

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 2012**



Institute of Cemetery and Crematorium Management (Registered Number 610299)

Directors :

A Till

M Birch

Alan Copeland

William Stanley

Ian Quance

Anthony Devonport

John O' Callaghan

Natasha Bradshaw

Company Secretary:

T Morris

Registered Office:

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

Company Number:

610299

Auditors:

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

Institute of Cemetery and Crematorium Management (Registered Number 610299)
Financial Statements

Year Ended 31 March 2012

Pages	4 – 5	Report of the Directors
	6	Report of the Independent Auditors
	7 – 15	Income and Expenditure Accounts
	16	Balance Sheet
	17 - 21	Notes to the Financial Statements

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Director's Statement

The directors' present the summary financial statement of the company for the year ended 31 March 2012.

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 4, 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.

Business review

ICCM has gradually moved away from commercial activities and applying more focus on the needs of members is proving worthwhile to all.

Education - During the year a unit for administrators was added to the syllabus, the dual effect of which provides a recognised qualification for this group of staff and the provision of more choice for those studying for the full Diploma. This valuable additional qualification means that the Institute now provides an accredited qualification for staff at all levels, something that is unique to our service.

Our training partnership with the Society of Local Council Clerks (SLCC) is further strengthened by virtue of the fact that both the Institute and SLCC have representation on the board of the British Register of Accredited Memorial Masons and the Burial and Cemeteries Advisory Group (BCAG) convened by the Ministry of Justice. While our partnership with RHE Environmental continues to spread specific knowledge on the subjects of public health funerals and exhumation to our members and environmental health staff.

The first Learning Convention and Exhibition proved to be an overwhelming success and was a refreshing move away from the old conference format. It is vitally important in these days of financial constraint that the delegate is able to take back proof of learning to their employer who must justify expenditure.

At the end of the financial year the board was resolute in its intention to continue to provide the highest standards of service to its members via training, education and support and to engage with an increasing number of allied organisations whose views align with those of the Institute, its membership and its current partners.

Directors

The directors who served during the year were as follows:

A Till
M Birch

K Dry - stood down October 2011
D MacColl – stood down April 2011
Alan Copeland
William Stanley
Ian Quance
Anthony Devonport
John O’ Callaghan – appointed April 2011
Natasha Bradshaw – appointed October 2011

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.

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

On 21 November 2011 Greenhalgh Business Services Ltd merged its business with HSKS Limited and therefore resigned as auditors. On 22 November 2011 HSKS Greenhalgh Ltd, trading as ‘HSKS Greenhalgh’, commenced trading and were appointed in their place.

Signed on behalf of the directors

T Morris
Secretary

22nd August 2012

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Independent Auditors Statement to the Members of Institute

We have examined the summary financial statement of Institute of Cemetery and Crematorium Management for the year ended 31 March 2012 on pages 7 to 21.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the summary financial statement in accordance with applicable United Kingdom law. Our responsibility is to report to you our opinion on the consistency of the summary financial statement with the full financial statements and the Directors' Report, and its compliance with the relevant requirements of Section 427 of the Companies Act 2006 and the regulations made thereunder.

We conducted our work in accordance with Bulletin 2008/03 issued by the Auditing Practices Board. Our report on the company's full annual financial statements describes the basis of our opinion on those financial statements and on the Directors' Report.

Opinion

In our opinion the summary financial statement is consistent with the full annual financial statements and the Directors' Report of Institute of Cemetery and Crematorium Management for the year ended 31 March 2012 and complies with the applicable requirements of section 427 of the Companies Act 2006, and the regulations made thereunder.

Other matter

The financial statements of Institute of Cemetery and Crematorium Management for the year ended 31 March 2011, were audited by another auditor who expressed an unmodified opinion on those statements on 18 August 2011.

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

Date: 22nd August 2012

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Summary Income and Expenditure Account
for the Year Ended 31 March 2012**

		2012	2011
		£	£
Corporate	(Deficit)	(34,323)	(46,283)
Training and Consultancy	Surplus	1,236	37,971
Education	Surplus	20,560	22,139
Cemetery Operatives Training Scheme	(Deficit)	(6,341)	(23,316)
Charter	Surplus	16,985	18,374
Journal	(Deficit)	(6,384)	(634)
CTTS	Surplus/(Deficit)	<u>10,087</u>	<u>(4,121)</u>
Surplus on ordinary activities before taxation (see note 2)		<u>1,820</u>	<u>4,130</u>
Taxation		<u>(24)</u>	<u>(19)</u>
Surplus on ordinary activities after taxation		<u>1,796</u>	<u>4,111</u>

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 2012**

	2012		2011	
	£	£	£	£
Income				
Membership subscription	32,681		36,487	
Corporate subscriptions	91,408		86,852	
Bank Interest received	119		89	
Administation recharge	31,413		39,857	
Recycling Monies Received	387,740		261,387	
Professional Fees	450		0	
Offices refund	8950		0	
Recruitment Service	7680		10154	
Portal - adverts	5319		5631	
Misc income	80		493	
Presidential refund	<u>0</u>		<u>250</u>	
		565,840		441,200
Expenditure				
Miscellaneous	190		(21)	
Presidential expenses	3,362		3,468	
Payroll costs	1,052		1,052	
Salaries Honoraria	126,070		126,282	
Rent	6,969		6,616	
Travelling - Corp	27,595		28,906	
Office equipment	3,510		3,046	
Printing and Stationery	9,443		9,999	
Postages	1,855		4,096	
Telephone	3,918		4,759	
Legal and Professional	1,816		1,175	
Audit and Accountancy Fees	5,505		5,705	
Bank Charges	<u>140</u>		<u>128</u>	
		(191,425)		(195,211)
Balance carried forward		(374,415)		(245,989)

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Corporate Income and Expenditure Account
for the Year Ended 31 March 2012
(continued)**

	2012		2011	
	£	£	£	£
Balance brought forward		(374,415)		(245,989)
Depreciation				
Plant/Machinery	120		142	
Furniture/Fitting	123		144	
Office Equipment	244		685	
Recycling Monies Paid	387,740		261,387	
Subscriptions	671		618	
Training Costs	866		-	
Insurance	12,368		13,059	
Meeting Costs	466		5,315	
Conferences	960		1,080	
Branch costs	120		10	
Recruitment Service	1,080		2,996	
Web-site	3,133		6,836	
Misposting and Suspense account	<u>847</u>		-	
		<u>(408,738)</u>		<u>(292,272)</u>
(Deficit) for year		<u>(34,323)</u>		<u>(46,283)</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Training and Consultancy Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
ICCOM Ply updates	60		-	
Conference	68,531		92,189	
Consultancy fees	17,261		28,861	
Travel Recovered	561		1,952	
MM fees	10,060		9,260	
EROB Courses	10,240		14,600	
Other Courses	17,225		7,254	
Other travelling charged	2,180		212	
Customer care courses	1,090		4,110	
SLCC Courses	6,100		7,725	
Manual handling courses	1,045		2,735	
Management placements fees	77,277		90,272	
Loss and Grief DVD	<u>20</u>		<u>-</u>	
		211,650		259,170
Expenditure				
Consultancy Salaries	3,389		104	
Management placement - Salaries	46,017		38,850	
Training - Salaries	46,550		37,688	
Travelling - T&C	8,835		6,817	
T&C - equipment	93		-	
Administration Recharge	19,762		16,217	
Consultancy costs	11,158		22,243	
MM Courses	1,354		870	
Other Training Courses	2,655		1,140	
EROB Courses	871		839	
Annual Conference costs	69,730		92,973	
Corporate Seminar	-		3,404	
Manual handling	<u>-</u>		<u>54</u>	
		<u>(210,414)</u>		<u>(221,199)</u>
Surplus for year		<u>1,236</u>		<u>37,971</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Education Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
Fees	47,729		53,487	
Education CPD	10		10	
Education seminar	<u>15,760</u>		<u>19,080</u>	
		63,499		72,577
 Expenditure				
Salaries	8,299		13,404	
Administration Recharge	1,709		4,179	
Education Course Fees	19,820		21,923	
Education seminar costs	13,111		10,816	
Travel	<u>—</u>		<u>116</u>	
		<u>42,939</u>		50,438
Surplus for year		<u>20,560</u>		<u>22,139</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Cemetery Operatives Training Scheme Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
Course fees	75,318		77,662	
Accommodation	3,395		2,255	
COSWP	<u>494</u>		-	
		79,207		79,917
 Expenditure				
COTS – Salaries	51,190		64,462	
Vehicle Insurance	1,536		2,038	
Travelling - COTS	14,445		18,216	
Printing and stationery - COTS	817		440	
Telephones - COTS	244		177	
Administration Recharge	1,121		2,951	
Accommodation fees	2,022		2,775	
Courses	<u>14,173</u>		<u>12,174</u>	
		85,548		103,233
(Deficit) for year		<u>(6,341)</u>		<u>(23,316)</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Charter for the Bereaved Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
Best Value Sales	35,960		39,575	
Guiding principles	200		50	
Certificates	<u>-</u>		<u>50</u>	
		36,160		39,675
Expenditure				
Charter - Salaries	15,709		15,975	
Travelling	162		183	
Printing and Stationery	69		163	
Administration Recharge	<u>3,235</u>		<u>4,980</u>	
		<u>19,175</u>		<u>21,301</u>
Surplus for year		<u>16,985</u>		<u>18,374</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Journal Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
Journal adverts	39,651		48,922	
Journal subscriptions	2,314		2,390	
Royalties Received	<u>388</u>		<u>156</u>	
		42,353		51,468
 Expenditure				
Salaries	19,195		19,569	
Prize / Miscellaneous	50		50	
Printing and stationery	25,539		28,382	
Administration Recharge	<u>3,953</u>		<u>4,101</u>	
		48,737		<u>52,102</u>
(Deficit) for year		<u>(6,384)</u>		<u>(634)</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**CTTS Income and Expenditure Account
for the Year Ended 31 March 2012**

	2012		2011	
	£	£	£	£
Income				
Course fees	15,772		21,623	
Conversion fees	215		1,210	
Miscellaneous	<u>-</u>		<u>775</u>	
		15,987		23,608
 Expenditure				
Salaries	8,028		13,981	
Travelling	(1,900)		1,665	
Administration Recharge	1,633		4,733	
Course fees	(1,037)		2,600	
Registration Fees	(824)		4,625	
General expenses	<u>-</u>		<u>125</u>	
		<u>5,900</u>		<u>27,729</u>
Surplus / (Deficit) for year		<u>10,087</u>		<u>(4,121)</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Balance Sheet as at 31 March 2012

	<u>Note</u>	£	2012 £	£	2011 £
Fixed Assets	4		1,819		1,911
Current Assets					
Stock		8,610		8,700	
Debtors	5	72,698		72,872	
Deposits and Cash		<u>565,545</u>		<u>347,262</u>	
		646,853		428,834	
Creditors					
Amounts falling due within one year	6	<u>(57,856)</u>		<u>(70,020)</u>	
Net current assets			<u>588,997</u>		358,814
			590,816		360,725
Provision for liabilities	8		<u>(464,687)</u>		<u>(236,392)</u>
Net assets			<u>126,129</u>		<u>124,333</u>
Reserves					
Revenue Reserves	13		<u>126,129</u>		<u>124,333</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).

M Birch
Director

22nd August 2012

A Devonport
Director

22nd August 2012

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Notes to the Financial Statements
for the Year Ended 31 March 2012**

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.

Institute of Cemetery and Crematorium Management (Registered Number 610299)

**Notes to the Financial Statements
for the Year Ended 31 March 2012 (continued)**

1. Accounting policies (continued)

(f) Pensions

The company operates a defined contributions pension scheme. Contributions payable for the year of £39,620 (2011: £37,893) 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:

	2012	2011
	£	£
Depreciation of tangible fixed assets - owned by the company	487	971
Directors' remuneration	-	-
Auditor's remuneration	<u>2300</u>	<u>2300</u>

3. Taxation

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

	2012	2011
	£	£
Current - UK corporation tax	<u>24</u>	<u>19</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Notes to the Financial Statements
for the Year Ended 31 March 2012
(continued)

4. Fixed Assets

	Computer Equipment £	Fixture and Fittings £	Plant and Machinery £	Total £
Cost				
At 1/4/11	47,558	3,205	2,010	52,773
Additions	395	-	-	395
Disposals	-	-	-	-
At 31/3/2012	<u>47,953</u>	<u>3,205</u>	<u>2,010</u>	<u>53,168</u>
Depreciation				
At 1/4/11	47,267	2,387	1,208	50,862
Charge for Year	244	123	120	487
Eliminated on disposal	-	-	-	-
At 31/3/2012	<u>47,511</u>	<u>2,510</u>	<u>1,328</u>	<u>51,349</u>
Net Book Value				
At 31 March 2012	<u>442</u>	<u>695</u>	<u>682</u>	<u>1,819</u>
At 31 March 2011	<u>291</u>	<u>818</u>	<u>802</u>	<u>1,911</u>

5. Debtors: all due within one year

	2012 £	2011 £
Trade Debtors	68,274	65,675
Other Debtors	3024	3,018
Prepayments	1400	4,179
	<u>72,698</u>	<u>72,872</u>

Institute of Cemetery and Crematorium Management (Registered Number 610299)

Notes to the Financial Statements
for the Year Ended 31 March 2012
(continued)

6. Creditors: amounts falling due within one year

	2012	2011
	£	£
Trade Creditors	9,430	8,315
Accruals	25,953	38,100
Taxation and social security	20,524	19,947
Corporation Tax	24	20
Deferred income	1,925	3,638
	<u>57,856</u>	<u>70,020</u>

7. Operating lease commitments

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

	2012	2011
	£	£
Expiring :		
Within 1 to 5 years	<u>17,476</u>	<u>13,408</u>

8. Provisions for liabilities

	2012	2011
	£	£
Donations provision	<u>464,687</u>	<u>236,392</u>

An amount of £464,687 (2010: £236,392) 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 (Registered Number 610299)

**Notes to the Financial Statements
for the Year Ended 31 March 2012
(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 2012 are as follows:

	2012	2011
	£	£
Current Account	3,049	2,323
Capital Reserve Account	<u>1,870</u>	<u>6,368</u>
	<u>4919</u>	<u>8,691</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

	2012	2011
	£	£
Revenue reserve brought forward including previous years adj	124,333	120,222
Surplus in year	<u>1,796</u>	<u>4,111</u>
Revenue reserve carried forward	<u>126,129</u>	<u>124,333</u>