



Annual Return, Form 4

Training Update

New Team Members

ENTRUST

e-bulletin

THE NEWSLETTER FROM ENTRUST, THE ENVIRONMENTAL REGULATOR

Welcome to the New Year issue of the e-bulletin. In this edition we keep you informed about changes to the Annual Return, Form 4 and update you on training days.

Happy New Year

We hope you all enjoyed a good Christmas break and are looking forward to the New Year ahead.

Here at ENTRUST we are looking forward to a successful year working with Environmental Bodies (EBs), to help continue all the good work that the Landfill Communities Fund (LCF) can deliver.

We thought we'd start this issue with some good news and introduce you to the latest members of the ENTRUST Team.

Our new Regulations Officer is Maddy Hodgson. Maddy joined the Company in November 2012 and is now your main point of contact for information regarding training events and any regulatory questions you may have.

To contact Maddy, email madeleinehodgson@entrust.org.uk

Sam Jones is our most recent team member and he joined the Company in December 2012 as a general office assistant.



Maddy & Sam

2012-2013 Statutory Annual Return (Form 4)

As a reminder, all Annual Returns are required to be submitted to ENTRUST by 28 April 2013. Even if you have not received, spent or hold any LCF monies it is a statutory requirement for you to complete a nil return.

The easiest way to complete your Annual Return is by using ENTRUST On-Line (EOL). The online system fills in the basic information such as the balance of LCF funds, funds brought forward, and contributions and transfers made in the year. Please remember to press the 'Submit' button after saving your return, when you wish to send it to us. You will receive an email confirming submission.

You can access EOL from our website home page at www.entrust.org.uk

Further to our communication to EBs on 14 January 2013, the 2012/2013, Annual Return has been revised and is now available for completion. We have previously issued all EBs, for who we hold an email contact, with a user log on and a password. If you received an email with your user log on details you can use this to access EOL.

If you received an email, but cannot remember your password you can use the password reminder facility on our website by clicking on the www.entrust.org.uk home page EOL log on and then click on forgotten password which will send you an automated reminder by email. If you have not received any log on details or have problems using the password reminder on EOL please contact us on **01926 488 327** or email eol@entrust.org.uk to set up your EOL log on.

If you have any queries on the completion of your Annual Return or are having problems please contact the **Compliance Team** on **01926 488311**.

Nil Returns

The Annual Return is a regulatory requirement even when you have not received any LCF monies, held no monies, nor spent any monies during the period. All you need to do is log into EOL, select your EB, go to Annual Returns, click 'Begin Nil return' for 2012/2013, select your name (submitted by), and submit to ENTRUST. You should submit your Nil return now, or any time up until the 28 April 2012. It should take you less than 10 minutes to complete the Nil Annual Return online and you will receive an email confirming submission.

Reporting LCF monies

You can start filling in the Annual Return whenever it is easiest for you and save information such as project expenditure for each project as a total for the year. If you have received transfers and contributions, where these have been recorded by ENTRUST these figures will appear in the Annual Return, and you will be asked to confirm by using the 'agree' buttons that the amounts are correct.

You shouldn't submit your return until all transfers and contributions for the year are recorded. All you then need to do is press the submit button when all the figures are correct before the 28 April 2012 to ensure that you comply with your statutory responsibility.

Paper returns

We will only be issuing paper Annual Returns to Environmental Bodies (EBs) on request, although you can download a form from our website by clicking [here](#).

TRAINING
VIDEOS
available online



We have a number of training videos designed to help you in some of the main processes involved in being an EB.

These cover the following topics:

1. Enrolling as an EB
2. Registering Projects
3. Entering Contributions
4. Entering Transfers
5. Completing Annual Returns
6. Updating EB Details

To view the videos please just click [here](#). If you have any problems with accessing the files or any questions, please just call us on 01926 488 300

EMPLOYEE OF THE QUARTER
SAM KNIBB



Congratulations to Sam, our Finance Officer, who was awarded employee of the quarter in December 2012.

Sam was awarded her certificate by ENTRUST Chairman, Dr Philip Smith.

Sam was singled out this quarter, for her efforts in organising all of the ENTRUST charity events which meant we managed to raise an impressive £2,700 last year for Cancer Research UK.

Training Days

The date and location for our basic training event is below:

Location	Date
Nottingham	28 February 2013

The basic training days are suitable for all EBs, from newly registered EBs to new staff joining established EBs, or for those who would simply like a refresher on the LCF.

The training days cover:

- What is the Landfill Communities Fund and how does it work?;
- Who are ENTRUST and what do they do?;
- What projects can be approved and how does this happen?;
- What must I do now that I am an EB?;
- An EB case study; and
- Open forum and questions.

An advanced training session will be held on 27 March 2013, at our offices in Leamington Spa. This event is aimed at established EBs and will cover:

- Payments to EBs;
- Income Derived;
- Winding up;
- General update;
- Good practice issues; and
- Any issues raised by EBs.

We plan to carry out a further general seminar in Scotland in the Spring when we will cover these subjects, so Scottish EBs may want to wait for that event.

You can book a free place on any of these events by emailing **Maddy**, our **Regulations Officer** on madeleinehodgson@entrust.org.uk.



LCF Facts & Figures

To date over 3,230 EBs have received LCF Funding.

...with total donations of LCF monies at over £1.2 billion to worthy causes throughout the UK.

CHARITY UPDATE

Making Payments to Another EB

Further to the guidance that was issued in October 2012, relating to making payments to other EBs, we have discussed the matter with EBs who raised questions about the application of the guidance note.

EBs have indicated that the main issue relates to the funding EB retaining project approval of projects that it funds, even if that project is being delivered in full or in part by another EB.

Having listened to stakeholders' views as to their requirement to hold project approval, we are now working to amend our systems. This will allow the funding EB to hold a project approval and transfer funds to a receiving EB. When reporting their expenditure on the Statutory Annual Return (Form 4), the receiving EB will have to report against the funding EBs number and project approval number. We will advise EBs when we have made these changes. However, if any EB considers that they will need to report expenditure against another EBs approved project on the 2012/2013, Statutory Annual Return (Form 4), they should contact the **Compliance Team** on **01926 488 300**.

We can also confirm that where a funding EB only pays non-EB contractors direct for works that have been undertaken on a project, then there is no transfer of LCF funds between EBs and the funding EB would be able to hold the project approval so long as they can demonstrate that they control the project.

If you have any questions in relation to this please do not hesitate to contact **Maddy Hodgson** on **01926 488 323** or at madeleinehodgson@entrust.org.uk

In December the Charity Team raffled a Christmas Hamper to staff to raise money for this year's charity, The British Heart Foundation (BHF). Thanks to generous staff buying tickets, we raised £77.

We also took part in the BHF 'Rock up in Red' day to kick start February, which is national heart month. A run is also being planned for April and we hope to raise as much as we can for this worthwhile charity.



SEND IN YOUR STORIES

We'd love to hear them!

If you have any stories or news that you would like to share or be discussed in the next issue please contact the newsletter editor Cherry Williams - cherrywilliams@entrust.org.uk or call 01926 488 322

Networking Events

Our last networking event was held at the Manchester Deaf Centre on the 24 January 2013 and we will soon be planning another regional event for April 2013.

The networking events have been set up at the request of EBs who have told us they would find it useful to meet with other EBs to share information and best practice concerning the LCF in an informal setting.

The April 2013 event will be publicised on our website shortly and EBs from the chosen region will be notified by email.