



## **Compliance and Breach Management Update**

**April 2025 to March 2026**

**April 2026**

## 1. Introduction

- 1.1. Entrust has a duty under the Landfill Tax Regulations 1996 (Regulations) to ensure that all LCF monies received by an Environmental Body (EB) are spent compliantly. As part of our compliance assurance work for HMRC, we conduct an annual programme of risk-based reviews of EBs and projects.
- 1.2. The inspection process evaluates the extent to which an EB has complied with the Regulations and managed projects in accordance with our guidance and wider good practice.
- 1.3. Control weaknesses identified during the inspection process are detailed within a compliance report together with appropriate recommendations for corrective action by the EB. A summary of the findings raised with EBs during April 2025 to March 2026 is outlined below.
- 1.4. Breaches of the Regulations by EBs are managed in accordance with Entrust's [Breach Management Framework](#), which we have agreed with HMRC, and which complies with best regulatory practice.
- 1.5. The aim of this report is to highlight examples of non-compliance and to provide advice and guidance to EBs on how to mitigate the risk of these issues occurring within their own organisations.
- 1.6. The report covers our activity during April 2025 to March 2026 and is split into the following sections:
  - **Failure to comply with the Regulations** – instances of non-compliance;
  - **Analysis of issues** – provides a more in-depth analysis of the issues identified;
  - **Recommended corrective actions** – the actions that EBs can implement to manage the most frequently identified compliance issues;
  - **Breach management** – provides details of EBs' late form submissions and spending outside of the prescribed period (SOPP);
  - **Breach management cases** – details Entrust's breach management case work and/or referrals to HMRC; and
  - **Non return of Statutory Annual Return (Form 4)** – details the submission of late Form 4s and frozen EBs.
- 1.7. If Stakeholders have any questions regarding the content of this report, or for more information on our compliance and breach management processes please contact our Compliance team on 01926 488 300, or by emailing [compliance@entrust.org.uk](mailto:compliance@entrust.org.uk) Further information is also available on [our website](#).

## 2. Compliance Reviews

### 2.1. Failure to comply with the Landfill Tax Regulations 1996 (Regulations)

2.1.1. Non-compliant recommendations are raised where we identify that an EB has failed to comply with the Regulations. Advice and guidance is provided to EBs to enable them to resolve the issues and mitigate any future breaches.

2.1.2. During April 2025 to March 2026, 69 final Compliance reports were issued in which 17 recommendations were raised to correct non-compliant issues.

Non-compliant issue	Number of recommendations					% of non-compliant recommendations
	Q1	Q2	Q3	Q4	Total	
Failure to maintain records of LCF expenditure	0	1	0	1	2	12%
Statutory reporting - Form 4	0	2	2	0	4	24%
Project expenditure outside of the prescribed period	0	1	0	0	1	6%
Non-compliant use of LCF funds	0	0	0	0	0	
Project non-compliance	0	0	3	0	3	17%
Failure to notify change of Directors, Contacts/Trustees, or governing document	0	2	0	1	3	17%
Other - Non compliant	0	0	0	0	0	
Statutory reporting - Form 3	0	0	2	0	2	12%
CTP compliance	0	2	0	0	2	12%
Statutory reporting - Form 7	0	0	0	0	0	
Failure to maintain records of LCF income	0	0	0	0	0	
Failure to maintain CTP records	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>2</b>	<b>17</b>	<b>100%</b>

### **3. Analysis of Issues**

#### **3.1. Non-compliant issues**

- 3.1.1 The most frequent non-compliant issue identified at Compliance reviews for the year so far has been a failure to submit accurate Annual Returns, with four instances (27% of all non-compliant issues). All EBs are required to submit a Statutory Annual Return by 28 April each year. In addition, it is expected that the returns are correctly completed and all figures reported are accurate. Reporting on the performance of the LCF by Entrust could be delayed or will be incomplete if EBs do not submit accurate Statutory Annual Returns by the deadline of 28 April.
- 3.1.2 Three instances (20%) of non-compliance regarding completed projects has been identified since April 2025. Project expenditure must be reported accurately and evidence of the costs provided, which have to be verified. In addition, expenditure is only permissible on the specific items as detailed within the project approval. Purchase of items, works or materials which have not been specified is a non-compliant use of funds and in most cases will require the funds to be returned under the terms of the funding agreement.

When first registering a project, the requirements of the object under which your project has been placed must be met.

- 3.1.3 Other areas of non-compliance identified since April 2025 include a failure by EBs to advise Entrust of changes to their Trustees/Directors (three occasions.) EBs must ensure that the records held by Entrust are up to date and changes advised as soon as they occur.
- 3.1.4 The value of Contributions and Transfers of LCF funds held by EBs and reported on Annual Returns must be accurate. Contributions from the LO and Transfers to other EBs must be reported within seven days. If not, Entrust are unable to accurately monitor receipts to the fund. Two cases (13% of all non-compliant issues) where this was not adhered to were found.
- 3.1.5 A similar number of instances of non-compliant Contributing Third Party (CTP) records or payments have also been identified. EBs must maintain records of all donors to projects and ensure that the CTP funds are from actual 'third-party' sources, i.e. not the EB.
- 3.1.6 Failure to maintain records of LCF expenditure (two occasions) were also highlighted whereby expenditure cannot be fully verified to VAT invoices (see point 3.1.2 above.)

#### **3.2 Recommended corrective actions**

- 3.2.1 EBs should maintain sufficient records of all LCF income and expenditure to ensure the Statutory Annual Return can be completed as soon as possible after the year-end of 31 March and prior to the deadline of 28 April each year. The EntrustOnLine portal enables EBs to record their project expenditure as it occurs during the year to avoid the need for a full reconciliation at year end. This is particularly advisable for EBs which deliver multiple projects.
- 3.2.2 Wherever possible, LCF expenditure should be supported by formal VAT invoices. Guidance on valid invoices has been issued as a news item in July 2023 on the Entrust website.
- 3.2.3 All projects should be subject to regular project monitoring by EBs both during and after completion to ensure that the requirements of the project approval are met and within the approved timescale. Where project delays or significant variations to costs or works are

identified, these should be notified to Entrust Registrations team as soon as possible so that the project details can be amended before completion of the project.

- 3.2.4 As most changes to Trustees/Management Teams occur at an organisations' AGM it is recommended that the requirement to update Entrust details via Entrust On-line is either minuted or diarised as an action immediately following the AGM. Many EBs are also required to update the Charity Commission with the same details as required by Entrust and both tasks should be done at the same time.
- 3.2.5 EBs are required to create and maintain records of all contributions; EBs should notify Entrust within the statutory 7-day deadline and where possible, advise Entrust on what measures it plans to introduce to prevent further breaches.
- 3.2.6 EBs are required to maintain records of all CTP donors which detail the donor's name; address and the amount of the donation. These donations must be from a separate third party organisation or individual and cannot be made from LCF funds or from the EBs own funds. As there is no longer a requirement for organisations to enrol as an EB to receive funding from a distributive EB, it is recommended that EBs consider revoking from the scheme as this will remove the record-keeping requirement and also allow them to use their own funds as CTP donations on future projects instead of having to identify a separate donor.
- 3.2.7 EBs must obtain copy VAT invoices to support the reported expenditure and funds must be correctly reported against the corresponding Annual Return (see point 3.2.2 above.)

## **4. Breach Management**

### **4.1 Minor Breaches**

- 4.1.1 EBs which breach the Regulations are subject to action under Entrust's Breach Management Framework. Breach management action will begin with the issuing of an Advice and Guidance or Warning letter, with repeated breaches escalated to a higher intervention stage.
- 4.1.2 The following table provides a summary of the number of breach management letters issued during April 2025 - March 2026. Where an EB has multiple breaches in one month, then they receive one letter covering all of their breaches to minimise any additional administrative burden. For clarity purposes, the table also sets out some actions that EBs should take to avoid and mitigate these issues arising. For more detailed information as to the obligations of EBs please see our [Guidance Manual](#):

Regulatory breach	Breach Management stage	No. of letters					Action EBs should take
		Q1	Q2	Q3	Q4	Total	
<b>Late Statutory reporting – Form 3 (notification of contribution from Landfill Operator (LO))</b>	Advice and Guidance letter	3	4	2	2	<b>11</b>	EBs should monitor bank accounts to ensure that they are aware of when money has been received from a LO. Internet banking is recommended as best practice so alerts can be received when payments are received.
	Warning letter	3	1	0	1	<b>5</b>	
	Final Warning letter	0	0	0	0	<b>0</b>	
<b>Late Statutory reporting – Form 7 (notification of transfer of monies between Environmental Bodies)</b>	Advice and Guidance letter	1	1	0	0	<b>2</b>	EBs should ensure they have an established process to identify if an organisation they are funding is an EB and to report EB transfers in the appropriate timeframe.
	Warning letter	0	0	0	0	<b>0</b>	
	Final Warning letter	0	0	0	0	<b>0</b>	
<b>Late levy payment</b>	Advice and Guidance letter	1	1	1	1	<b>4</b>	EBs should have a process to pay the levy invoice within the required timeframe.
	Warning letter	0	0	0	0	<b>0</b>	
	Final Warning letter	0	0	0	0	<b>0</b>	
<b>Project expenditure outside of the prescribed period</b>	Advice and Guidance letter	1	0	1	0	<b>2</b>	EBs should monitor the delivery of projects and request extensions for projects which may not fully complete by their original approved completion date.
	Warning letter	0	0	0	0	<b>0</b>	
	Final Warning letter	0	0	0	0	<b>0</b>	
<b>Total</b>	<b>All letters</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>24</b>	

4.1.3 Breach Management actions were taken on 20 minor breaches of late reporting of contributions, transfers and SOPP incidents, identified during the reporting period. There were also four instances of a late levy payment being made.

## 4.2 Breach Management Cases

4.2.1 A case file will be opened for all material breaches of the Regulations. Entrust will work with the EB to fully investigate the nature of the breach and seek an appropriate resolution.

4.2.2 Cases which cannot be satisfactorily resolved by working with EBs will be referred to Entrust's Board for review. The Board may consider that the breach is so serious it should be referred to HMRC for their consideration, or no further action is required.

### **4.3 Non Return of Statutory Annual Return (Form 4)**

- 4.3.1 At the end of March 2026, 16 EBs remained frozen for not submitting their 2024/2025 Statutory Annual Return. The completion of the Statutory Annual Return provides key information to ensure Entrust can provide HMRC with independent assurance that LCF funds are being spent compliantly. Without this information, it is not possible to assess compliance, therefore, EBs are set to frozen status and cannot participate in the scheme until this information is provided.
- 4.3.2 Currently, there are five EBs who have been frozen for two years. If an EB fails to submit their Annual Return for two consecutive years, they are referred to HMRC to consider forcible revocation. The Compliance team continues to attempt to make contact with these EBs.

**Entrust**  
**April 2026**