

LOCAL GOVERNMENT 2018 Pensions Bulletin



Issue 2
January 26th

INFORMATION FOR EMPLOYERS

The 2018 End of Year Spreadsheet and Information pack is now available

This bulletin details the requirements for "year-end" pension information as at **31 March 2018**. Alongside this bulletin you will find the following 3 documents for completion:

1. Year End Return Spreadsheet
(For iConnect users a separate, simpler year end return spreadsheet will be sent to you directly)
2. Contributions Balancing Sheet which must be balanced, matching the monies paid over during the year
3. Certification Document

As well as a Completion Guide

In order for your year end information to be loaded, processed and verified before being used for members Annual Benefit Statements and closing accounts, it is imperative that the Pensions Section receives correct and verified information. In order for the information to be checked by the Investments Manager and the Pensions Team, and to allow for any queries that arise, I will therefore require this information be sent to us **by 30th April 2018**, so that these checks can take place and you will have time to resolve any queries.

As the Pension Regulator (TPR) now monitors the completion of Annual Benefit Statements by the statutory 31 August deadline, failure of employers in providing current data that leads to breaches of statutory regulations may result in us having to report the breaches to TPR, with potential fines or charges.

If you switched payroll providers during the year 2017-2018, then you will need to take steps to gather the necessary information in order that you can provide a complete total set of figures for the full 12 months.

The Certification Document must be signed by an authorised signatory e.g. Head of Finance or HR/Payroll, Internal or External Auditor, Bursar, Accountant. If you use a third party payroll provider responsible for the accuracy of the data, you may ask them to sign the form on behalf of your employer.

Sending confidential information: When sending this confidential information, advice is that this should be sent using the Council's secure e-mail system Egress. Please send the completed data to: pensionsyearend@leics.gov.uk

Should you have any questions or queries arising from this document, please contact Stuart Wells on 0116 305 6944 or stuart.wells@leics.gov.uk. Given the deadlines, I would encourage you to make contact sooner rather than later if there are any issues that you need resolving.

Regards

Ian Howe Pension Manager