



## **GUIDE TO ANNUAL RETURN (FORM 4) COMPLETION**

### **INTRODUCTION**

All EBs are required to complete a Statutory Annual Return (Form 4) and this needs to be submitted to ENTRUST by 28 April each year.

This guide outlines the basic steps you will need to complete to ensure that your Annual Return is correctly submitted electronically via ENTRUST On-Line (EOL).

### **LOG ON**

To be able to 'log-on' to EOL you will need to be either a main contact or nominated other contact. You will have previously supplied us with your email address and a password would have been issued to you.

If you have forgotten your password, from the log-on screen you can choose the 'Forgotten Password' option and we will email you automatically with a new password.

If you have not been set up as a main contact user please contact the **Registrations Team** on **01926 488327** and they will be happy to help you.

### **DASHBOARD AND ACCESS TO FORM 4**

When you log onto the system you will initially be taken to your dashboard view. This will have important messages for your EB and provide a general reminder regarding completion of the Annual Return.

This screen allows access to your Annual Returns via the tab at the top of the screen.

### **STATUTORY ANNUAL RETURN VIEW**

When you click on the Annual Returns tab this will take you to the Annual Return screen. From here you will be able to complete the current return for this financial year and view any previously submitted and reconciled Form 4s for prior financial years.

At the top of the screen you will see a link to either 'Begin a Nil Return' or 'Begin a Return for 2012/2013'.

If you have already started your return and saved but not submitted a Form for 2012/2013 this option will change to 'View the details you have entered so far'. If you have completed and reconciled your Form 4 you will be informed that it has been reconciled and you will only have the option to 'View the Annual Return'.

## **NIL RETURN**

If you have not received any LCF monies and had no LCF transactions during the year it is more than likely that you will need to click a Nil Return.

If you click on this option you will be presented with a screen showing you the Annual Return.

The first area of the form requires you to confirm whether there have been any changes to your current Directors/Trustees and/or your Governing Documents. You should complete the options available. The form will also ask you to confirm whether these changes have been submitted to ENTRUST. If not the options for submission are shown on the Form's warning messages.

Following completion of these questions you will need to confirm the name of the person completing the form on behalf of your EB. This should be selected from the drop down list, choose the name and enter the date on which you are completing the Form.

The remainder of the Form will only have £0.00 entered into it and you can scroll down to the bottom of the Form and if fully complete click on Submit to ENTRUST. Once this has been clicked you should receive a message saying that your form has been reconciled and submitted to ENTRUST. If this does not appear a warning message will identify the issue with the form. You are then able to make the changes required and resubmit.

Once you have submitted the Form to ENTRUST and it has reconciled you will only be able to view the return and will not be able to make any changes. If you need any help please contact the **Compliance Team** on **01926 488311** and they will be able to help.

## **BEGIN A RETURN FOR 2012/2013**

If you choose this option a form will be displayed in a similar format as the Nil return, however it will try to populate the form with notifications of Landfill Operator Contributions and Transfers that you have received during the year. It will also show any transfers that you have made to other EBs.

As with the Nil return you should answer the questions at the top of the Form and complete the submitting persons name and date.

Working through the form you should complete the amounts of income received during the period. This can be done by agreeing or disagreeing the figures pre-populated. If you agree with these figures click on 'agree' and the amounts will be entered onto the correct field within the return.

If you disagree a comments box will be shown and you can add text outlining the reason why you are not agreeing the figures. You can enter the figures that you believe should be on the form. If you disagree with any figures the form will not reconcile and a warning message will be displayed. Submit the return and a member of the Compliance Team will contact you to resolve the issue with you.

Once you have entered all your income you should save the form by clicking 'save' at the bottom of the form.

You can then move onto the expenditure area of the form and complete the expenditure and any project payments during the year. Again please enter the figures, clicking on 'save' when you have completed this section of the form. If you have entered any project expenditure please click on the next button and this will take you to the project breakdown area of the form.

The project breakdown screen will detail the currently open projects that you have obtained approval from ENTRUST for. If you do not see any projects this means that all are complete and you will need to contact the **Compliance Team** on **01926 488311** to discuss this further.

Please enter the relevant expenditure against each project completing the start and final payment dates as appropriate. Please note that if you place an end date in the form this will complete the project and you will not be able to enter any further monies in subsequent financial years. Once you have completed entering your project expenditure please save this form and then click 'back'.

You will be returned to the Form 4 front page. You should ensure that the total amount of project expenditure match and reconcile between this screen and the project breakdown screen. If the figures do not match the form will not reconcile.

It would be useful to resave the form again so that it recalculates the totals for you. If you have monies left unspent during the year please provide a breakdown of the monies split between that committed to projects you have approved by ENTRUST and those you are still awaiting approval and/or have not yet applied for approval.

Once this is complete please re-save the form and review it making sure you are happy with the content.

Once you are happy please submit the form by using the button at the bottom of the form. If the form reconciles it will be submitted and you will receive a message confirming that it has both been reconciled and submitted.

If it does not reconcile you will be provided with an explanation and you should review your form making changes as appropriate. Once the form has been corrected please resubmit and it should reconcile.

If your form still does not reconcile please ring the **Compliance Team** on **01926 488311**.

## **ANY QUESTIONS OR HELP COMPLETING THE RETURN**

We have also produced a video to help in the filling out of your Annual Return.

This can be found on our website at <http://www.entrust.org.uk/>

If you have any questions concerning the completion of your Return please contact the **Compliance Team** on **01926 488311**.