

Company Number: 00610299

# ICCM

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 2022**



# ICCM

Institute of Cemetery and  
Crematorium Management

**Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

**Directors:**

A Jose

M Birch

T Morris

Mrs M Webb

K Pilkington

Mrs L Barker

Mrs H White

M Omer

**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  
3<sup>rd</sup> Floor,  
Butt Dyke House  
33 Park Row,  
Nottingham  
NG1 6EE

**Financial Statements  
Year Ended 31 March 2022**

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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 2022.

### **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**

2021/2022 was another strange year, not just for the ICCM, but for the world. Covid-19 remained prevalent, and the UK countries were faced with lockdowns and ever-changing restrictions before mass vaccination allowed us to resume 'normal' life. The ICCM built on the success of 2020/2021, which had presented many challenges in dealing with the pandemic. Online training courses continued apace, with demand increasing during the last year. Our relationship with the Society of Local Council Clerks continues, with many parish and town clerks receiving ICCM training. A new online course on Managing Gardens of Remembrance was introduced in 2021, which has proved popular.

Demand for CTTS remained relatively high, and the online assessments continued to enable students to gain their qualification without being subject to further tests once Covid-19 restrictions were ended. Face to face COTS courses recommenced, with the COTS Manager working very hard to clear the backlog of courses that had built up during the various lockdowns. Face to face memorial management courses also resumed, meaning the ICCM was able to deliver their full range of training courses for the first time since 2019.

Although the Education Seminar and the Learning Convention and Exhibition could not be held due to restrictions, some branch meetings resumed when it was safe to meet again. These meetings were a great opportunity to reconnect after a long period of only meeting online.

The pressures of the pandemic meant that many found it difficult to find time to study for their Diploma units. The numbers of students enrolling, however, started to pick up towards the end of 2021. Unfortunately around this time, the accrediting body, Pearson, informed us that they would no longer accept new students onto the HNC Diploma course, and that existing students would have until August 2023 to complete their studies. The ICCM has committed to finding an alternative accreditation route as a matter of urgency, but in the meantime will continue to offer the Diploma as an ICCM qualification.

Closer working with other organisations across the funeral sector remains in place following the pandemic. At the start of the crisis, the ICCM joined the Association of Private Crematoria and Cemeteries, The Cremation Society of Great Britain, the Federation of Burial and Cremation Authorities, the Funeral Furnishing Manufacturer's Association, the National Association of Funeral Directors and the Society of Allied and Independent Funeral Directors in establishing the Deceased Management Advisory Group. This Group meets regularly to discuss ongoing issues, and is also the group that Government departments liaise with to produce guidance around pandemic issues. The group also supports the All Party Parliamentary Group on Funerals and Bereavement (APPG), which ensures that relevant matters get heard in parliament in a timely manner.

The ICCM is part of the Environmental Stewardship Group, which completed a State of the Sector report in December 2021. A joint Seminar was held in March 2022 to discuss the issues for the sector raised in the report. The ICCM remains committed to environmental improvements within the sector, and will build on earlier initiatives such as the metals recycling scheme to provide members with tools for improving their carbon footprint.

The Board remain committed to the core functions of the ICCM in providing support, training and education to members to enable them to improve services for bereaved people.

**Report of the Directors (continued)**

**Directors**

The directors who served during the year were as follows:

M Birch  
K Pilkington  
Mrs L Barker  
Mr A Jose  
Mr T Morris  
Mr M Omer  
Mrs H White  
Mrs M Webb

**Donations**

At the year end, the company was committed to donating £1,677,989 (2021: £2,260,089) to charitable organisations. Attention is drawn to note 6 of the financial statements.

Donations paid to charitable organisations during the year ended 31<sup>st</sup> March 2022 totalled £3,335,020 (2021: £1,820,000)

**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

J Dunk

Secretary

Date: 7<sup>th</sup> September 2022

## **Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

### **Report of the Independent Auditors to the Members of Institute of Cemetery and Crematorium Management**

#### **Opinion**

We have audited the financial statements of Institute of Cemetery and Crematorium Management (the 'company') for the year ended 31 March 2022 which comprises the Summary Income and Expenditure Account, Corporate Income and Expenditure Account, Institute Training Services Income and Expenditure Account, Education Income and Expenditure Account, Charter for the Bereaved Income and Expenditure Account, Media Income and Expenditure Account, CTTS Income and Expenditure Account, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- Give a true and fair view of the state of the company's affairs as at 31 March 2022 and of its surplus for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

### **Report of the Independent Auditors to the Members of Institute of Cemetery and Crematorium Management (continued)**

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the other 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; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters in relation to which 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 in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Report of the Directors and from the requirement to prepare a strategic report.

#### **Respective responsibilities of directors**

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, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We considered the nature of the Company's business and its control environment. We also enquired of management about their identification and assessment of the risks of irregularities. We obtained an understanding of the legal and regulatory framework in which the Company operates and identified key laws and regulations that:

**Report of the Independent Auditors to the Members of Institute of Cemetery and Crematorium Management  
(continued)**

- Had a direct effect on the determination of material amounts and disclosures in the financial statements, which included the Companies Act 2006, tax legislation and payroll legislation; and
- Did not have a direct effect on the financial statements but compliance with which may be fundamental to the Company's ability to operate.

We discussed among the audit engagement team the opportunities and incentives that may exist within the organisation for fraud and how / where fraud might occur in the financial statements.

In common with all audits under ISAS (UK), we are also required to perform specific procedures to respond to the risk of management override. In addressing the risk of fraud through management override of controls, we tested the appropriateness of accounting adjustments and journal entries, assessed whether accounting estimates were reasonable and accurate and reviewed the accounting records for any significant and unusual transactions.

In addition, our procedures to respond to the risks identified included:

- Reviewing financial statement disclosures by testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify any unusual or unexpected variances that may indicate risks of material misstatement due to fraud;
- Enquiring of management about any instances of non-compliance with laws and regulations and any instances of known or suspected fraud.
- Reading minutes of meetings of those charged with governance

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

### **Use of our report**

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 an auditor's report 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



**Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

**Report of the Independent Auditors to the Members of Institute of Cemetery and  
Crematorium Management  
(continued)**

Philip Handley FCA (Senior Statutory Auditor)  
For and on behalf of HSKS Greenhalgh  
Chartered Accountants &  
Statutory Auditor  
3<sup>rd</sup> 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 2022**

		<b>Page</b>	<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
Corporate	surplus	7 - 8	<b>87,955</b>	56,360
Institute Training Services	surplus/(deficit)	9	<b>54,320</b>	(4,805)
Education	surplus	10	<b>9,052</b>	24,292
Charter for the Bereaved	surplus	11	<b>10,928</b>	15,794
Media	(deficit)	12	<b>(16,910)</b>	(12,687)
CTTS	surplus	13	<b>6,190</b>	2,975
Surplus on ordinary activities before taxation (see note 2)			<b>151,535</b>	81,929
Taxation		15-16	<b>(54)</b>	(227)
Surplus on ordinary activities after taxation			<b>151,481</b>	81,702

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 2022**

	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>Income</b>				
Member subscriptions	30,059		28,781	
Corporate subscriptions	150,341		147,118	
Recruitment services	27,630		19,222	
Administration fees recycling	146,416		147,291	
Bank interest received	282		1,194	
Administration recharge	56,354		33,816	
Recycling	2,752,901		2,769,343	
Portal – advertising	-		1,440	
	<hr/>		<hr/>	
		<b>3,163,983</b>		<b>3,148,205</b>
<b>Expenditure</b>				
Salaries/Honoraria	191,980		220,859	
Presidential expenses	2,702		1,500	
Travel	15,437		13,450	
Donation	2,752,901		2,769,343	
Meeting costs	30		-	
Postage	5,513		3,357	
Printing and stationery	14,680		26,941	
Telephone	5,517		5,534	
Rent	8,701		5,025	
Insurance	27,647		16,255	
Legal and professional	20,542		10,968	
Audit and accountancy	6,324		6,583	
Payroll costs	1,080		1,080	
Training	150		2,900	
Software and Licences	8,602		-	
Website	7,833		3,600	
Conferences attended	360		-	
Regalia	-		643	
Miscellaneous	-		2,346	
Subscriptions	90		-	
	<hr/>		<hr/>	
		<b>(3,070,089)</b>		<b>(3,090,384)</b>
Balance carried forward		<b>93,894</b>		<b>57,821</b>

Corporate Income and Expenditure Account

for the Year Ended 31 March 2022  
(continued)

	2022		2021	
	£	£	£	£
Balance brought forward		<b>93,894</b>		57,821
<b>Expenditure (continued)</b>				
Bank charges		203		175
Depreciation		629		830
- computer equipment		9		11
- fixtures and fittings		149		445
- plant and machinery		4,949		-
- Vehicle				
		<u>(5,939)</u>		<u>(1,461)</u>
Surplus for the year		<u><b>87,955</b></u>		<u>56,360</u>

**Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

**Institute Training Services Income and Expenditure Account**

**for the Year Ended 31 March 2022**

	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>Income</b>				
Consultancy	6,920		9,050	
Travelling recovered	6,129		13,060	
Memorial management fees	32,590		3,175	
Exclusive Rights of Burial	25,076		14,547	
Other courses	24,393		12,955	
CRUSE	11,485		-	
SLCC	3,200		800	
Placement	29,400		71,700	
RHE Courses	2,000		1,600	
Compliance course	29,335		19,515	
Public Health Funerals	13,173		7,300	
COTS - Course fees	114,760		33,550	
	<hr/>		<hr/>	
		<b>298,461</b>		<b>187,252</b>
<b>Expenditure</b>				
Management placement salary	26,765		69,430	
Training salary	79,875		51,869	
Travel	5,577		8,690	
Memorial management courses	11,833		525	
Exclusive Rights of Burial courses	270		170	
Consult salaries	-		1,353	
Other courses	5,070		4,150	
Administration recharge	31,082		15,745	
COTS Salaries/Honoraria	58,120		25,507	
COTS Travel	15,938		5,937	
COTS Courses	5,023		3,725	
Accreditation fees	4,588		4,956	
	<hr/>		<hr/>	
		<b>(244,141)</b>		<b>(192,057)</b>
Surplus / (Deficit) for the year		<hr/> <b>54,320</b> <hr/>		<hr/> <b>(4,805)</b> <hr/>

**Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

**Education Income and Expenditure Account**

**for the Year Ended 31 March 2022**

	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>Income</b>				
Fees	<b>39,831</b>		61,470	
Enrolment fees	<b>1,255</b>		7,360	
Training days	<b>1,500</b>		-	
	<hr/>		<hr/>	
		<b>42,586</b>		68,830
<b>Expenditure</b>				
Salaries/Honoraria	<b>13,042</b>		10,096	
Travel	<b>457</b>		-	
Course fees	<b>15,180</b>		22,025	
Administration recharge	<b>4,415</b>		2,520	
Education (Pearson) enrolment fee	<b>440</b>		9,897	
	<hr/>		<hr/>	
		<b>(33,534)</b>		(44,538)
Surplus for the year		<b>9,052</b>		24,292
		<hr/> <hr/>		<hr/> <hr/>

**Institute of Cemetery and Crematorium Management (Registered Number 00610299)**

**Charter for the Bereaved Income and Expenditure Account**

**for the Year Ended 31 March 2022**

	<b>2022</b>		<b>2021</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Best Value	<b>34,410</b>		34,410	
	<hr/>		<hr/>	
		<b>34,410</b>		34,410
<b>Expenditure</b>				
Salaries/Honoraria	<b>17,543</b>		14,897	
Administration recharge	<b>5,939</b>		3,719	
	<hr/>		<hr/>	
		<b>(23,482)</b>		(18,616)
		<hr/>		<hr/>
Surplus for the year		<b>10,928</b>		15,794
		<hr/> <hr/>		<hr/> <hr/>



Media Income and Expenditure Account

for the Year Ended 31 March 2022

	2022		2021	
	£	£	£	£
<b>Income</b>				
Advertising income	27,943		34,396	
Subscriptions	975		925	
Royalties received	4,191		2,316	
Book sales	7,420		-	
	<u>          </u>		<u>          </u>	
		<b>40,529</b>		<b>37,637</b>
<b>Expenditure</b>				
Salaries/Honoraria	39,159		32,398	
Printing and stationery	9,691		12,859	
Prize	150		100	
Travel	95		-	
Administration recharge	8,344		4,967	
	<u>          </u>		<u>          </u>	
		<b>(57,439)</b>		<b>(50,324)</b>
		<u>          </u>		<u>          </u>
(Deficit) for the year		<b>(16,910)</b>		<b>(12,687)</b>
		<u>          </u>		<u>          </u>

CTTS Income and Expenditure Account

for the Year Ended 31 March 2022

	2022		2021	
	£	£	£	£
<b>Income</b>				
Course fees	34,945		47,625	
Conversion fees	745		500	
CTTS refresher training	-		495	
CTTS Travel	3,294		-	
CTTS Course Fees	220		-	
	<u>          </u>		<u>          </u>	
		39,204		48,620
<b>Expenditure</b>				
Salaries/Honoraria	19,418		25,201	
Travel	-		329	
Course fees	-		4,610	
Administration recharge	7,022		6,865	
Registration fees	6,574		8,640	
	<u>          </u>		<u>          </u>	
		(33,014)		(45,645)
Surplus for the year		<u>6,190</u>		<u>2,975</u>

**Balance Sheet**

**as at 31 March 2022**

	Notes	2022	2021
		£	£
<b>Fixed assets</b>	4	<b>5,803</b>	1,102
<b>Current assets</b>			
Debtors	5	<b>75,080</b>	111,891
Cash at bank and in hand		<b>2,819,985</b>	3,190,639
		<u>2,895,065</u>	<u>3,302,530</u>
<b>Creditors:</b> Amounts falling due within one year	6	<b>(1,861,426)</b>	(2,415,898)
Net current assets		<u><b>1,033,639</b></u>	<u>886,632</u>
<b>Total assets less current liabilities</b>		<u><b>1,039,442</b></u>	<u>887,734</u>
<b>Net Assets</b>		<u><u><b>1,039,442</b></u></u>	<u><u>887,734</u></u>
<b>Reserves:</b>			
<b>Revenue reserve</b>		<u><b>1,039,442</b></u>	<u>887,734</u>
		<u><u><b>1,039,442</b></u></u>	<u><u>887,734</u></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.

Approved by the board of directors on 7<sup>th</sup> September and signed on its behalf.

M Birch

Director

Mrs H White

Director

**Notes to the Financial Statements**

**for the Year Ended 31 March 2022**

**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**

**(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

**(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.

**Notes to the Financial Statements  
for the Year Ended 31 March 2022  
(continued)**

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 10 (2021 :11)

Notes to the Financial Statements  
for the Year Ended 31 March 2022  
(continued)

4. Fixed assets

	Computer Equipment £	Fixtures and Fittings £	Plant and Machiner y £	Vehicles £	Total £
<b>Cost</b>					
At 1 April 2021	54,730	3,342	3,395	-	61,467
Additions	449	-	-	9,987	10,436
Disposals	-	-	-	-	-
At 31 March 2022	<u>55,179</u>	<u>3,342</u>	<u>3,395</u>	<u>9,987</u>	<u>71,541</u>
<b>Depreciation</b>					
At 1 April 2021	53,838	3,280	3,246	-	60,365
Charge for the year	629	9	148	4,949	5,735
Eliminated on disposal	-	-	-	-	-
At 31 March 2022	<u>54,467</u>	<u>3,289</u>	<u>3,395</u>	<u>4,949</u>	<u>66,100</u>
<b>Net book value</b>					
At 31 March 2022	<u>712</u>	<u>53</u>	<u>0</u>	<u>5,039</u>	<u>5,803</u>
At 31 March 2021	<u>892</u>	<u>62</u>	<u>148</u>	<u>0</u>	<u>1,102</u>

5. Debtors: all due within one year

	2022 £	2021 £
Trade debtors	46,585	85,983
Other debtors	3,000	3,000
Prepayments	25,495	22,908
	<u>75,080</u>	<u>111,891</u>

Notes to the Financial Statements  
for the Year Ended 31 March 2022  
(continued)

6. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	22,396	4,628
Accruals	54,055	71,013
Taxation and social security	35,945	26,922
Deferred income	71,041	53,246
Donations Provisions	1,677,989	2,260,089
	<u>1,861,426</u>	<u>2,415,898</u>

An amount of £1,677,989 (2021: £2,260,089) 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.

7. Leasing agreements

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

	2022	2021
	£	£
Within one year	24,120	5,943
Between one and five years	56,980	1,486
	<u>81,100</u>	<u>7,429</u>

8. 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 2022  
(continued)

9. 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 2022 are as follows:

	<b>2022</b>	2021
	£	£
Capital Reserve Account	<b>758</b>	758
	<u>758</u>	<u>758</u>
	<u><b>758</b></u>	<u>758</u>

10. 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.

	<b>2022</b>	2021
	£	£
M Birch	<b>9,750</b>	1,500
H White	<b>1,500</b>	1,500
	<u>11,250</u>	<u>3,000</u>
	<u><b>11,250</b></u>	<u>3,000</u>