



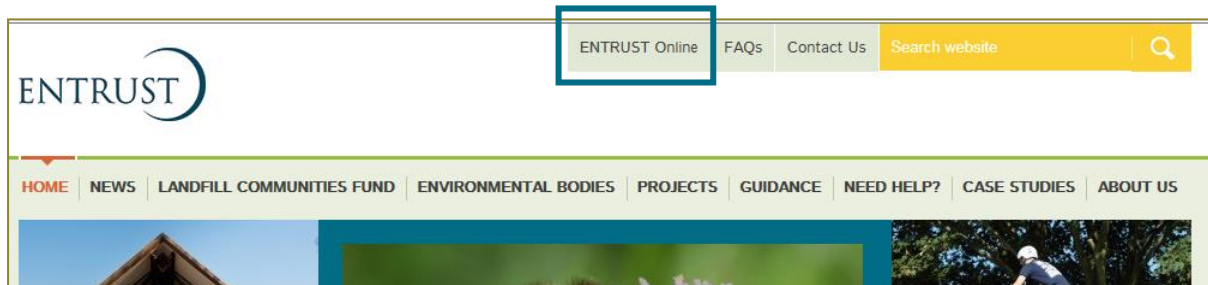
How to access information about your EB's LCF activity using EOL

1. Introduction

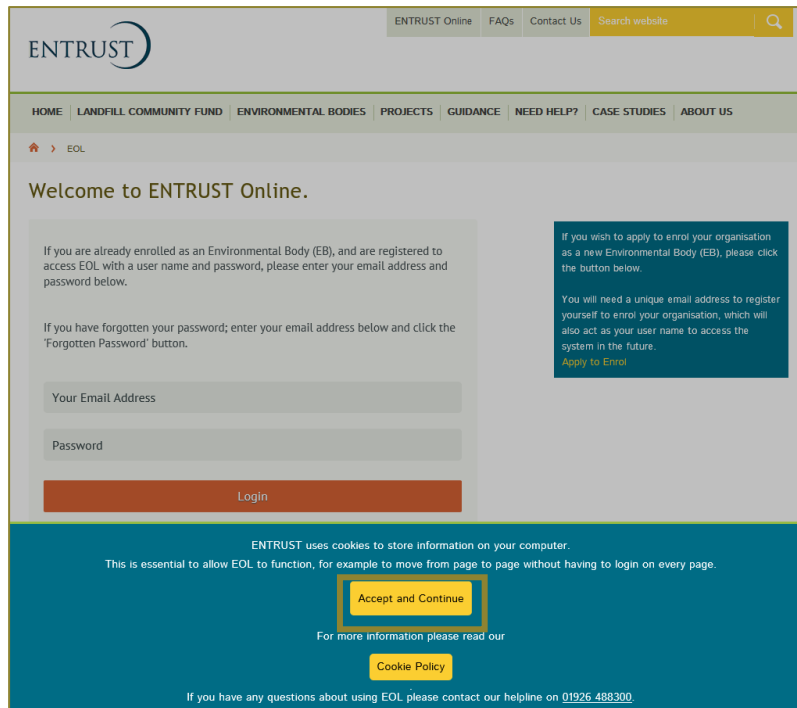
- 1.1 In addition to using ENTRUST Online (EOL) for specific purposes such as project registrations, Environmental Bodies (EBs) can also use the platform to gather information about their organisation's LCF related activities. This information can be used for a range of purposes including helping EBs prepare their Statutory Annual Return and report to their governing members.
- 1.2 This guide explains how EBs can use EOL to gather and/or check the following information:
- Details of contributions received directly from Landfill Operators (LOs);
 - Details of transfers received and sent out to other EBs;
 - Expenditure on projects;
 - How to check director, trustee and contact details;
 - How to check details previously entered on annual returns; and
 - How to check project details.
- 1.3 It is important to note that in order for the information that you gather from EOL to be correct the information submitted to ENTRUST must be up to date and accurate.

2. Login to EOL

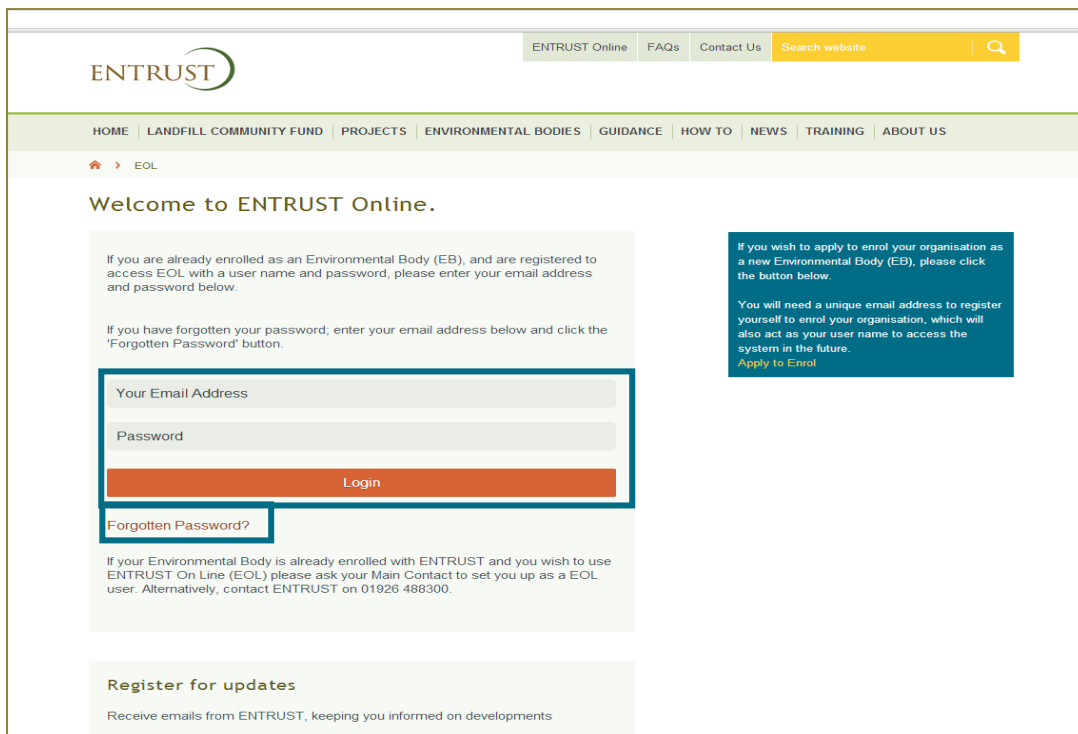
- 2.1 You can login using <http://eol.entrust.org.uk/> or through our website link www.entrust.org.uk clicking on 'ENTRUST online' at the top of the website home page as illustrated below.



- 2.2 You will then be directed to the EOL login page. If this is the first time you have visited EOL on your computer you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please read our [Cookie Policy](#).



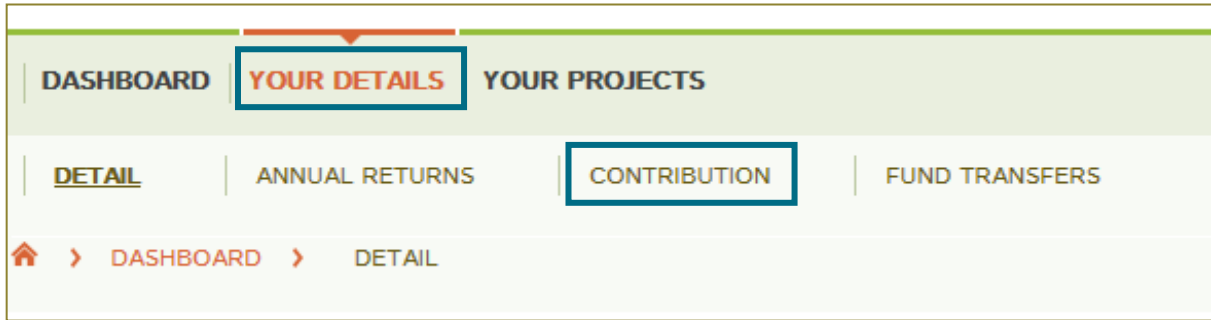
- 2.3 Enter your email address (user name) and password in the appropriate box and click the 'Login' button. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



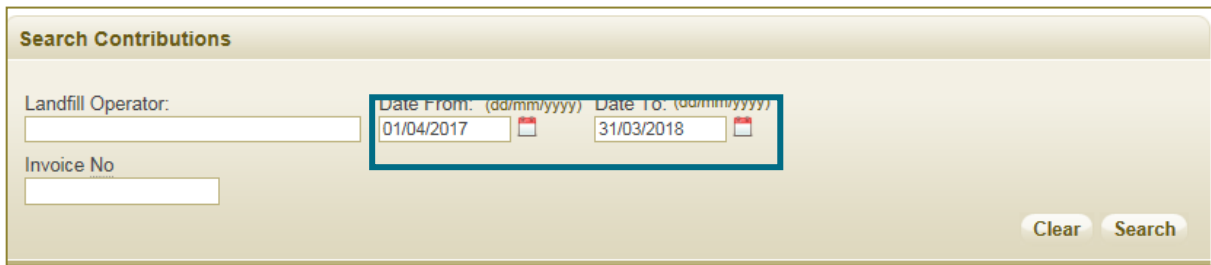
- 2.4 Having logged in you will be taken to the dashboard for your EB. The dashboard is the initial page on EOL for your EB and contains links to all the functions available.

3. How to review contributions

- 3.1 EOL can be used to find out the details and value of contributions received directly from Landfill Operators (LOs) during the period.
- 3.2 From your dashboard click on 'Your Details' which will take you to your EB's home page, then click on 'Contribution':



- 3.3 Select the dates for the period for which to view you wish to view contributions and click on 'search'. Alternatively, you can search for a contributor by LO name or invoice number.



- 3.4 This search will then generate a list of the relevant contributions and give a figure for their total value.

Search Contributions

Landfill Operator: Date From: (dd/mm/yyyy) 01/04/2017 Date To: (dd/mm/yyyy) 31/03/2018

Invoice No:

[Add Contribution](#) [Clear](#) [Search](#)

Contributions from Landfill Operators - 2 results found

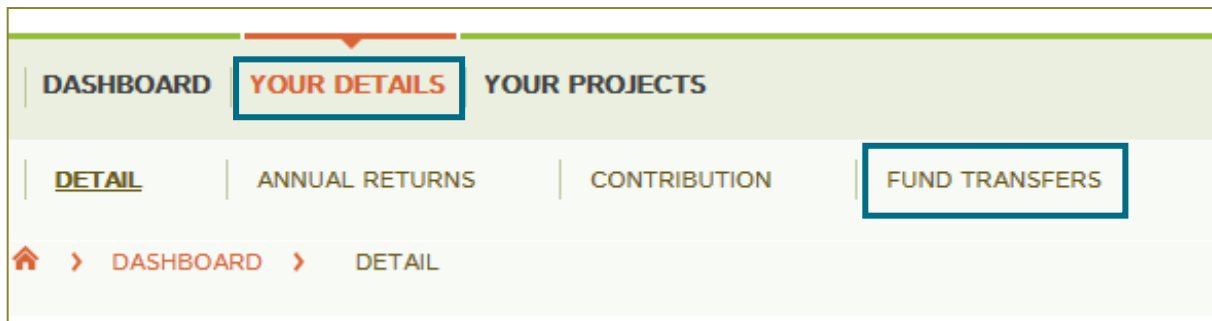
Page selection: 1 Results per page: 10

EOL ID	Landfill Operator	Year	Amount	Received	Invoice. No	
64367	Landfill Operator	2017/2018	£10,000.00	17/01/2018		Edit
64366	Landfill Operator	2017/2018	£7,500.00	16/01/2018		Edit
Total			£17,500.00			

Page selection: 1

4. How to review transfers

- 4.1 EOL can be used to find out the details and value of transfers received from and provided to other EBs during the period.
- 4.2 From your dashboard click on 'Your Details' which will take you to your EB's home page, then click on 'Fund Transfers'.



- 4.3 Select the dates of the period for which to view you wish to view transfers and click on 'Search'.

The screenshot shows a form titled 'Select Transfer Year'. It has two date input fields: 'Date From: (dd/mm/yyyy)' with the value '01/04/2017' and 'Date To: (dd/mm/yyyy)' with the value '31/03/2018'. There are 'Clear' and 'Search' buttons at the bottom right.

- 4.4 This search will bring up details of transfers made within the period split out by transfers into and out of your EB with a total figure provided for each. You can look at each transfer in further detail by clicking on 'View'

The screenshot shows the search results page. At the top, there is a 'Select Transfer Year' form with 'Date From: 01/04/2018' and 'Date To: 31/03/2019'. There are 'New Transfer Out', 'Clear', and 'Search' buttons. Below the form, there are two sections: 'Transfers In' and 'Transfers Out'.
Transfers In: A table with columns 'From', 'Received', and 'Amount'. The first row shows 'The Holly Walk Foundation' received on '31/07/2018' for '£15,000.00'. A 'View' button is next to the amount. A 'Total' row shows '£15,000.00'. There are 'Print PDF' and 'Print Excel' buttons at the bottom.
Transfers Out: A section titled 'Transfers Out' with 'Page selection: 1' and 'Results per page: 10'. It shows 'No Results Found' and a 'Total' of '£0.00'. There are 'Print PDF' and 'Print Excel' buttons at the bottom.

- 4.5 Details include: who the information was submitted by, the EB who received or transferred the monies and the original contributing LO, the project number monies were provided for, dates of the transfer and CTP details.

Transfer Details

From:
The Holly Walk Foundation (316891)

Submitted By
Laura Roberts

Environmental Body you are transferring monies to
659134 - The Village Hall Trust [Select New Environmental Body](#)

Landfill Operator: [i](#)
Landfill Operator [Select New Landfill Operator](#)

Project Number

Transfer Date [i](#)
31/07/2018 (dd/mm/yyyy)

Date Submitted
31/07/2018 (dd/mm/yyyy)

Amount of Transfer
15000

Contributing Third Party (CTP) Information

If there are other contributions from third parties, linked to this transfer, please enter them here.

CTP Name: CTP Amount: CTP Address: [Save CTP](#)

Third Party	Amount	Address	
Mr J Smith	£1,500.00	60 Holly Walk, Royal Leamington Spa, CV32 4JE	Edit

4.6 You can also opt to download an excel spreadsheet of transfer details by clicking on the 'Print Excel' button. This will result in a spreadsheet with a list of the EBs money has been transferred to (or received from) in addition to the relevant transfer dates and amounts. A PDF version can also be produced.

Select Transfer Year

Date From: (dd/mm/yyyy) 01/04/2018 Date To: (dd/mm/yyyy) 31/03/2019

[New Transfer Out](#) [Clear](#) [Search](#)

Transfers In

Page selection: 1 Results per page: 10

From	Received	Amount	
The Holly Walk Foundation	31/07/2018	£15,000.00	View
Total		£15,000.00	

Page selection: 1

[Print PDF](#) [Print Excel](#)

Transfers Out

Page selection: 1 Results per page: 10

No Results Found

Total		£0.00
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Page selection: 1

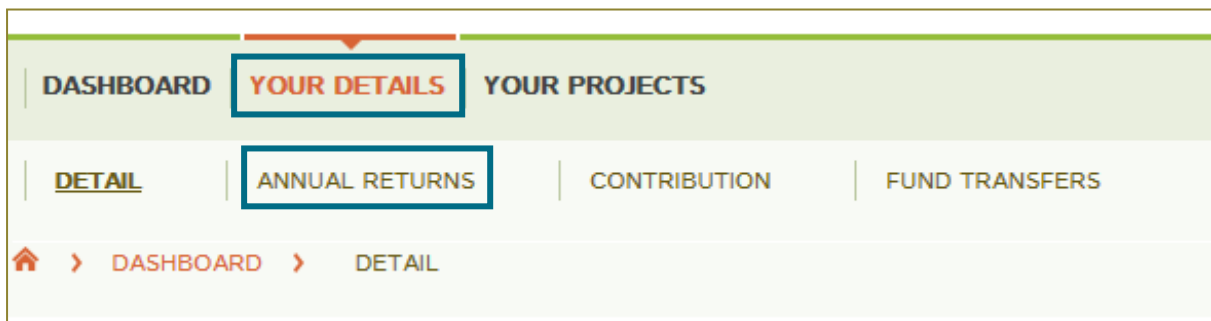
[Print PDF](#) [Print Excel](#)

5. How to check information previously entered on annual returns including details of project expenditure

5.1 EOL can be used to check the details previously entered for your EB on annual returns. These details include:

- LCF monies held, received and transferred;
- LCF expenditure on projects, administration costs and the ENTRUST levy during the period;
- LCF funds committed to projects at the end of the period;
- LCF funds un-committed at the end of the period; and
- LCF funds retained for the winding up of your EB.

5.2 From your dashboard click on 'Your Details' which will take you to your EB's home page, then click on 'Annual Returns'.



5.3 If you wish to view details entered so for the current financial year view 'This year's Return'. Alternatively, you can look at expenditure for a previous year by clicking on 'View' next to the relevant period.

Annual returns for: 487115 - Amenity Trust

This years Return
Your return for 2017/2018 has been partially completed, but has not yet been submitted.
[View the details you have entered so far.](#)

OR
If you are entering an annual return that is not in compliance with the statutory return date or you are entering a return for a previous year please select the year in the list below and click 'Enter Previous Return'.

Date Returned

Year
Please Select

Past Returns

Year	Date Returned	Start Period Fund	End Period Fund	Status	
01/04/2016 - 31/03/2017	23/02/2018	£0.00	£0.00	Reconciled	View

5.4 You will be taken to the chosen annual return where you can view the details listed above.

- 5.5 To view details of expenditure against individual projects in the year selected you will need to scroll down to the section of the annual return page titled 'LCF Expenditure – During the period'. You may now choose to view details either of expenditure on projects where your own EB holds approval or expenditure on projects where another EB holds approval, click the 'Click here to enter breakdown of project expenditure' button against the desired option.

LCF Expenditure - During the Period

Administration/Running costs: [i](#)

Levy payments made to ENTRUST: [i](#)

Expenditure on projects where your EB holds the approval: [i](#) Click here to enter breakdown of project expenditure

Expenditure on projects where another EB holds the approval: [i](#) Click here to enter breakdown of project expenditure

- 5.5 You will be taken to a page showing spend on individual projects. Please note that this page will only show information you or other contacts for your organisation have entered previously, it is therefore important that the information be kept up to date.

Income + Expenditure [➤](#) **Breakdown by Project**

This is a list of all the projects you currently have approved with ENTRUST.
 Please enter the amount you have spent on each project. You must enter values for each, even if it is £0
 If your project does not appear in the this list, please contact the Compliance Department.

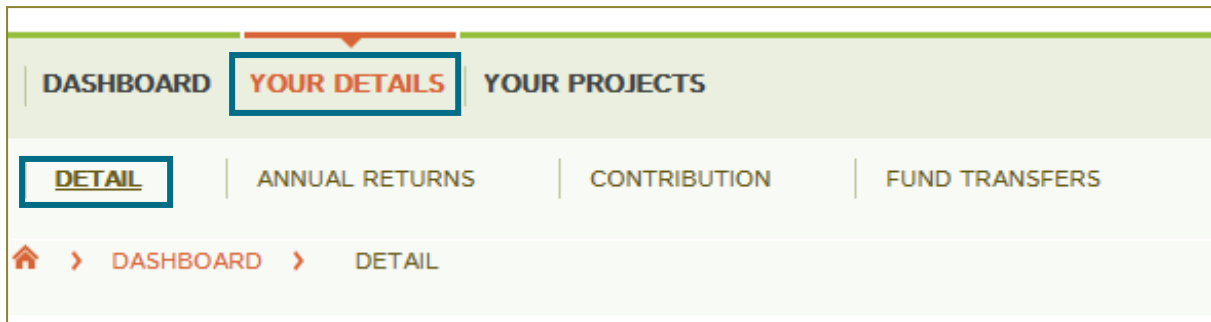
Approved Projects - 2 results found

Page selection: **1** Results per page: [Select](#)

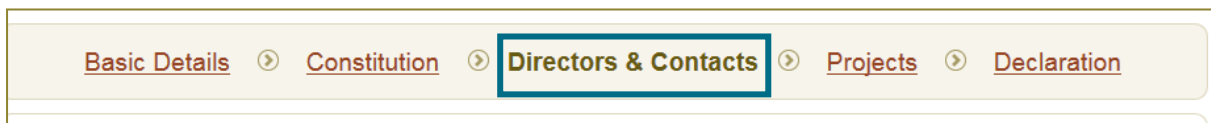
Project Name	↑↓ Project No.	↑↓	First Payment	Last Payment	Project Costs in Year
Roof replacement	2		<input type="text" value="15/06/2018"/>	<input type="text" value=""/>	<input type="text" value="5,000.00"/>
Community kitchen creation	1		<input type="text" value="25/06/2017"/>	<input type="text" value="30/07/2018"/>	<input type="text" value="15,000.00"/>
Total					20,000.00

6. How to check details of EB contacts and governing members and organisational information

- 6.1 EOL can be used to check the details held by ENTRUST for your directors/trustees and other contacts.
- 6.2 From your dashboard click on 'Your Details' which will take you to your EB's home page, then click on 'Detail'.



6.3 Go to the 'Directors and Contacts' page contained on the 'Detail' tab. This page contains all the contacts listed for your EB including governing members.



6.4 Click on the name of the contact you wish to check the details of, this will take you to the personal details page for the contact.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
Emily Smith.	-	Yes	-	-	18/09/1985	Dog walker	Self-employed	Remove
Martin Green.	-	Yes	-	-	10/09/1998	Student		Remove
Robert Hall.	-	Yes	-	-	02/06/1981	Office administrator	Bank	Remove
Sophie Brown.	Yes	Yes	Yes	-	04/02/1989	Baker	Bakery	Remove

You have currently entered details for 4 Director(s)

6.5 You can also see other details for your organisation, for example your basic company details such as EB contact and registered address on the 'Basic Details' page contained under 'Detail'. The only information that can be edited by an EB is the contact address and details of your governing members and other contacts.

7. How to check project details

7.1 EOL can be used to check the details of projects which have been registered with ENTRUST.

7.2 From your dashboard click on 'Your Projects' which will take you to a list of your EB's projects. You can search through this list using the project name, number and EB ref and filter by the status of the project or who it was created by. In addition you can opt to download a pdf or excel version of the list (all projects or those selected through your search) by clicking 'Print PDF' or 'Print Excel'.

Project Search

Select Projects

Project No. Project Name EB Ref.

Created By Status

[Add New](#) [Clear](#) [Search](#)

search results - 2 results found

Page selection: 1 Results per page: 10

Name	No.	Est. LCF Cost	Act.LCF Cost	EB Ref.	Created	Object	Status
Roof replacement..	2	£20,000.00	£5,000.00		Sophie Brown	D.	Approved
Community kitchen creation..	1	£15,000.00	£15,000.00		Sophie Brown	D.	Completed

Page selection: 1 [Print PDF](#) [Print Excel](#)

- 7.3 To view details entered for the project when it was registered click on the project name. This will take you to the registration details of the project selected. Also, if the project has been reported as completed the Project Completion form will be available on the last tab. A PDF document of the project registration information can be generated by going to the declaration page of the form where a 'Print' button can be found at the bottom right of the page.

Roof replacement - Approved

[General Details](#)
➤
[Finance](#)
➤
[Value](#)
➤
[Specific Details](#)
➤
Declaration

- 7.4 To view payments entered for the project click on the figure given in the 'Act. LCF Cost' column. This will generate a PDF document detailing the expenditure made on the project by financial year. This information comes from expenditure reported on the relevant annual returns.

If you need any assistance obtaining information regarding your EB via EOL or you believe any information is incorrect please contact us on helpline@entrust.org.uk or 01926 488 300. For more help on using EOL for specific functions please see our range of guides to each form available on our [website](#).