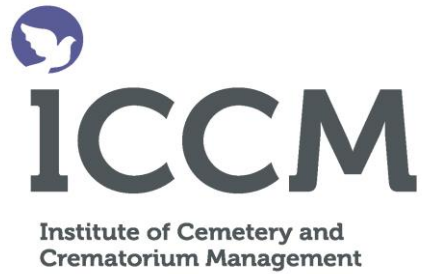


Company Number: 00610299



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

**SUMMARY FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020**



Institute of Cemetery and Crematorium Management

Institute of Cemetery and Crematorium Management (Registered Number 00610299)

Directors:

A Jose

M Birch

T Morris

K Pilkington

Mrs L Barker

Mrs H White

M Omer

Mrs M Webb

Company Secretary:

J Dunk

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 2020

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	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 2020.

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

The end of the financial year 2019/2020 saw the country in an unprecedented situation, due to the COVID-19 pandemic. The directors continue to monitor the impact on the business on an ongoing basis. At the time of approving these financial statements, the directors do not consider COVID-19 to impact on the company's ability to continue as a going concern and consider the balance sheet to be appropriately valued. The directors note that this is a non-adjusting post balance sheet event. The Board would like to thank members for their hard work in difficult circumstances, and ICCM Officers for issuing guidance and supporting members throughout the year.

2019/20 was a year of growth for the Institute. Both Corporate and Professional membership increased, as did the Officer base with the welcome appointment of Sofia Allana as Technical Services and Journal Officer. The number of members gaining their Diploma rose this year. The Board would also like to thank all those who are currently undertaking Diploma modules, and to encourage them to keep going.

Training remains one of our key functions. We have a successful partnership with the Society of Local Council Clerks, and continues to provide training to parish and local council clerks in all matters relating to cemeteries. Our core courses, the Cemetery Operatives Training Scheme (COTS) and the Crematorium Technician's Training Scheme (CTTS) continue to provide high quality accredited training and qualifications.

The Institute has a proven track record of organising successful events. The Education Seminar goes from strength to strength, with an increasing number of students completing their modules. The Learning Convention and Exhibition in September saw an excellent range of papers covering key topics, as well as an impressive array of exhibition stands from

Institute of Cemetery and Crematorium Management

our sector suppliers showcasing their products and services. In November, the ICCM held a Management of Operational Risks from Cemeteries and Crematoria Seminar in conjunction with the CDS Group. This well-attended one-day Seminar covered some interesting and unusual topics.

The Institute continues to be represented on the Burial and Cremation Advisory Group (BCAG) run by the Ministry of Justice. The Institute also contributed to other consultations, including the DWP review of the funeral payment; the Ministry of Justice review of a code of cremation practice, and FSCSR study of funeral sector transparency. The Institute is also represented on BRAMM, the Churches Group on Funerals. Relationships with other sector organisations continue with the FBCA, APCC, Cremation Society, NAFD, SAIF and FFMA.

2019/20 has been a successful year for the Institute, and the Board are grateful to all members for their support. 20/21 will be a strange and difficult year, with the future being somewhat uncertain due to the coronavirus crisis. There will inevitably be some financial and operational pressures on the Institute, as there will also be for burial and cremation authorities in the UK. Whatever the challenges that are thrown at the sector, the Institute will continue to provide the best services possible to you, the members.

Directors

The directors who served during the year were as follows:

M Birch
K Pilkington
Mrs L Barker
Ms S Allana - resigned 23 September 2019
A Jose
T Morris
M Omer
Mrs H White
Mrs M Webb - appointed 23 September 2019

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.

Institute of Cemetery and Crematorium Management

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.

Donations

At the year end, the company was committed to donating £1,310,746 (2019: £1,137,202) to charitable organisations. Attention is drawn to note 8 of the financial statements.

Donations paid to charitable organisations during the year 31 March 2020 totalled £1,765,000 (2019: £1,699,000).

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

J Dunk
Secretary

9th September 2020

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 2020 on pages 5 to 11, from the statutory financial statements and Directors' Report of the Institute of Cemetery and Crematorium Management for the same period.

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 within the ICAEW's regulations and guidance at:

<http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

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 your 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

9th September 2020

Institute of Cemetery and Crematorium Management

Summary Income and Expenditure Account

for the Year Ended 31 March 2020

		2020	2019
		£	£
Corporate	- surplus	73,438	50,456
Training, Cemetery Operatives Courses and Consultancy	- surplus/(deficit)	51,010	45,538
Education	- surplus	43,923	60,949
Charter for the Bereaved	- surplus	19,793	7,439
Journal	- surplus/(deficit)	2,619	973
CTTS	- surplus	2,327	7,680
Surplus on ordinary activities before taxation (see note 2)		193,110	173,035
Taxation		(907)	(744)
Surplus on ordinary activities after taxation		192,203	172,291

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 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets	4		2,139		2,878
Current assets					
Debtors	5	77,191		82,549	
Cash at bank and in hand		2,155,260		1,777,302	
		-----		-----	
		2,232,451		1,859,851	
Creditors: Amounts falling due within one year	6	(117,812)		(111,698)	
		-----		-----	
Net current assets			2,114,639		1,748,153
			-----		-----
Total assets less current liabilities			2,116,778		1,751,031
Provisions for liabilities	8		(1,310,746)		(1,137,202)
			-----		-----
Net Assets			806,032		613,829
			=====		=====
Reserves:					
Revenue reserve			806,032		613,829
			-----		-----
			806,032		613,829
			=====		=====

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

for the Year Ended 31 March 2020

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 2020
(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 12.

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

**for the Year Ended 31 March 2020
(continued)**

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost				
At 1 April 2019	53,244	3,205	3,395	59,844
Additions	1,237	-	-	1,237
Disposals	-	(137)	-	(137)
	-----	-----	-----	-----
At 31 March 2020	54,481	3,068	3,395	60,944
	-----	-----	-----	-----
Depreciation				
At 1 April 2019	52,078	2,976	1,912	56,966
Charge for the year	930	156	890	1,976
Eliminated on disposal	-	(137)	-	(137)
	-----	-----	-----	-----
At 31 March 2020	53,008	2,995	2,802	58,805
	-----	-----	-----	-----
Net book value				
At 31 March 2020	1,473	73	593	2,139
	=====	=====	=====	=====
At 31 March 2019	1,166	229	1,483	2,878
	=====	=====	=====	=====

5. Debtors: all due within one year

	2020 £	2019 £
Trade debtors	62,737	77,702
Other debtors	3,000	3,000
Prepayments	11,454	1,847
	-----	-----
	77,191	82,549
	=====	=====

Institute of Cemetery and Crematorium Management

Notes to the Summary Financial Statement

for the Year Ended 31 March 2020
(continued)

6. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	6,336	23,112
Accruals	67,511	49,944
Taxation and social security	28,307	30,572
Deferred income	15,658	8,070
	-----	-----
	117,812	111,698
	=====	=====

7. Lease agreements

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

	2020 £	2019 £
Within one year	5,943	11,143
Between one and five years	7,429	13,372
	-----	-----
	13,372	24,515
	=====	=====

8. Provisions for liabilities

	2020 £	2019 £
Donations provision	1,310,746	1,137,202
	=====	=====

An amount of £1,310,746 (2019: £1,137,202) 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 2020
(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 2020 are as follows:

	2020	2019
	£	£
Capital Reserve Account	758	757
	-----	-----
	758	757
	=====	=====

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.