

**4**

**Landfill Communities Fund (LCF) Statutory Annual Return**

**Form 4 2015/2016**

# Submission of Form 4

It is a statutory requirement that all Environmental Bodies (EBs) submit an Annual Return (Form 4) by 28 April each year, **even if they have not received or spent any LCF money during the previous financial year reporting period (from 1 April to 31 March).** Failure to submit the Form 4 by the required date is a breach of Landfill Tax Regulations 1996 (Regulations), which may result in enforcement action being taken by ENTRUST and/or HMRC.

**This form should only be used to report and account LCF monies and it should exclude any funding received from any other sources.**

We recommend that the form is completed and submitted through ENTRUST online (EOL). If you would like to register to access EOL please call us on 01926 488327.

If the form is submitted in a hard copy format it must be signed by the main contact, or a trustee/director who is registered with ENTRUST. If you are in any doubt who the authorised signatories are for your EB, please call our compliance team on 01926 488311.

**Please return your completed forms to:**

ENTRUST

60 Holly Walk

Royal Leamington Spa

Warwickshire

CV32 4JE

**Fax to:** 01926 488 388

**Email to:** [compliance@entrust.org.uk](mailto:compliance@entrust.org.uk)

For further information, or if you have any questions on this form, please see our website or contact us:

**Telephone:** 01926 488 311

**Website:** [www.entrust.org.uk](http://www.entrust.org.uk)

# Your contact details

|  |
| --- |
| Name of your Environmental Body (EB) |
|  |
|  |
|  |
| Your EB enrolment number |
|  |
|  |

# Period covered by this return

|  |  |  |  |
| --- | --- | --- | --- |
| From | 01/04/2015 | To | 31/03/2016 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have there been any changes to your EB’s Board of Directors during the reporting period? (Please tick as appropriate) | Yes | | No | |
|  | | | | |
| If you answer yes to this question and you have not yet notified us of these changes please complete and return a Director/Trustee updates form which is available at: www.entrust.org.uk/environmental-bodies/forms/ | | | | |
|  | | | | |
| Have there been any changes to your Memorandum and Articles of Association, Constitution or Trust Deeds for this period? (please tick as appropriate) | | Yes | | No |
|  | | | | |
| If you answer yes to this question and you have not sent us a copy of the updated documents please send a copy to us by **email to: information@entrust.org.uk** | | | | |
|  | | | | |
| **Please also ensure that all your EB organisation details; registered address, contact address, main contact, other contact and email addresses are correct.** | | | | |

# LCF monies held and received during the period

|  |  |  |
| --- | --- | --- |
| 1. | **LCF monies held at start of the period:** This should be the closing balance on your previous Form 4. | **£** |
|  | | |
| 2. | **Contributions received:** LCF funds received directly from a Landfill Operator (LO). | **£** |
|  |  |  |
| 3. | **Transfers received:** LCF funds received from other EBs for projects submitted for approval to ENTRUST by your EB. | **£** |
|  |  |  |
| 4a. | **Other income derived from LCF monies:** This is the gross income generated from LCF monies where that income has been received by your EB (e.g. bank interest, sale of LCF funded assets, admission charges that have been generated by LCF funded facilities etc.). | **£** |
|  |  |  |
| 4b. | **For any income derived during the reporting period and declared in Q4a, please provide a breakdown of what sources the income has been derived:** |  |
|  |  |  |
| 4b.1 | Bank Interest: | **£** |
| 4b.2 | Sales of LCF assets: | **£** |
| 4b.3 | Other i.e. admission charges and hire charges: | **£** |
|  |  |  |
| 5. | **Total LCF monies held or received during the period (total of amounts in question 1 + question 2 + question 3 + question 4).** | **£** |

# LCF expenditure during the period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6. | **Administration/running costs:** LCF money that has been spent on the day to day running of the EB together with the management of an EBs projects and assets e.g. office administration, the purchase of office equipment, governance expenses etc. | | **£** | |
|  | | | | |
| 7. | **Levy payments to ENTRUST:** This is the amount charged on the contributions you have received from LOs (you will have received an invoice from ENTRUST for these payments). **Do not include the ENTRUST enrolment fee.** | | **£** | |
|  |  | |  | |
| 8. | | **Expenditure on approved projects where your EB holds the project approval:** The total amount of LCF monies you have spent on your approved project(s) in this reporting period only. The amounts spent on individual projects should be recorded in the table on page 5. | | **£** |
|  | |  | |  |
|  | | | | |
| 9. | | **Expenditure on approved projects where another EB holds the project approval:** The total amount of LCF monies you have spent on approved project(s) where another EB holds the project approval. The amounts spent on individual projects should be recorded in the table on page 6. | | **£** |
|  | | | | |
| 10. | | **Transfers to other EBs:** Total Value of LCF funds your EB has transferred to other EBs. | **£** | |
|  | |  |  | |
|  | | | | |
| 11. | | **Total LCF expenditure:** Total LCF funds spent during the reporting period (total of amounts in **Question 6 + Question 7 + Question 8 + Question 9 + Question 10**). | | **£** |
|  | |  | | |
| 12a. | | Of the amount in Question 11, please disclose the **value of contracts paid to related/connected parties**. These persons are defined as any Individual or organisation, related or linked to any director, employee, advisory panel or committee of the EB? | | **£** |
|  | |  | | |
| 12b. | | Of the amount declared in Question 11, please disclose the amount that was spent on the **purchase of assets**. | | **£** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 13. | | **Total LCF monies held at the end of this period:** Total amount of **Question 5 minus Question 11**. | | | **£** | | |
|  | | | | | | | |
| 14. | | **Please provide a breakdown of the funds held at the end of the reporting period (Question 13), and keep a copy of the detail which we may review at compliance inspections:** | | | | | |
|  | | | | | | | |
| 14a. | | | The value of LCF monies that are committed to projects registered with ENTRUST. | | | **£** | |
|  | | |  | | |  | |
| 14.b | | | The value of LCF monies that are committed to projects approved by your organisation, but not yet registered with ENTRUST.  (This figure should not include any details relating to programmes or regions as these do not relate to any approved projects.) | | | **£** | |
|  | | |  | | |  | |
| 14c. | | | The value of LCF monies that are retained to wind-up your EB.  (This figure should only include expenditure relating to the additional costs incurred in winding up your organisation on the cessation of your business, or the LCF, for example, contractual redundancy payments, legal fees, rental or dilapidation costs to the end of a lease agreement. Guidance can be found on our website: http://www.entrust.org.uk/guidance/guidance-documents/. | | | **£** | |
|  | | | | | | | |
| 14d. | | | How much is not yet committed to a specific project or to winding up costs?  **(Sum of question 13 - question 14a - question 14b - question 14c).** | | **£** | | |
| **Form completed and submitted by:** | | | | | |
| 15. | | | **Name:** Please print clearly | | |
|  | | | | | |
| 16. | | | **Signature:** | | |
|  | | | | | |
| 17. | | | **Email/contact number:** Please provide this information as it is useful in the event that ENTRUST needs to contact you for verification/correction of entries made on this form. Please print clearly. | | |
|  | | | | | |
| 18. | | | **Job title/role in EB:** | | |
|  | | | | | |
| 19. | | | **Date submitted (dd/mm/yyyy):** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LCF expenditure during the period where your EB holds the project approval**  **Your EB should record the amount of LCF money spent on the projects where you hold the project approval. In addition if you have started or finished your project/s then please enter the start and finish dates in the columns provided** | | | | |
| **Project name**  The project name and reference number can be found on your ENTRUST approval letter | **ENTRUST project reference number** | **LCF start date**  First payment made with LCF money | **LCF finish date**  Final payment made with LCF money  **caution:** only complete if you do not intend to spend any more LCF funds on this project. | **Project expenditure during the reporting period** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | £ |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | £ |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  |  |  |  | **£** |
|  | | | |  |  |  |  |  |  |  |
| **Total (Must equal the amount reported in Question 8)** | | | | **£** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LCF Expenditure during the period where another EB holds the project approval**  **Your EB should record the amount of LCF money spent on the projects where another EB has transferred LCF monies to you and they hold the project approval. Please note: The EB holding the project approval will complete the start and finish dates for the project.** | | | | |
| **Project name**  The project name and reference number can be found on your ENTRUST approval letter | **ENTRUST project reference number** | **Project expenditure during the reporting period** | | |
|  |  | **£** | | |
|  |  | **£** | | |
|  |  | £ | | |
|  |  | **£** | | |
|  |  | **£** | | |
|  |  | **£** | | |
|  |  | £ | | |
|  |  | **£** | | |
|  |  | **£** | | |
|  |  | **£** | | |
|  | |  |  |  | |  |  |  |  |
| **Total (Must equal the amount reported in Question 9)** | | **£** | | |

**Appendix**

**Individual project expenditure breakdown**

This is the breakdown of the amount reported in Question 8, detailing how much you have spent on each approved project during the reporting period.

**Individual project expenditure where another EB holds the project approval**

This is the breakdown of the amount reported in Question 9, detailing how much you have spent on each project where another EB holds the project approval during the reporting period.

**Project name and reference number**

The project name and reference number can be found on your ENTRUST approval letter

**LCF start date, LCF finish date**

The start date is when the first payment of LCF monies was made on a project. Similarly, the finish date is when the **final** payment of LCF monies was made. If you intend to spend further LCF funds on the project then, please enter ‘ongoing’. A finish date recorded here will close off the project after which no further LCF expenditure can be allocated.

**Project expenditure**

All expenditure incurred which can be directly attributed to the approved project, e.g. consultant and contractor costs; materials, labour costs etc.

**Checklist**

Please check and tick you have completed the following:

that your EB enrolment number is correct;

that all the numbers on the form are correct and reconcile to other information you have;

that your Directors and governing document are up to date;

that you have given us your name and contact details;

you have signed the form; and

that you have entered the date that you completed the Form 4.

**Please contact the Compliance Team on 01926 488311 if you have any queries.**

**Post your completed Form to:**

ENTRUST

60 Holly Walk

Royal Leamington Spa

CV32 4JE

**Fax to:** 01926 488388

**Email to:** compliance@entrust.org.uk

**Website:** www.entrust.org.uk