



Scottish Landfill Communities Fund (SLCF) Annual Report

Your contact details

1. Name of your Approved Body

2. Your AB registration number

SLCF/AB/

Period covered by this return

3. From

to

SLCF income during the period

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

£

5. **Transfers received:** SLCF funds received from other ABs

£

6. **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.)

£

7. **For any income derived during the reporting period and declared in Q6, please provide a breakdown of where the income has been derived:**

Bank interest

£

Sale of SLCF assets

£

Provision of services to projects

£

Other

£

8. **TOTAL SLCF INCOME:** Total SLCF funds received during the reporting period (total of amounts in Q4 + Q5 + Q6).

£

SLCF expenditure during the period

9.	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 etc.	£
10.	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).	£
11.	Expenditure on enrolled projects: The amount of SLCF monies you have spent on enrolled project(s).	£
12.	Transfers to other ABs or LOs: Value of SLCF funds your AB has transferred to other ABs or LOs.	£
13.	TOTAL SLCF EXPENDITURE: Total SLCF funds spent during the reporting period (total of amounts in Q9 + Q10 + Q11 + Q12)	£

Balance of SLCF monies

14.	SLCF monies held at start of the period: This should be the closing balance on your previous Annual Return (if applicable).	£
15.	Total income: total of qualifying contributions, transfers and other income/profit received this period. (see figure in Q8)	£
16.	Total expenditure: SLCF funds spent during the period (see figure in Q13)	£
17.	CLOSING BALANCE: closing balance for this period (equals amounts in Q14 + Q15 – Q16)	£
18.	Please provide the following breakdown of the funds held at the end of the reporting period (Closing Balance: Question 17), and keep a copy of the detail, which we may review at compliance inspections:	
19.	The value of SLCF monies that are committed to projects	£
20.	The value of SLCF monies that are retained to wind-up your AB. (This figure should only include expenditure relating to the additional costs incurred in winding up your organisation on the cessation of your business, or the SLCF, for example, contractual redundancy payments, legal fees, rental or dilapidation costs to the end of a lease agreement.	£
21.	The value of SLCF monies not yet committed to a specific project or to winding up costs? (equals amounts in Q17 – Q19 – Q20)	£

Changes to AB

22. 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.

23. 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.

24. 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

25. 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.
-

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/>.

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, maintaining relevant public register(s) and 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 public register 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
- to assess customer service satisfaction and improving our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, 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