Registered number: 8415

# THE MANOR PARK CEMETERY COMPANY LIMITED

# DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2004

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#### **COMPANY INFORMATION**

**DIRECTORS** 

A S Rutteman

B T Cook

A R Jeffryes

N D Stephens (removed 13/1/2005)

**SECRETARY** 

B T Cook

**COMPANY NUMBER** 

8415

**REGISTERED OFFICE** 

Sebert Road Forest Gate London E7 0NP

**AUDITORS** 

Goodman Jones

Chartered Accountants & Registered Auditors

29/30 Fitzroy Square

London W1T 6LQ

**BANKERS** 

Nat West Bank PLC 300 Romford Road

Forest Gate London E7 9HF

**SOLICITORS** 

Ashton Graham 81 Guildhall Street

Bury St Edmunds

Suffolk IP33 1PZ

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#### CHAIRMAN'S STATEMENT

The trading year at Manor Park Cemetery Company has again been satisfactory with a solid set of results for the financial year ending on 31 December 2004.

#### Results

Turnover rose from £853,562 in 2003 to £868,491, whilst Expenditure on Estate and Administration amounted to £774,275 (£763,662 in 2003).

Profit after taxation was £96,972 (£86,482 last year). Earnings per ordinary share were 12.62p compared with 11.25p in the previous year.

Subject to shareholders' approval of the dividend proposed, at the year end Shareholders' Funds stood at £1,375,945.

#### **Final Dividend**

The Directors recommend that a dividend of 10.5p per ordinary share (10p in 2003) be paid following the AGM on June 14 2005 to shareholders on the register at the close of business on May 23 2005, an increase in the dividend of 5% on the previous year.

If approved, the dividend will be paid immediately following the conclusion of the Annual General Meeting and will leave an amount of £16,274 to be transferred to reserves (£9,627 in 2003). The ex-dividend date is 24 May 2005.

#### **Trading Year**

The proposed new machinery shed mentioned in last year's report was finally completed during the early part of 2004 and to it was added an elevated shelving area and equipment costing a further £10,000. The dilapidated small shed which formerly housed the gardening machinery was demolished and it is intended that the redevelopment of this site be commenced during 2005 as a new burial area.

With the needs of our elderly and disabled visitors to the chapels and to the grounds very much in mind, the public toilets at the rear of the crematorium were modernised and provided with disabled facilities. This gave the Company the opportunity to improve some of the interior of the crematorium and works are still in progress. By early 2005 there will also be an ashes collection point for the public and a new mess room and cloakroom for the crematorium staff. To date the cost of these works is around £30,000. At the same time, air conditioning equipment was installed in both chapels at a cost of £6,369.

The site of the conifer hedge felled in 2003 has now been landscaped and the remaining ground turfed for burial space - indeed some plots have already been purchased in this quiet corner of the estate grounds.

An unexpected cost to the Company resulted from a summer storm which destroyed a considerable quantity of standard roses in our memorial gardens. However the owners were quickly informed of the damage and were able to rest assured that their memorial would be replanted in the autumn in the colour and variety of their choice.

#### **CHAIRMAN'S STATEMENT (continued)**

As reported by the previous Chairman, this Company does not follow the national ratio of cremations to burials (approximately 70:30), and in the past, the Company's ratio of business was nearer 50:50. Your Board has long been aware that land available for burial is a diminishing asset and that the Company must look to cremations for its future. I am pleased to report that this year we saw a 11.75% increase in cremations carried out, which equated to a business split of 62:38, indicating a welcome closing of the discrepancy with the national average.

#### **Future Outlook**

In December 2004 DEFRA (the Department for the Environment, Food and Rural Affairs) announced that by the year 2012 all crematoria would have to comply with legislation to achieve a 50% reduction in emissions of mercury (the majority of which comes from the cremation process on dental fillings), with total removal by 2020. In essence, this requires crematoria to install expensive and very large (room-sized) equipment to eliminate this pollution. Present prototypes of this machinery are excessively cumbersome, but it is hoped that in time the design of the equipment will be improved both as to its effectiveness and its size. Nevertheless, it should be appreciated that there will be a considerable cost impact. Current estimates are for machinery to cost over £300,000 to service one cremator, plus the additional expense of providing an appropriate room to house this equipment.

It is largely for this reason that the Board felt it prudent to prepare for this expenditure by a larger retention from profit than might have seemed necessary. As a balancing note to the above, I would remind shareholders that all crematoria are facing the same dilemma and I can report that the first quarter of 2005 has been very encouraging.

I should like to close this report with a personal expression of my gratitude and appreciation for the dedication, support and loyalty shown during the year by the existing staff, fellow directors and shareholders - to you all a sincere vote of thanks.

Angela Rutteman Chairman

# DIRECTORS' REPORT For the year ended 31 December 2004

The directors present their report and the financial statements for the year ended 31 December 2004.

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which 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 those financial statements, the directors are required to:

- · select suitable accounting policies and then apply them consistently;
- · make judgements and 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

#### PRINCIPAL ACTIVITIES

The principal activity of the Company is the operation of a cemetery and crematorium with all the appropriate facilities and services for the disposal and commemoration of the dead.

#### **RESULTS AND DIVIDENDS**

The profit for the year, after taxation, amounted to £96,972 (2003 - £86,482).

The directors recommend a final dividend of £80,698 (2003 - £76,855).

#### **DIRECTORS**

The directors who served during the year and their beneficial interests in the company's issued share capital were:

		Ordinary shares of 25p each	
	2004	<u>2003</u>	
A S Rutteman	89,131	86,464	
B T Cook	9,874	7,207	
A R Jeffryes	89,847	84,180	
N D Stephens	6,588	3,921	

#### ADDITIONAL INFORMATION RE DIRECTORS

Mr N D Stephens was removed from the Board by ordinary resolution at an Extraordinary general meeting held on 13 January 2005.

## DIRECTORS' REPORT For the year ended 31 December 2004

#### **AUDITORS**

The auditors, Goodman Jones, will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

#### **DIVIDEND**

The directors recommend the payment of a dividend of 10.5p per share, payable on 14 June 2005, giving rise to a surplus transferred to Reserves of £16,274.

This report was approved by the board on

18 May 2005

and signed on its behalf.

B T Cook Secretary

# INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE MANOR PARK CEMETERY COMPANY LIMITED

We have audited the financial statements of The Manor Park Cemetery Company Limited for the year ended 31 December 2004 set out on pages 7 to 15. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 9.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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.

#### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises only the Directors' Report and the Chairman's Statement. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

# INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS OF THE MANOR PARK CEMETERY COMPANY LIMITED

#### **UNQUALIFIED OPINION**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Goodman Jones

Chartered Accountants Registered Auditors

29/30 Fitzroy Square London W1T 6LQ

Date: 18 Hay 2005

# PROFIT AND LOSS ACCOUNT For the year ended 31 December 2004

					_
	Note		2004 £		2003 £
TURNOVER	1, 2		868,491		853,562
Administrative expenses		_	(774,275)	_	(763,622)
OPERATING PROFIT	3		94,216		89,940
Profit on disposal of investments			7,076		-
Interest receivable			22,461		19,435
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION			123,753		109,375
TAX ON PROFIT ON ORDINARY ACTIVITIES	6		(26,781)	_	(22,893)
PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION			96,972		86,482
DIVIDENDS - On equity shares	7		(80,698)	_	(76,855)
RETAINED PROFIT FOR THE FINANCIAL YEAR	15	£	16,274	£	9,627

All amounts relate to continuing operations.

There were no recognised gains and losses for 2004 or 2003 other than those included in the profit and loss account.

The notes on pages 9 to 15 form part of these financial statements.

## BALANCE SHEET As at 31 December 2004

		20		200	
FIXED ASSETS	Note	£	£	£	£
Tangible fixed assets	8		880,601		893,383
Investments	9		300,000		150,000
			1,180,601		1,043,383
CURRENT ASSETS					
Debtors	10	80,722		55,553	
Investments	11	287,633		460,166	
Cash at bank		87,987		32,737	
		456,342		548,456	
CREDITORS: amounts falling due within one year	12	(222,074)		(195,525)	
NET CURRENT ASSETS			234,268		352,931
TOTAL ASSETS LESS CURRENT LIABII	LITIES		1,414,869		1,396,314
PROVISIONS FOR LIABILITIES AND CHARGES					
Deferred taxation	13		(38,924)		(36,643
NET ASSETS			£ 1,375,945		£ 1,359,671
CAPITAL AND RESERVES					-
Called up share capital	14		192,139		192,139
Revaluation reserve	15		147,257		153,740
Profit and loss account	15		1,036,549		1,013,792
SHAREHOLDERS' FUNDS - All Equity	16		£ 1,375,945		£ 1,359,671
The financial statements were approved by	y the boar	rd on 18 1	1m 205	and signed on	its behalf.
Angela Rutteman			A. Jej	H)==	

The notes on pages 9 to 15 form part of these financial statements.

A S Rutteman Director

#### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

#### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention as modified by the revaluation of freehold land buildings and roadways and in accordance with applicable accounting standards.

#### 1.2 Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, exclusive of Value Added Tax and trade discounts.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold land and buildings - 1.5% straight line
Plant and machinery - 15% straight line
Fixtures, fittings and equipment - 20% straight line
Boundary fencing - 7.5% straight line

#### 1.4 Revaluation of tangible fixed assets

As permitted by the transitional provisions of FRS 15 Tangible Fixed Assets the company has elected not to adopt a policy of revaluation of tangible fixed assets. The company will retain the book value of land and buildings, previously revalued at December 1988 and will not update that valuation.

#### 1.5 Deferred taxation

Provision is made in full for all taxation deferred in respect of timing differences that have originated but not reversed by the balance sheet date, except for timing differences arising on revaluations of fixed assets which are not intended to be sold and gains on disposal of fixed assets which will be rolled over into replacement assets. No provision is made for taxation on permanent differences.

Deferred tax assets are recognised to the extent that it is more likely than not that they will be recovered.

#### 1.6 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

#### 1.7 Reserve Graves

Where monies are received in respect of a grave reserved for future use, the sale is included in turnover. However, where the amount received includes an advance against future digging fees, proportion is carried forward to the year in which interment takes place.

#### 2. TURNOVER

The whole of the turnover is attributable to the operation of a cemetery and crematorium with all the appropriate facilities and services for the disposal and commemoration of the dead

All turnover arose within the United Kingdom.

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

3.	OPERATING PROFIT				
	The operating profit is stated after charging:				
			2004 £		2003 £
	Depreciation of tangible fixed assets: - owned by the company Auditors' remuneration	=	68,596 4,250		112,951 3,550
4.	STAFF COSTS				
	Staff costs, including directors' remuneration, were as follows:				
			2004 £		2003 £
	Wages and salaries Other pension costs		455,860 38,633		393,327 31,956
		£	494,493	£	425,283
	The average monthly number of employees, including directors, du	= iring the	year was as	= follows	<del></del>
			2004		2003
			No.		No.
	Directors Office Garden Gravedigging Cremation Maintenance	_	4 4 10 2 2 2		4 4 8 2 2 2
		=	24	=	22
5.	DIRECTORS' REMUNERATION				
			2004 £		2003 £
	Emoluments	£	106,518	£ =	96,702
	Company pension contributions to money purchase pension schemes	£	16,864	£	15,695
		000 4			

During the year retirement benefits were accruing to 4 directors (2003 - 4) in respect of money purchase pension schemes.

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

TAXATION		
	2004	2003
Analysis of tax charge in year	£	£
Current tax (see note below)		
UK corporation tax charge on profits of the year Adjustments in respect of prior periods	24,623 (123)	28,973 (56)
Total current tax	24,500	28,917
Deferred tax	<del></del>	
Origination and reversal of timing differences	2,281	(6,024)
Total deferred tax (see note 13)	2,281	(6,024)
Tax on profit on ordinary activities	£ 26,781	£ 22,893
Factors affecting tax charge for year	,— <del>——</del>	
The tax assessed for the year is lower than the standard	rate of corporation tax in the U	K applicable to
the company (19%). The differences are explained below:		
	2004	2003
	·	2003 £
	2004	2003
the company (19%). The differences are explained below:	2004 £ 123,753	2003 £
the company (19%). The differences are explained below:  Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant standard.	2004 £ 123,753 ————	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes	2004 £ 123,753 ====================================	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes Capital allowances for period in excess of depreciation	2004 £ 123,753 ard rate 23,513	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes	2004 £ 123,753 ====================================	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes Capital allowances for period in excess of depreciation Adjustment to provisional tax charge for prior periods	2004 £ 123,753 ard rate 23,513 29 1,081	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes  Capital allowances for period in excess of depreciation  Adjustment to provisional tax charge for prior periods  Adjustments to tax charge in respect of prior periods	2004 £ 123,753 ard rate 23,513 29 1,081 - (123)	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes Capital allowances for period in excess of depreciation Adjustment to provisional tax charge for prior periods Adjustments to tax charge in respect of prior periods  Current tax charge for year (see note above)	2004 £ 123,753 ard rate 23,513 29 1,081 - (123)	2003 £ 109,375 ————————————————————————————————————
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes  Capital allowances for period in excess of depreciation  Adjustment to provisional tax charge for prior periods  Adjustments to tax charge in respect of prior periods  Current tax charge for year (see note above)  There were no factors that may affect future tax charges.	2004 £ 123,753 ard rate 23,513 29 1,081 (123) £ 24,500	2003 £ 109,375 20,781 569 7,499 124 (56) £ 28,917
Profit on ordinary activities before tax  Profit on ordinary activities multiplied by the relevant stands of corporation tax in the UK of 19% (2003 - 19)  Effects of:  Expenses not deductible for tax purposes  Capital allowances for period in excess of depreciation  Adjustment to provisional tax charge for prior periods  Adjustments to tax charge in respect of prior periods  Current tax charge for year (see note above)  There were no factors that may affect future tax charges.	2004 £ 123,753 eard rate 23,513 29 1,081 - (123) £ 24,500	2003 £ 109,375 20,781 569 7,499 124 (56) £ 28,917

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

	Land and buildings	Plant and machinery	Furniture, fittings and	Total
	£	£	equipment £	£
Cost or valuation	Z.	L	T.	τ.
At 1 January 2004	758,913	603,774	209,776	1,572,46
Additions	-	53,608	2,206	55,81
At 31 December 2004	758,913	657,382	211,982	1,628,27
Depreciation				
At 1 January 2004	137,545	363,248	178,287	679,08
Charge for the year	11,384	50,414	6,798	68,59
At 31 December 2004	148,929	413,662	185,085	747,67
Net book value				
At 31 December 2004	£ 609,984	£ 243,720	£ 26,897	£ 880,60
At 31 December 2003	£ 621,368	£ 240,526	£ 31,489	£ 893,38
Cost or valuation at 31 December 2004 is	s as follows:			
				Land and buildings £
At cost				416,37
At valuation: In December 1988 by members of the Roopen market value of existing use basis	oyal Institution of Charte	red Surveyors	s, on an	342,542
·			:	E 758,913
If the land and buildings had not been i historical cost convention as follows:	ncluded at valuation the	ey would hav	e been includ	led under t
		2	2004	2003
			£	£
Cost		4	16,371	416,3

£ 309,016

£ 313,917

Net book value

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

9.	FIXED ASSET INVESTMENTS		
			Trade invest- ments £
	Cost		450.000
	At 1 January 2004 Additions		150,000 150,000
	At 31 December 2004	4	300,000
	Unlisted investments In the opinion of the directors the market value of the unlisted investments less than their book cost.	at 31 December 2	2004 was not
10.	DEBTORS		
		2004	2003
		£	£
	Trade debtors Prepayments and accrued income	68,212 12,510	48,874 6,679
	£	80,722	55,553
11.	CURRENT ASSET INVESTMENTS		
		2004	2003
		£	£
	Listed investments Unlisted investments	287,633	54,460 405,706
	£	287,633	£ 460,166
	Listed investments	<del></del>	<u> </u>
	The market value of the listed investments at 31 December 2004 was £-	(2003 - £61,536	).
12.	CREDITORS: Amounts falling due within one year		
		2004	2003
		£	£
	Trade creditors	19,208	14,829
	Corporation tax Social security and other taxes	23,792 12,741	28,142 13,061
	Proposed dividend	80,698	76,855
	Accruals and deferred income	85,635	62,638

£ 222,074

£ 195,525

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

13.	DEFERRED TAXATION		
		2004 £	2003 £
	At 1 January 2004 Charge for/(released during) the year	36,64 2,28	
	At 31 December 2004	£ 38,92	£ 36,643
	The deferred tax provision is made up as follows:		
		2004 £	2003 £
	Accelerated capital allowances	38,92	4 36,643
		£ 38,92	£ 36,643
14.	SHARE CAPITAL		
		2004 £	2003 £
	Authorised, allotted, called up and fully paid		
	768,555 Ordinary shares of 25p each	£ 192,13	9 £ 192,139
15.	RESERVES		
	Revaluation reserve	£	£
	At 1 January 2004	153,74	
	Transfer to profit and loss account	(6,48	(6,483)
	At 31 December 2004	£ 147,25	£ 153,740
	Profit and loss account	£	£
	At 1 January 2004	1,013,79	997,682
	Profit retained for the year	16,27	
	Transfer to revaluation reserve	6,48	6,483
	At 31 December 2004	£ 1,036,54	£ 1,013,792

#### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2004

16.	RECONCILIATION OF MOVEMENT IN SHAREHOLDER	S' FUNDS	
		2004 £	2003 £
	Profit for the year Dividends	96,972 (80,698)	86,482 (76,855)
		16,274	9,627
	Opening shareholders' funds	1,359,671	1,350,044
	Closing shareholders' funds	£ 1,375,945	£ 1,359,671

#### 17. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £31,953 (2003 £25,276).