



Scottish Landfill Communities Fund (SLCF) Annual Report Guidance Notes 2016-17

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 2016 to 31 March 2017**.

Contact Details

1 - 2 Name and SLCF registration number of your Approved Body.

SLCF income during the period

- 3 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 All transfers of SLCF funds received from another AB within the reporting period.
- 5 Gross income derived 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.
- 7 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 The 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 breakdown of your running costs at a later date.
- 9 The value of all invoices from SEPA for regulatory fees incurred up to 31st March, including those not paid by that date.
- 10 The value of SLCF monies 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 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.

Additional details

- 13 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.

Balance of SLCF monies

- 14 Unspent SLCF funds at 31 March 2016.
15 Total figure entered in Q7 (i.e. total of figures in Qs3+4+5)
16 Total figure entered in Q12 (i.e. total of figures in Qs 8+9+10+11)
17 Closing Balance. This value equals figures given in Q14 + 15 – 16.

Changes to AB

- 18 - 20 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

- 21 Complete the details and sign to confirm that the information on the form is true.

Checklist

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