

Company Number: 00610299



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

**SUMMARY FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2017**





Institute of Cemetery and Crematorium Management

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Directors:

A Till

M Birch

B Stanley

A Devonport

K Pilkington

M Crawley

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 3rd Floor,
Butt Dyke House 33 Park Row,
Nottingham
NG1 6EE

Institute of Cemetery and Crematorium Management

Summary Financial Statement

Year Ended 31 March 2017

Pages	1 - 3	Directors' statement
	4	Independent Accountant's Statement
	5	Summary Income and Expenditure Account
	6	Summary Balance Sheet
	7 - 11	Notes to the Summary Financial Statement

Institute of Cemetery and Crematorium Management

Directors' Statement

The directors present the summary financial statement of the company for the year ended 31 March 2017.

The summary financial statement is only a summary of the information in the Company's financial statements, as the detailed income and expenditure accounts of each section, as detailed on page 5, have not been reproduced in the summary financial statement. The summary financial statement contains additional information derived from the Directors' Report and does not contain the full text of the Directors' Report. The summary financial statement does not contain sufficient information to allow as full an understanding of the results and state of affairs of the company, and of its policies, as would be provided by the full annual financial statements. Members who would like more detailed information may obtain a copy of the full financial statements, free of charge, by writing to the Company Secretary at the registered office address. Members who wish to receive the full financial statements in future years should also write to the Company Secretary, at the registered office address.

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, course and conferences.

The company is a non profit making organisation.

Business review

In June a highly successful seminar was held on the subject of funeral poverty that explored ways in which local authorities could assist reducing the issue for its local communities. Following this in November 2016 the Institute assisted the Scottish Government in staging a one-day conference on the same subject.

The board was advised by the Stratford Business School (SBS) that Pearson (formerly Edexcel) required the reaccreditation Diploma and CTTS. This was a major change for the Diploma as most of the previous units would no longer be available, however the new units gave the opportunity to modernise the qualification and make it even more relevant to our services.

Our training partnership with the Society of Local Council Clerks (SLCC) continued throughout the year with the numbers of parish clerks enrolled being at an all time high, ICCM also continued to work with the Federation of Burial and Cremation Authorities, the Association of Private Crematoria and Cemeteries and the Cremation Society of Great Britain on the matter of coffin accreditation

The recycling of metals scheme continued to receive unprecedented surpluses that were distributed to charities nominated by scheme members. The board is indebted to Orthometals for combining with us, the bereaved that give consent and the staff at the scheme crematoria for making the scheme such a success.

Institute of Cemetery and Crematorium Management

The annual Learning Convention and Exhibition moved to Oxford and this proved highly successful with the number of delegates being up on the previous year. Directors were pleased that so many members take advantage of Convention. In addition both Professional and Corporate membership had again increased.

The Board also recognised for continuity planning it needed to plan as the retirement of the Chief Executive, a Deputy Chief executive would be recruited and demand on the Institute warranted the filling of a vacant technical office post. In closing it should be noted that the year was a very busy one for the Institute thanks to you the members for our support. The board is determined to maintain standards of its accredited qualifications and initiatives that help to raise your profile.

Directors

The directors who served during the year were as follows:

A Till
M Birch
K Pilkington
W Stanley
K Dry - resigned 31 October 2016
M Crawley - appointed 31 October 2016
A Devonport
Mrs N Bradshaw
I Quance

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.

Institute of Cemetery and Crematorium Management

Donations

At the year end, the company was committed to donating £658,814 (2016: £561,238) to charitable organisations. Attention is drawn to note 8 of the financial statements.

Donations paid to charitable organisations during the year 31 March 2017 totalled £949,337 (2016: £750,000).

Auditor

The auditor has issued an unqualified report on the full financial statements and on the consistency of the Directors' Report with those financial statements. Their report on the full annual financial statements contained no statement under sections 498(2)(a), 498(2)(b) or 498(3) of the Companies Act 2006.

Signed on behalf of the directors

T Morris
Secretary

Date: 7 September 2017

Institute of Cemetery and Crematorium Management

Independent Accountant's Statement to the Members of the Institute of Cemetery and Crematorium Management

We have prepared the summary financial statement of the Institute of Cemetery and Crematorium Management for the year ended 31 March 2017 on pages 5 to 11, from the full annual financial statements and Directors' Report of the Institute of Cemetery and Crematorium Management.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This statement is made solely to the Members of the Institute of Cemetery and Crematorium Management in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the summary financial statement of the Institute of Cemetery and Crematorium Management and state those matters that we have agreed to state to the Members of the Institute of Cemetery and Crematorium Management in this report in accordance with our letter of engagement. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Members for our work or for this statement.

It is our duty to ensure that the Institute of Cemetery and Crematorium Management has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of the Institute of Cemetery and Crematorium Management.

We have not been instructed to carry out an audit or a review of the summary financial statement of the Institute of Cemetery and Crematorium Management. For this reason, we do not, therefore, express any opinion on the summary financial statement.

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

Date: 11 September 2017

Institute of Cemetery and Crematorium Management

Summary Income and Expenditure Account

for the Year Ended 31 March 2017

		2017 £	2016 £
Corporate	- (deficit)/surplus	(4,694)	699
Cemetery Operatives Training Scheme	- (deficit)	-	(15,835)
Training and Consultancy and Cemetery Operatives Training Scheme	- surplus	36,011	65,774
Education	- surplus	17,191	36,807
Charter for the Bereaved	- surplus	22,593	25,339
Journal	- (deficit)	(9,282)	(8,761)
CTTS	- (deficit)	(3,910)	(10,485)
Surplus on ordinary activities before taxation (see note 2)		57,909	93,538
Taxation		(339)	(504)
Surplus on ordinary activities after taxation		57,570	93,034

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

Institute of Cemetery and Crematorium Management

Summary Balance Sheet

as at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
Fixed assets	4		1,854		1,765
Current assets					
Debtors	5	51,918		64,287	
Cash at bank and in hand		1,141,197		1,005,937	
		-----		-----	
		1,193,115		1,107,224	
Creditors: Amounts falling due within one year	6	(136,709)		(168,875)	
		-----		-----	
Net current assets			1,056,406		901,349
			-----		-----
Total assets less current liabilities			1,058,260		903,114
Provisions for liabilities	8		(658,814)		(561,238)
			-----		-----
Net Assets			399,446		341,876
			=====		=====
Reserves:					
Revenue reserve			399,446		341,876
			-----		-----
			399,446		341,876
			=====		=====

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

for the Year Ended 31 March 2017

1. Statutory Information

Institute of Cemetery and Crematorium Management is a company limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company information page.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting policies applied to the full financial statements

(a) Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the companies Act 2006. 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

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

for the Year Ended 31 March 2017
(continued)

(d) Taxation

Taxation for the period comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

(e) Deferred tax

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

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the period end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

(f) Operating leases

Rentals under operating leases are charged to the profit and loss account on a straight line basis over the lease term.

(g) Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

3. Employees and Directors

The average number of employees during the period was 11.

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

**for the Year Ended 31 March 2017
(continued)**

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost				
At 1 April 2016	50,557	3,205	1,170	54,932
Additions	1,082	-	-	1,082
Disposals	-	-	-	-
	-----	-----	-----	-----
At 31 March 2017	51,639	3,205	1,170	56,014
	-----	-----	-----	-----
Depreciation				
At 1 April 2016	49,366	2,832	969	53,167
Charge for the year	907	56	30	993
Eliminated on disposal	-	-	-	-
	-----	-----	-----	-----
At 31 March 2017	50,273	2,888	999	54,160
	-----	-----	-----	-----
Net book value				
At 31 March 2017	1,366	317	171	1,854
	=====	=====	=====	=====
At 31 March 2016	1,191	373	201	1,765
	=====	=====	=====	=====

5. Debtors: all due within one year

	2017 £	2016 £
Trade debtors	48,918	58,718
Other debtors	3,000	3,000
Prepayments	0	2,569
	-----	-----
	51,918	64,287
	=====	=====

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

**for the Year Ended 31 March 2017
(continued)**

6. Creditors: amounts falling due within one year

	2017	2016
	£	£
Bank overdraft	-	51,246
Trade creditors	12,997	12,522
Accruals	88,578	71,439
Taxation and social security	21,495	22,527
Corporation tax	339	252
Deferred income	13,300	10,889
	-----	-----
	136,709	168,875
	=====	=====

7. Lease agreements

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017	2016
	£	£
Within one year	9,180	1,940
Between one and five years	13,600	2,380
	-----	-----
	22,780	4,320
	=====	=====

8. Provisions for liabilities

	2017	2016
	£	£
Donations provision	658,814	561,238
	=====	=====

An amount of £658,814 (2016: £561,238) is to be paid out to good causes. This amount is the remainder of recycling income, after deducting an administration fee, which had not been paid out as donations at the year end but for which an obligation was in place.

9. Called up share capital

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

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

for the Year Ended 31 March 2017
(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 2017 are as follows:

	2017	2016
	£	£
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.

