

**Wastedataflow Waste Finance Data Entry Guidance****Introduction**

These notes provide instructions for Welsh local authorities on the completion of the Waste Return.

This form is closely aligned to the CIPFA Service Reporting Code of Practice (formerly BVACOP), which is updated annually. In particular this form draws on the divisions of service set out in Section 3 of the SeRCOP (the Service Expenditure Analysis), Environmental Services.

**Question 142 – Kerbside Treatment Costs****Dry (incl. glass, paper, cans, plastic)**

1. Treatment: include the costs of either: sorting co-mingled materials at a MRF-type facility; or the segregation and bulking of materials sorted at kerbside
2. Income From Sale: include all income received from the sale of dry recyclate
3. Removal: if applicable include the costs incurred where segregated recyclate has to be sold to reprocessors due to a negative value
4. Notional Capital Charges: enter as per general guidance
5. Grants: record all grants as NEGATIVE

**Organic (food waste)**

1. Treatment: include the costs of treating food wastes either via IVC or AD
2. Income From Sale: where applicable include any income received from the sale of treated food wastes
3. Removal: if applicable include the costs incurred where end users are paid to receive treated food waste due to a negative value of the final product
4. Notional Capital Charges: enter as per general guidance
5. Grants: record all grants as NEGATIVE

**Organic (green waste)**

1. Treatment: include the costs of treating green wastes via open windrow composting or IVC/AD if applicable
2. Income From Sale: where applicable include any income received from the sale of treated green wastes
3. Removal: if applicable include the costs incurred where end users are paid to receive treated green waste due to a negative value of the final product
4. Notional Capital Charges: enter as per general guidance

5. Grants: record all grants as NEGATIVE

**Organic (green/food co-mingled)**

1. Treatment: include the costs of treating co-mingled food/green wastes via either IVC or AD **Authorities which provide separate containers for food and green wastes but co-collect materials on the same vehicle should enter their data here**
2. Income From Sale: where applicable include any income received from the sale of treated co-mingled food/green wastes
3. Removal: if applicable include the costs incurred where end users are paid to receive treated co-mingled food/green waste due to a negative value of the final product
4. Notional Capital Charges: enter as per general guidance
5. Grants: record all grants as NEGATIVE

**Residual (black bag or wheelie bin collection)**

1. Treatment: include the costs of treating residual waste to reduce biodegradability or treatment to recover energy and/or recyclable materials. Where applicable, this includes the cost incurred where residual waste is stored to reduce biodegradability prior to landfill
2. Income From Sale: If applicable (such as through sale of a refuse derived fuel), include the income received from the sale of treated residual waste
3. Removal: If applicable, include the costs incurred where end users are paid to receive treated residual waste (such as refuse derived fuel)
4. Notional Capital Charges: enter as per general guidance
5. Grants: should grants have been received for treatment of residual waste, record as NEGATIVE

**Completion of the form – general guidance**

Entries should cover only expenditure and income on waste collection and waste disposal as defined by SeRCOP.

The form should be completed on a non FRS17 basis.

The Total Cost (excluding notional capital) must equal that entered on the RO5 Form. Additional expenditure through external grants should be included in the return, highlighted in Question 155 and reconciled to the RO5 form in Question 157. Notional capital charges should be entered as in previous years and reconciled to the RO5 data in Question 157.

Apportionment of costs, where necessary, should be made relative to the tonnage data provided by authorities in their Wastedataflow returns, thereby giving greater surety of the data returned.

Where applicable, client management costs should be apportioned across service areas.

Do not include the costs of sweeping and removal of litter from land, litter bins, etc, collection of illegally fly-tipped rubbish, removal of dead animals and the removal of abandoned vehicles (as per SeRCOP these should be included under Street Cleansing (not chargeable to Highways)). However, as collected materials contribute to municipal waste arisings, disposal costs from these services must be included in Question 153.

All lines should include a recharged allocation of management and support services together with any central support services recharges. This is consistent with the CIPFA Service Reporting Code of Practice. Whenever there is a need to apportion costs over more than one division of service, reference should be made to CIPFA current guidance on the principles of cost apportionment contained in the Service Reporting Code of Practice.

ANY SECTION WHICH IS NOT APPLICABLE OR WHERE NO COST IS INCURRED SHOULD BE LEFT BLANK. INCLUSION OF A ZERO IN A BLANK CELL WILL AFFECT THE DATA COLLATION SPREADSHEET AND CAUSE BREAKDOWN COSTS (SUCH AS NATIONAL AVERAGES) TO BE INCORRECT.

### **Notional Capital Charges**

Local authorities are required to make capital charges to services. Where authorities do not hold this information at a sufficient level of detail, they should calculate a best estimate corresponding to each service line. As a minimum, capital charges should cover:

- the annual provision for depreciation, where appropriate;
- credit for amortisation of capital grants;
- loss on impairment of assets, i.e. unexpected downward adjustments to the value of assets caused, for example by major structural damage; and
- any deferred charges written to the council or police fund revenue account, such as those that arise where an asset is acquired or improved by an external body using money provided by the authority.

The aggregate of these elements should be recorded by service in the Notional Capital Charges column.