

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 2014**

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Directors:

A Till

M Birch

A Copeland

W Stanley

R McGinley

K Dry

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

Financial Statements
Year Ended 31 March 2014

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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 2014.

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 directors are particularly pleased with the significant financial outturn for the current year as it indicates that the Board's plan is now taking effect.

With the finalisation of COTS accreditation and the introduction of several new scheme qualifications during the year, the target of providing accredited qualifications for all cemetery and crematorium staff at all levels has been achieved. The value of accredited qualifications and maintaining their standard is considered to be a vital asset of the Institute. Corporate member's staff and professional members also have access to accredited CTTS and Diploma qualification.

Attendance at the annual Education Seminar has increased to record levels in the last two years, which is an indication of how members and employers value the Diploma qualification. The Board has embarked on a review of the core units in order to keep them up to speed with change.

The Natural Burial Committee established by the Board has completed its development of the assessment process that compliments the Charter for the Bereaved Choosing Natural Burial.

At a national level the Institute remains involved with the Burial and Cremation Advisory Group (BCAG) convened by the Ministry of Justice, the death certification review groups in England, Wales and Scotland, the coffin specification initiative in conjunction with the Funeral Furnishings Manufacturers Association, the British Register of Accredited Memorial Masons and other industry organisations. All of the aforementioned aim to provide improvements to the bereaved, a main object of the Institute.

The assimilation of members of the Association of Burial Authorities (ABA) into the Institute was completed during the last year. This brought about not only increased membership but also strength of voice.

Directors

The directors who served during the year were as follows:

A Till

M Birch

A Copeland

W Stanley

K Dry – appointed 30th September 2013

R McGinley

A Devonport – resigned 30th September 2013

J O' Callaghan

Mrs N Bradshaw

Donations

At the year end, the company was committed to donating £524,624 (2013: £452,168) to charitable organisations. Attention is drawn to note 8 of the financial statements.

Donations paid to charitable organisations during the year ended 31st March 2014 totalled £557,805 (2013: £464,000)

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:

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 2014 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 2014 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
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 2014

		Page	2014	2013
			£	£
Corporate	- (deficit)	6 – 7	(12,780)	(36,805)
Training and Consultancy	- surplus	8	16,355	17,399
Education	- surplus	9	35,986	30,759
Cemetery Operatives				
Training Scheme	- (deficit)	10	(6,194)	(28,761)
Charter for the Bereaved	- surplus	11	27,013	21,640
Journal	- (deficit)	12	(12,974)	(12,208)
CTTS	- surplus	13	6,182	10,337
Surplus on ordinary activities before taxation (see note 2)			53,588	2,361
Taxation		16	(137)	(176)
Surplus on ordinary activities after taxation			53,451	2,185

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 2014

	2014		2013	
	£	£	£	£
Income				
Member subscriptions	26,854		27,923	
Corporate subscriptions	118,028		108,177	
Recruitment services	10,140		12,906	
Administration fees recycling	23,524		3,900	
Bank interest received	684		881	
Administration recharge	31,969		34,450	
Professional fees	-		715	
Recycling	630,261		451,481	
Portal – advertising	2,914		1,606	
		844,374		642,039
Expenditure				
Salaries/Honoraria	121,018		131,677	
Presidential expenses	2,989		3,281	
Travel	24,246		24,853	
Donation	630,261		451,481	
Branch meeting	-		33	
Meeting costs	540		707	
Postage	271		2,859	
Printing and stationery	5,273		6,830	
Telephone	3,671		4,517	
Rent	6,800		6,500	
Recruitment services	1,215		1,795	
Insurance	11,860		12,402	
Legal and professional	6,122		6,997	
Consultancy	2,967		4,363	
Audit and accountancy	5,627		5,992	
Payroll costs	1,052		1,052	
Subscriptions	645		600	
Training	2,068		645	
		(826,625)		(666,584)
Balance carried forward		17,749		(24,545)

Corporate Income and Expenditure Account

for the Year Ended 31 March 2014
(continued)

	2014		2013	
	£	£	£	£
Balance brought forward		17,749		(24,545)
Expenditure (continued)				
Office equipment	3,650		1,586	
Website	3,500		3,263	
Miscellaneous	-		5,050	
Regalia	-		1,732	
Bank charges	200		195	
Trust debtors write off	1,800		-	
Stock write down	5,740		-	
Staff/Training Development fee	15,000		-	
Depreciation - computer equipment	475		244	
- fixtures and fittings	83		96	
- plant and machinery	81		94	
		(30,529)		(12,260)
(Deficit) for the year		(12,780)		(36,805)

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Training and Consultancy Income and Expenditure Account

for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Consultancy	10,484		17,233	
Travelling recovered	1,356		1,507	
Memorial management fees	7,235		3,209	
Exclusive Rights of Burial	10,280		13,385	
Other courses	8,078		29,384	
Manual handling	5,000		650	
Convention	69,963		71,048	
Customer care	2,550		1,880	
Grief DVD	20		-	
SLCC	4,550		3,900	
Placement	79,875		70,440	
RHE Courses	700		700	
Compliance course	6,288		-	
Public Health Funerals	2,540		-	
		208,919		213,336
Expenditure				
Salaries/Honoraria	1,781		1,185	
Management placement salary	39,270		36,248	
Training salary	55,823		56,439	
Travel	12,058		14,930	
Training equipment	41		-	
Memorial management courses	307		-	
Exclusive Rights of Burial courses	505		1,101	
Other courses	1,222		888	
Conference	59,997		64,925	
Administration recharge	21,560		20,221	
		(192,564)		(195,937)
Surplus for the year		16,355		17,399

Education Income and Expenditure Account

for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Fees	76,087		60,855	
Seminar	18,728		22,365	
CPD	10		10	
		94,825		83,230
Expenditure				
Salaries/Honoraria	11,451		12,431	
Travel	324		127	
Course fees	29,750		24,171	
Seminar costs	14,765		13,064	
Administration recharge	2,549		2,678	
		(58,839)		(52,471)
Surplus for the year		35,986		30,759

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

for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Course fees	85,220		66,281	
Accommodation	3,120		3,003	
		88,340		69,284
Expenditure				
Salaries/Honoraria	52,552		60,644	
Travel	16,468		13,893	
Courses	12,111		16,289	
Accommodation	3,135		3,974	
Administration recharge	1,548		1,729	
Printing and stationery	807		353	
Insurance	1,053		1,122	
Telephone	-		41	
Accreditation fees	6,860		-	
		(94,534)		(98,045)
(Deficit) for the year		(6,194)		(28,761)

Charter for the Bereaved Income and Expenditure Account
for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Best Value	35,340		34,100	
Guiding Principles	50		-	
		35,390		34,100
Expenditure				
Salaries/Honoraria	6,720		9,969	
Travel	112		314	
Printing and stationery	49		73	
Administration recharge	1,496		2,104	
		(8,377)		(12,460)
Surplus for the year		27,013		21,640

Journal Income and Expenditure Account

for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Advertising income	33,344		35,784	
Subscriptions	2,240		2,440	
Royalties received	306		342	
		35,890		38,566
Expenditure				
Salaries/Honoraria	19,619		19,445	
Printing and stationery	28,595		27,040	
Prize	100		100	
Administration recharge	550		4,189	
		(48,864)		(50,774)
(Deficit) for the year		(12,974)		(12,208)

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

CTTS Income and Expenditure Account

for the Year Ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Course fees	33,600		19,225	
Conversion fees	665		-	
		34,265		19,225
Expenditure				
Salaries/Honoraria	13,341		7,603	
Travel	3,608		(76)	
Course fees	4,490		(157)	
Administration recharge	2,969		1,777	
Registration fees	3,675		(259)	
		(28,083)		(8,888)
Surplus for the year		6,182		10,337

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Balance Sheet

as at 31 March 2014

	Notes	2014	2013
		£	£
Fixed assets	4	2,447	1,385
Current assets			
Stock		2,870	8,610
Debtors	5	89,174	107,583
Cash at bank and in hand		695,059	521,910
		787,103	638,103
Creditors: Amounts falling due within one year	6	(83,161)	(59,006)
Net current assets		703,942	579,097
Total assets less current liabilities		706,389	580,482
Provisions for liabilities	8	(524,624)	(452,168)
Net Assets		181,765	128,314
Reserves:			
Revenue reserve	13	181,765	128,314
		181,765	128,314

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 2014 and signed on its behalf.

M Birch
Director

Mrs N Bradshaw
Director

Notes to the Financial Statements

for the Year Ended 31 March 2014

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 2014
(continued)

1. Accounting policies (continued)

(f) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £41,803 (2013: £41,347) 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:

	2014	2013
	£	£
Depreciation of tangible fixed assets - owned by the company	639	434
Directors' remuneration	2,465	1,944
Auditor's remuneration	2,300	2,300

3. Taxation

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

	2014	2013
	£	£
Current - UK corporation tax	137	176
	137	176

Notes to the Financial Statements
for the Year Ended 31 March 2014
(continued)

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost				
At 1 April 2013	47,953	3,205	2,010	53,168
Additions	1,701	-	-	1,701
Disposals	-	-	-	-
At 31 March 2014	49,654	3,205	2,010	54,869
Depreciation				
At 1 April 2013	47,755	2,606	1,422	51,783
Charge for the year	475	83	81	639
Eliminated on disposal	-	-	-	-
At 31 March 2014	48,230	2,689	1,503	52,422
Net book value				
At 31 March 2014	1,424	516	507	2,447
At 31 March 2013	198	599	588	1,385

5. Debtors: all due within one year

	2014 £	2013 £
Trade debtors	82,822	102,707
Other debtors	3,137	3,176
Prepayments	3,215	1,700
	89,174	107,583

Notes to the Financial Statements

for the Year Ended 31 March 2014
(continued)

6. Creditors: amounts falling due within one year

	2014	2013
	£	£
Trade creditors	6,080	14,698
Accruals	35,035	16,841
Taxation and social security	18,009	19,786
Corporation tax	137	176
Deferred income	23,900	7,505
	83,161	59,006

7. Operating lease commitments

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

	2014	2013
	£	£
Expiring:		
In less than 1 year	-	7,836
Within 1 to 5 years	4,708	2,328
	4,708	10,164

8. Provisions for liabilities

	2014	2013
	£	£
Donations provision	524,624	452,168

An amount of £524,624 (2013: £452,168) 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 2014
(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 2014 are as follows:

	2014	2013
	£	£
Current Account	685	685
Capital Reserve Account	71	71
	756	756

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

	2014	2013
	£	£
Revenue reserve brought forward	128,314	126,129
Surplus in year	53,451	2,185
Revenue reserve carried forward	181,765	128,314