

## *Pension Bulletin No. 31*

# Local Government Pension Scheme (LGPS) End of Year Return 2014/15

### Key Points:

- Cambridgeshire & Northamptonshire Fund Employers who do not use i-Connect are required to submit an LGPS end of year return.
- The contributions on your return must reconcile with the total of your Pen18's for the Scheme Year (1st April 2014—31st March 2015). Any which do not reconcile will be returned for resubmission.
- The deadline for submission is **30th April 2015**.

### Further Details:

#### LGPS End of Year Return 14/15

LGSS Pensions require an end of year return, from all employers, by **30<sup>th</sup> April 2015**. However, if you use i-Connect you will have already supplied us with this information on a monthly basis. The LGPS End of Year Return includes 5 tabs:

- **Tab 1: Payroll Contact Details** — you need to fill in any yellow boxes with the details requested, and provide any relevant comments. It is vital that you inform us of any changes to your payroll provider throughout the Scheme Year.
- **Tab 2: Final Pay & Personal Info** — alongside the member's personal details you need to provide the member's full time equivalent final pay details as per the 2008 definition, regardless of when they commenced paying into the LGPS. Each member should have one line of data per employment.
- **Tab 3: Spec Final Pay & Personal Info** — this tab shows how to complete the details requested on Tab 2. Examples are shown at the end.
- **Tab 4: Contributions & Care Data** — this is where you record all changes in contribution rates and the associated Cumulative Pensionable Pay for each member, for the Scheme Year. Here a member may have more than one line of data, per employment.
- **Tab 5: Spec Contributions & Care Data** — this tab shows how to complete the details requested on Tab 4. Examples are shown at the end.

The End of Year Return 13/14 saw 75% of submissions received late, or not at all. This has a serious impact on the accuracy and timeliness of our Annual Benefit Statements and Annual Allowance calculations. It is a statutory requirement that we provide this information to our members, and 2015 sees an earlier deadline for the release of these. **As a result of this, should LGSS Pensions incur any additional costs due to late submissions we will seek to recover these directly from you.** For example, should we need to provide any Annual Benefit Statements after the deadline, we will pass on any printing and postage costs.

Furthermore, the 2013/14 year end highlighted a large number of new starters, hours changes and leavers to the Funds that we were not aware of. Therefore, please ensure that you are submitting the relevant forms or interfaces informing us of your new starters, hours changes and leavers on a monthly basis, to reduce the number of year end queries you may receive.

If you use a third party to provide us with your year end information we would suggest you check with them that they can provide the information requested, in the specified format, within the above timescale.

### **LGPS 2014 Year End Requirements**

As you are aware LGPS 2014 has introduced challenging new data requirements for fund employers. These new requirements mean that we are unable to reconcile the data you provide to us. For example, we are unable to use members' contributions and hours worked to check the pensionable pay figures you have provided are correct. Therefore we are totally reliant on you for the accuracy of the data.

Should you wish to read more about the LGPS2014 requirements, the LGPS Regulations and Guidance website contains useful Payroll, HR and Administration guides—<http://www.lgpsregs.org/>

### **Action**

- Review the end of year contribution return specification and contact LGSS Pensions should you need clarification.
- Ensure you can obtain the required data items from your payroll/HR system.
- Prior to submission ensure your contributions reconcile with your Pen 18 submissions for the Scheme Year.
- Submit your final LGPS End of Year Return 14/15 in the specified format by the 30th April 2015 deadline.
- Be prepared to respond to urgent queries following the submission of the end of year return.

### **Submission**

Please return your End of Year Return 2014/15 to:

[Penemployers@northamptonshire.gov.uk](mailto:Penemployers@northamptonshire.gov.uk)

We suggest that you submit this document in a secure way in accordance with the data protection act.

**LGSS Pensions Contacts:**

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