

## **NEIGHBOURHOOD CIL EXPENDITURE REPORT – GUIDANCE NOTES**

It is a requirement in accordance with the CIL Regulations for each parish or town council who has received Neighbourhood CIL funding to submit a yearly return. The yearly return is to disclose to the district council how the Neighbourhood CIL funding received by the parish has been spent.

The return details the income received, the expenditure for the reporting year and any allocated funds not yet spent.

It is also a requirement in accordance with the CIL Regulations for each parish to include the return on the parish website.

The details disclosed within these returns form part of the district councils yearly Infrastructure Funding Statement.

This return is only a record of Neighbourhood CIL funding and should not include monies received by the parish from District CIL bid funding or S106 funding.

### **FIGURES**

A – this figure is the opening balance of unspent Neighbourhood CIL you hold in your accounts from previous years.

B – this figure is the amount of Neighbourhood CIL you have received from us within the year. These payments are made to the parish/town council in April and October.

C – this figure is the amount of Neighbourhood CIL you have spent within the year. If you can claim back the VAT on your expenditure this amount should not include the VAT element.

D – this figure is the amount of unspent Neighbourhood CIL you have left in your accounts at the end of the financial year that this report relates to.

### **NEIGHBOURHOOD CIL EXPENDITURE – SPENT FUNDS**

This section requires you to separately list your expenditure from your Neighbourhood CIL funding for the financial year you are reporting on. Please remember if VAT can be claimed back use only the net figure (do not include the VAT element)

### **NEIGHBOURHOOD CIL EXPENDITURE – ALLOCATED FUNDS**

This section requires you to separately list any monies that you may have allocated to projects from your Neighbourhood CIL funding which has not been spent in the financial year you are reporting on. Please remember if VAT can be claimed back use only the net figure (do not include the VAT element)

### **PARISH WEBSITE**

It is a requirement in accordance with the CIL Regulations that you publish your Neighbourhood CIL returns on your parish/town council website.

## **SIGNATURES**

The return requires signatures from two different representatives of the parish/town council. One signature would be of the person completing the return and the other signature of another member of the parish/town council who verifies the information provided in the return.

The completed return should then be scanned and emailed to the Infrastructure Team on the following email no later than 30<sup>th</sup> June. Nil returns are required.

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