



Scottish Landfill Communities Fund (SLCF) Annual Report 2018-19

Period covered by this return

From	1 April 2018	to	31 March 2019
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Your contact details

1 Name of your Approved Body

2 Your AB registration number

SLCF income during the period

3 **Contributions received:** SLCF funds received directly from a landfill operator (LO)

£

4 **Transfers received:** SLCF funds received from other ABs

£

5 **Other income derived from SLCF monies:**

This is the gross income generated from SLCF monies where that income has been received by your AB (e.g. bank interest, sale of SLCF funded assets, provision of services to projects etc.)

£

6 **TOTAL SLCF INCOME:** Total SLCF funds received during the reporting period (total of amounts in Q3 + Q4 + Q5).

£

7 **For any income derived during the reporting period and declared in Q5, please provide a breakdown of where the income has been derived:**

Bank interest

£

Sale of SLCF assets

£

Provision of services to projects

£

Other

£

continues

SLCF expenditure during the period

8	Administration/running costs: SLCF money that has been spent on the day to day running of the AB e.g. office administration, the purchase of office equipment, governance expenses, money retained for winding up costs etc. You may be asked to provide further detail of your costs.	£
9	Payments to SEPA: This is the amount charged on the contributions you have received from LOs (you will have received invoices from SEPA for these payments).	£
10	Expenditure on enrolled projects: The amount of SLCF monies transferred to enrolled project(s).	£
11	Transfers to other ABs or LOs: Value of SLCF funds your AB has transferred to other ABs or LOs.	£
12	TOTAL SLCF EXPENDITURE: Total SLCF funds spent during the reporting period (total of amounts in Q8 + Q9 + Q10 + Q11)	£

Additional details:

13	The total value of SLCF monies committed to enrolled projects during the period	£
14	The total value of SLCF underspend (see guidance notes)	£

Balance of SLCF monies

15	SLCF monies held at start of the period: Unspent SLCF funds at 31 March 2016.	£
16	Total income: total of qualifying contributions, transfers and other income/profit received this period. (see figure in Q6)	£
17	Total expenditure: SLCF funds spent during the period (see figure in Q13)	£
18	CLOSING BALANCE: closing balance for this period (equals amounts in Q15 + Q16 – Q17)	£

continues

Changes to AB

- 19 Have there been any changes to your AB's Board of Directors during the reporting period? Yes ☐ No ☐

If yes, please enclose a note of the changes with this form if you have not already notified us.

- 20 Have there been any changes to your written Governing Document during the reporting period? Yes ☐ No ☐

If yes, please submit a revised copy of your Governing Document (highlighting the changes) with this form, if you have not already notified us.

- 21 Have there been any changes to your organisation details; registered address, contact address, main contact, other contact or email addresses during the reporting period? Yes ☐ No ☐

If yes, please enclose a note of the changes with this form, if you have not already notified us.

Declaration

- 22 To the best of my knowledge and belief, the information on this form is true.

Your name:

Your signature:

e-mail address:

contact number:

Please provide contact information as it is useful in the event that SEPA needs to contact you for verification/correction of entries made on this form.

Your job title /
role:

Date:

Checklist

Please check that you have completed the following:

- ☐ that your AB registration number and all contact details are correct;
- ☐ that all the numbers on the form are correct and reconcile to other information you have;
- ☐ that you have notified SEPA of any relevant changes to your AB;
- ☐ that you have signed the form;
- ☐ that you have kept a copy of this form for your records.

How We Use Your Information

The Scottish Environment Protection Agency (SEPA) will be the data controller of the information you provide in this form.

SEPA was established under the Environment Act 1995 and is responsible for protecting and improving the environment. SEPA also has functions relating to Scottish Landfill Tax and is the regulator of the Scottish Landfill Communities Fund (the "Fund").

The information provided in this form will be processed by SEPA to monitor compliance with your obligations as an Approved Body, maintain the published register of Approved Bodies, collate and publish SLCF statistics and in otherwise discharging SEPA's regulatory obligations under the Regulations.

SEPA may also use your information:

- in exercising its other functions and powers in connection with the Scottish Landfill Tax, protecting and improving the environment;
- to offer/provide you with literature/services and guidance relating to the Fund, the Scottish Landfill Tax and other environmental affairs;
- to carry out statistical analysis, research and development on environmental and Scottish Landfill Tax issues; to provide published information to enquirers;
- to investigate possible breaches of environmental and Scottish Landfill Tax law and taking any resulting action;
- to prevent breaches of environmental and Scottish Landfill Tax law;
- for the purposes of public consultations; or
- to assess customer service satisfaction and improve our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, the Scottish Government, the Police, HMRC, ENTRUST, the Health & Safety Executive, local authorities and the emergency services, and organisations and agents that act for them. Any such data sharing will be for various purposes, such as making sure the information is accurate, to prevent or detect crime, to protect public funds and enabling the relevant public bodies to perform their statutory functions.

You should ensure that any persons named on this form are informed of the contents of this notice.

Notes

Regulation 30(1)(i) of the [Scottish Landfill Tax \(Administration\) Regulations 2015](#) requires you to submit an Annual Report to SEPA by the 28th April each year, regardless of whether or not you have received and spent any SLCF monies during the reporting period. This form should be used to submit your Annual Report. It must be used to submit a "nil return" if you have not received or spent any funds during the reporting period.

This form sets out the statutory information that an AB must provide to us to comply with the Regulations. Failure to provide this information by the statutory deadline may result in enforcement action being taken.

This form should only be used to report and account SLCF monies and it should exclude any funding received from any other sources.

Please complete this form electronically and return to slcf@sepa.org.uk.

If you would prefer to submit a paper form, please complete using BLOCK CAPITALS and send to:

SEPA
SLCF Team
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
North Lanarkshire
ML1 4WQ

Please also keep a copy for your records.

For further information, or if you have any questions on this form, please contact the SLCF Team on **01698 839000** at slcf@sepa.org.uk or at <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>.



Scottish Landfill Communities Fund (SLCF) Annual Report Guidance Notes 2018-19

This form should only be used to report on SLCF monies and it should exclude any funding received from any other sources.

All answers must refer only to the reporting period. The current reporting period for all Approved Bodies is **from 1 April 2018 to 31 March 2019**.

Contact Details

1 - 2 Enter the name and SLCF registration number of your Approved Body.

SLCF income during the period

- 3 Enter the total of all QCs received within the reporting period. This figure should correspond to the total value of QCs notified to SEPA throughout the reporting period.
- 4 Enter the total of all transfers of SLCF funds received from another AB within the reporting period.
- 5 Enter the total income generated from SLCF monies that have been received by your AB within the reporting period.
- 6 The total income received by your AB during the reporting period. Total income = answers to 3+4+5. This box will auto calculate if completing the form electronically.
- 7 Enter a breakdown of the SLCF derived income declared in 5. The entries here must total the value given in Q5.

SLCF expenditure during the reporting period

Expenditure means costs incurred during the reporting period. The reporting period is up to and including 31st March but not beyond. Please include any costs incurred up to 31st March even if the bill is not payable until a later date.

- 8 Enter the total value of running costs incurred up to 31st March, including those that were not paid out by that date but were accrued in the reporting period. You may be asked for a break-down of your running costs at a later date.
- 9 Enter the value of all invoices from SEPA for regulatory fees incurred up to 31st March, include all invoices received even if not actually paid by that date.
- 10 Enter the value of SLCF monies you transferred to enrolled projects up to 31st March. This figure should correspond to the total value of transferred funds notified to SEPA throughout the reporting period.
- 11 Enter the value of SLCF monies transferred by your AB to other ABs or LOs up to 31st March. If a transfer was due to be made by 31st March but was made later include it as if made by the due date.
- 12 The total SLCF costs incurred or committed by your AB up to 31st March. Total expenditure = answers to 8+9+10+11. This box will auto calculate if completing the form electronically.

Additional details

- 13 Enter the total value of SLCF monies committed to enrolled projects during the period. This figure should correspond to the total value of committed funds notified to SEPA using Project Enrolment Forms throughout the reporting period.
- 14 Enter the total value of committed funds that were not used by projects. i.e. where a project has completed and had a final transfer of funds but the full commitment wasn't used.

Balance of SLCF monies

- 15 The value of unspent SLCF funds at 31 March 2018. This box will auto calculate if completing the form electronically.
- 16 The total figure entered in Q6 (i.e. total of figures in Qs3+4+5). This box will auto calculate if completing the form electronically.
- 17 The total figure entered in Q12 (i.e. total of figures in Qs 8+9+10+11). This box will auto calculate if completing the form electronically.
- 18 Closing Balance. This value equals figures given in Q15+16–17. This box will auto calculate if completing the form electronically.

Changes to AB

- 19 - 21 These questions to remind you to advise SEPA of any changes to your AB and to remind SEPA to do an annual check of the same. If there are changes to your AB that you have not yet notified SEPA of, please provide the details in a covering letter to this form.

Declaration

- 22 Complete the details and sign to confirm that the information on the form is true. The form must be signed by an appropriate person within your Approved Body. The signature can be physical or digital but it cannot be a typed name. Unsigned forms will be returned to you for completion.

Checklist

Check that each item has been done or recorded. Serves as a reminder for ABs and SEPA.