



## Guide to Form 4: Statutory Annual Return

### Completing a return through ENTRUST online

#### Introduction

All Environmental Bodies (EBs) are required to complete and submit a Statutory Annual Return (Form 4) to ENTRUST by 28 April each year, regardless whether you have received and spent any Landfill Communities Fund (LCF) monies during the reporting period.

#### Completing the Form

We recommend that you complete the form using [ENTRUST online \(EOL\)](#) which will pre-populate many of the fields for you and can be accessed by a nominated main contact or a Director/Trustee of your organisation. If you have any questions about registering for EOL please contact our Registrations Department on 01926 488 300 or email [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).

#### Getting started with EOL

EOL can be accessed via our website at: [www.entrust.org.uk/](http://www.entrust.org.uk/) On the home page you will see a button marked ENTRUST Online in the centre at the top of the screen. Please click this and you will be taken to the EOL log in screen.

On the login screen enter your registered email and password. If you have forgotten your password click the 'forgotten password' link and an email will be sent to your inbox with instructions on how to reset your password.

Once you have logged into the system this will take you to a screen called 'Your Dashboard'.

#### Dashboard and Statutory Annual Return

When you have accessed the dashboard you will see a link: 'Go to your Annual Return (Form 4)'. Clicking on this link will take you to your Annual Returns. Annual Returns can also be found under the 'Your Details' tab.

At the top of the screen you will see two options for the current financial year; 'Begin a Nil Return' or 'Begin a return for 2017/2018'. Your completed Form 4s can be found in the 'Past Returns' section

Once you have begun your Annual Return you will receive email notification which will be sent to your Main Contact.

If your EB has received or spent any LCF money during the year choose the 'Begin a Return' option. This will show the return for 2017/2018 and will pre-populate the form with information that we know i.e., balance brought forward, contributions received and transfers received or transfers sent to other EBs. If you disagree with any of these figures please click 'disagree' and then submit a comment which we will follow up with you.

EBs are required to report all LCF project expenditure during the reporting period. This could be on their own approved projects or on projects where another EB holds the project approval.

If you have received money from another EB which registered a project on your behalf, the EB should have transferred the monies over to you via a Form 7 and notified you of their EB number and project number.

If you enter any monies into a project expenditure box you will need to complete the project breakdown supplementary details. When using EOL this form will be pre-populated and you just need to remember to enter the project expenditure, click 'save' and then 'back' to return to the front page of your Statutory Annual Return.

If you need any further guidance please see our other [Guides to completing Form 4 Annual Return](#) or call us on 01926 488 311.

Once you have completed your form please save and click the 'submit and reconcile' button. If there are no issues you will receive an on screen message confirming that you have submitted a reconciled Form 4. In addition you will receive email notification that your return has been successfully completed and returned to us. If you wish to print a copy please press the 'Print' button to produce a printable copy in PDF or Excel format.

For any project completed after 1 April 2015, a Project Completion Form 9 will need to be completed. If you require any guidance to complete this form please visit the [completion process page](#) on our website or call us on 01926 488 311.

### **Error Message**

If there are any problems with your Form 4 an error message will be displayed and you will receive email notification that your form is non reconciled. Please make any corrections that are required and then retry submitting your Form 4. If you receive further error messages please contact the Compliance Team on 01926 488 311 or email [compliance@entrust.org.uk](mailto:compliance@entrust.org.uk) and we will guide you through the Form 4 completion process.

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