



2020 Pensions Bulletin

INFORMATION FOR EMPLOYERS

The 2020 End of Year Spreadsheet and Information pack is now available

This bulletin details the requirements for “**Year-End**” pension information as at **31 March 2020**. Alongside this bulletin you will find the following 3 documents for completion:

1. Year End Return Spreadsheet
(For iConnect users, you will be contacted directly regarding your own requirements)
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 member Annual Benefit Statements, member Pension Saving statements and closing annual accounts, it is imperative that the Pensions Section receives correct and verified information. In order for the information to be checked by the Investments Team and the Pensions Team, and to allow for any queries that arise, **your Year End data MUST be submitted securely to the Pensions Section by 30th April 2020**, 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 the contributions do not balance these will be returned to you. Your submission may also be returned if your spreadsheet is missing data or formatted incorrectly. This includes ensuring that data in respect of any members who have **multiple jobs is combined so that only one line of data appears**, unless the member is a clerk to the governor, a returning officer, or you have been advised previously that a particular member’s multiple jobs are held as separate records on our system.

If you switched payroll providers during the year 2019-2020, 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