

Form - LGPS31

This form is for employers participating in the East Sussex Pension Fund. It should be used to confirm that contributions have been deducted and payments made to the scheme in accordance with the scheme's requirements

Employer	
Month	
Cost Code	
Financial Year	

Contributions and other payments

Description of employer contribution types and payments	Enter information here
Section A - Employees' basic contributions – Main section – 71010	£
Section B - Employees' basic contributions - 50/50 section – 71011	£
Section C1 - Employees' additional pension contributions pre-April 2014 Contracts - 71012	£
Section C2 - Employees' additional pension contributions post-March 2014 contracts - 71013	£
Section D - Employer's primary rate contributions in respect of Pensionable pay referred to in (i) and (j). 71000. Rate = %	£
Section E - Employer's secondary rate contribution in respect of past service deficit (see note 5 below) – 71004. Rate = % / Monetary amount = £	£
Section F - Employer's additional pension contributions - 71003	£
Section G - Re-imbursement of unfunded compensation and/or other discretionary payments (if applicable) - 71025	£
Section H - Adjustments to previous payments (please specify & split/code as above). Please provide comments in relation to the adjustments made. Continue on a separate sheet if necessary.	£

Comments

Total Payment Over	£
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Guide to completing the LGPS31 – Certificate of Pension Contributions Form

LGPS31 forms must be received by the fund no later than the 18th of the month. The accompanying payment must be received by the fund no later than the 19th of the month.

SECTION A - The total amount deducted from employees' pay in respect of pension contributions whilst in the Main section of the Scheme during the period covered by the statement.

SECTION B - The total amount deducted from employees' pay in respect of pension contributions whilst in the 50/50 section of the Scheme during the period covered by the statement.

SECTION C1 / C2 - The total amount deducted from employees' pay in respect of additional pension contributions for APCs or SCAPCs, or Added Years contracts. Split according to contract commencement date: pre-April 2014 (c1) and post-March 2014 (c2)

SECTION D - The total amount paid by the employer at the primary contribution rate - this is a % of the pensionable pay recorded in (i) & (j) below.

SECTION E - The total amount paid by the employer at the secondary contribution rate – where this is an annual monetary amount (rather than a % of pensionable pay,) this is usually paid in 12 equal instalments, but can be paid by lump sum in April. In the instance that a secondary contribution rate is negative, please deduct this from your primary contribution rate and list the value in section D only.

SECTION F - The total amount paid by the employer in respect of additional pension contributions for Shared Cost APCs (SCAPC).

SECTION G - This is an historical item so not applicable to new employers. Details are provided separately by Business Operations Pensions at the start of each financial year to the individual employers to whom it applies. **If not available in April**, please make payment at existing rate until the new rate is provided, at which point make an adjustment in (h) on the subsequent LGPS31 payover.

SECTION H - Use this field to detail any payment adjustments made for previous months. Amounts must be specified & split into employee and employer where appropriate.

Pensionable pay	
Pensionable pay – Main Section	£
Pensionable pay – 50/50 section	£

Assurance method

Before signing this form you should ensure that appropriate arrangements are in place to provide assurance that employees' and employers' contributions have been deducted at the correct rates for the salaries of all employees in the scheme and that both employees' and employer's contributions for all employees in the scheme have been correctly paid to the scheme. Please provide below, details of the method you have used to gain this assurance (tick as appropriate)

Review by Internal Audit	☐
Review by Management	☐

Other (please specify)	☐
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Please retain assurance arrangements evidence as East Sussex Pension Fund may ask for this on a sample basis.

Certification - To be completed by the employer's Lead Employer Representative or Person with delegated authority

I certify that the deductions that have been made from employees' salaries and that the employees' and employer's pension contributions paid to the East Sussex Pension Fund, are in all material respects accurate and in accordance with the rates and terms of the East Sussex Pension Fund as notified.

Certified Correct	
Date	
Print Name	
Position	

Once complete please email to ESCC.PensionsLGPS31@eastsussex.gov.uk

For ESCC Accounts receivable use only

Oracle cost centre	
Date coded to Oracle	
Document ref	
Initials	

SECTION I - The total pensionable pay received by members whilst they were in the Main section of the Scheme during the period covered by the statement (including the assumed pensionable pay members were treated as receiving during that period)

SECTION J - The total Pensionable pay received by members whilst they were in the 50/50 section of the Scheme during the period covered by the statement (including the assumed pensionable pay members were treated as receiving during that period).

Note

The amount paid at (d) must equal the employer's primary percentage rate of (i) and (j) combined.

Likewise, where (e) is expressed as a %, that must equal the secondary percentage of (i) and (j) combined.

Tick to provide proof that contributions have been deducted properly and paid to the scheme

One of the three boxes shown needs a tick appropriate to the method of review. If this section is not completed then the form will be returned for re-submission.

Certification by employer's Lead Employer Representative or Person with delegated authority

Every employer must complete an 'Authorised signatories and contacts form' which details who is responsible for signing the LGPS31 Form. This is either the Lead Employer Representative or person with delegated authority. The Pension Fund will check who has signed against the 'authorised signatory form' and return forms that have not been signed by the correct person for re-submission.