expenditure Account

for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Fees	75,845		68,145	
Seminar	15,828		18,880	
CPD	30		20	
	-----		-----	
		91,703		87,045
Expenditure				
Salaries/Honoraria	19,668		12,675	
Travel	103		61	
Course fees	29,264		26,474	
Seminar costs	11,776		14,614	
Printing and stationery	-		61	
Refunds	-		599	
Administration recharge	8,302		4,008	
	-----		-----	
		(69,113)		(58,492)
Surplus for the year		-----		-----
		22,590		28,553
		=====		=====

**Cemetery Operatives Training Scheme
Income and Expenditure Account
for the Year Ended 31 March 2010**

	2010		2009	
	£	£	£	£
Income				
Course fees	84,730		85,895	
Accommodation	2,750		3,720	
Code of Safe Working Practice	-		135	
Accreditation	250		1,000	
	-----		-----	
		87,730		90,750
Expenditure				
Salaries/Honoraria	72,593		79,713	
Travel	13,509		21,307	
Postage	-		29	
Courses	10,236		8,438	
Accommodation	2,172		2,475	
Administration recharge	3,865		3,000	
Printing and stationery	355		119	
Insurance	1,212		593	
Telephone	74		411	
Equipment	-		889	
	-----		-----	
		(104,016)		(116,974)
		-----		-----
(Deficit) for the year		(16,286)		(26,224)
		=====		=====

Charter for the Bereaved Income and Expenditure Account

for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Best Value	37,565		36,725	
Charter certificates	75		90	
Guiding Principles	100		-	
Reference copies	60		-	
	-----		-----	
		37,800		36,815
Expenditure				
Salaries/Honoraria	7,945		5,903	
Travel	417		-	
Printing and stationery	243		69	
Guiding Principles	80		-	
Excellence criteria	-		9,265	
Administration recharge	3,354		1,867	
Assessments	2,185		-	
BVAP fees	7,315		-	
	-----		-----	
		(21,539)		(17,104)
		-----		-----
Surplus for the year		16,261		19,711
		=====		=====

Journal Income and Expenditure Account

for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Advertising income	43,377		41,750	
Subscriptions	2,582		2,656	
	-----		-----	
		45,959		44,406
Expenditure				
Salaries/Honoraria	19,285		14,475	
Printing and stationery	27,676		31,981	
Miscellaneous	100		-	
Administration recharge	8,102		4,577	
	-----		-----	
		(55,163)		(51,033)
		-----		-----
(Deficit) for the year		(9,204)		(6,627)
		=====		=====

CTTS Income and Expenditure Account
for the Year Ended 31 March 2010

	2010		2009	
	£	£	£	£
Income				
Course fees	31,000		26,050	
Conversion fees	3,450		-	
	-----		-----	
		34,450		26,050
Expenditure				
Salaries/Honoraria	13,612		10,962	
Travel	(4,343)		2,269	
Course fees	3,827		4,764	
Administration recharge	5,765		3,466	
Office equipment	-		76	
Registration fees	6,008		3,740	
	-----		-----	
		(24,869)		(25,277)
Surplus for the year		-----		-----
		9,581		773
		=====		=====

Balance Sheet

as at 31 March 2010

	Notes	2010		2009	
		£	£	£	£
Fixed assets	4		2,478		14,771
Current assets					
Stock		8,700		8,700	
Debtors	5	73,222		65,360	
Cash at bank and in hand		206,979		254,239	
		<u>288,901</u>		<u>328,299</u>	
Creditors: Amounts falling due within one year	6	(71,157)		(90,000)	
Net current assets			217,744		238,299
Total assets less current liabilities			220,222		253,070
Provisions for liabilities	8		(100,000)		(46,543)
Net Assets			120,222		206,527
Reserves:					
Revenue reserve	13		120,222		206,527
			<u>120,222</u>		<u>206,527</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 29 July 2010 and signed on its behalf.

K Dry
Director

M Birch
Director

Notes to the Financial Statements

for the Year Ended 31 March 2010

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.

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 2010
(continued)

1. Accounting policies (continued)

(f) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £34,271 (2009: £29,815) are charged to the income and expenditure account.

2. (Deficit) on ordinary activities before taxation

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

	2010	2009
	£	£
Depreciation of tangible fixed assets - owned by the company	12,293	12,801
Directors' remuneration	-	-
Auditor's remuneration	2,200	2,200
	=====	=====

3. Taxation

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

	2010	2009
	£	£
Current - UK corporation tax	20	1,175
Under provision in prior year	-	-
	-----	-----
	20	1,175
	=====	=====

Notes to the Financial Statements
for the Year Ended 31 March 2010
 (continued)

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost				
At 1 April 2009	47,154	3,205	2,010	52,369
Additions	-	-	-	-
Disposals	-	-	-	-
	-----	-----	-----	-----
At 31 March 2010	47,154	3,205	2,010	52,369
	-----	-----	-----	-----
Depreciation				
At 1 April 2009	34,625	2,073	900	37,598
Charge for the year	11,957	170	166	12,293
Eliminated on disposal	-	-	-	-
	-----	-----	-----	-----
At 31 March 2010	46,582	2,243	1,066	49,891
	-----	-----	-----	-----
Net book value				
At 31 March 2010	572	962	944	2,478
	=====	=====	=====	=====
At 31 March 2009	12,529	1,132	1,110	14,771
	=====	=====	=====	=====

5. Debtors: all due within one year

	2010 £	2009 £
Trade debtors	68,818	61,197
Other debtors	3,019	4,163
Prepayments	1,385	-
	-----	-----
	73,222	65,360
	=====	=====

Notes to the Financial Statements
for the Year Ended 31 March 2010
 (continued)

6. Creditors: amounts falling due within one year

	2010	2009
	£	£
Trade creditors	4,461	14,270
Other creditors	-	-
Accruals	46,076	55,261
Taxation and social security	15,611	13,660
Corporation tax	20	1,175
Deferred income	4,989	5,634
	-----	-----
	71,157	90,000
	=====	=====

7. Operating lease commitments

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

	2010	2009
	£	£
Expiring:		
Within 1 to 5 years	13,579	14,259
	=====	=====

8. Provisions for liabilities

	2010	2009
	£	£
Donations provision	100,000	46,543
	=====	=====

An amount of £100,000 (2009: £46,543) 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.

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 2010
(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 2010 are as follows:

	2010	2009
	£	£
Current Account	2,749	1,534
Capital Reserve Account	8,866	8,860
	-----	-----
	11,615	10,394
	=====	=====

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

	2010	2009
	£	£
Revenue reserve brought forward	206,527	334,565
(Deficit) in year	(86,305)	(128,038)
	-----	-----
Revenue reserve carried forward	120,222	206,527
	=====	=====