

# LOCAL GOVERNMENT 2018 Pensions Bulletin



Issue 7  
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## INFORMATION FOR EMPLOYERS

### The 2018 End of Year Procedure – Tips for employers

Following a number of issues and questions that have arisen previously, I have compiled a list of tips and information relating to the LGPS year end which I hope you will find useful.

When submitting your year end data, please ensure that:

- All three documents are submitted (Year End Return Spreadsheet, Year End Certification Document and Year End Contributions Balancing Sheet)
- Only one line of data is submitted per member, even if the person has multiple posts with your employer. The only exceptions to this rule are Returning Officers and Clerks to the Governors, who should have a separate line of data per post.
- Figures do not include £ or % signs and are formatted to 2 decimal places.
- The total of the contributions on the Year End Return Spreadsheet matches the totals on the Year End Contributions Balancing Sheet.
- Date Joined Employer: This field is only necessary when the scheme member has joined during the last financial year.
- CARE Dates From/To: Although typically the dates to be entered here would be 1<sup>st</sup> April and 31<sup>st</sup> March, please ensure that for anyone that started or left during the last financial year that the correct period is quoted. For example, entering 1<sup>st</sup> April as the CARE Date From when the member joined on 20<sup>th</sup> May would cause an error when submitting your return to the pensions system.
- The Final Pay is an annualised full time figure, and therefore usually no lower than £12,000. Many returns submitted this year included a pay figure that seemed to reflect a part year amount. The Final Pay figure should show what somebody would have earned if they had worked full time, all year.  
(There are of course exceptions, such as in the case of apprentices where a lower than normal rate of pay will be correct)  
This figure can be blank if the member has left the LGPS during the year.

Finally, remember that the 2017-18 year end return will include extra columns this year as a result of legislative changes that require employers to provide details of employee contributions figures, split between main scheme and 50:50 scheme contributions and also pre and post 2014 additional contributions. **Please refer to the 2017 Employer Bulletin Issue 2, dated 20<sup>th</sup> January for more information. A copy of this document can be found alongside this bulletin for your ease of reference.**

Should you have any queries regarding this bulletin, do not hesitate to contact Nicola Wood [nicola.wood@leics.gov.uk](mailto:nicola.wood@leics.gov.uk) for further information.

Regards

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