

Guide to completing the LGPS31 – Certificate of Pension Contributions Form

**Local Government Pension Scheme
Certificate of Pension Contributions**

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	
SAP 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 = <input type="text"/> %	£
Section E - Employer's secondary rate contribution in respect of past service deficit (see note 5 below) – 71004. Rate = <input type="text"/> % / Monetary amount =£ <input type="text"/> .	£
Section F - Employer's additional pension contributions - 71003	£
Section G - Re-imbursment 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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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.

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

Section i - Pensionable pay – Main Section	£
Section j - Pensionable pay – 50/50 section	£

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)

For ESCC Accounts receivable use only

SAP cost centre	
Date coded to SAP	
Document ref	
Initials	

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.

Certification - To be completed by the employer's Section 151 Officer, or equivalent (e.g. Senior Finance Manager)

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.

Certification by Section 151 Officer or designated Section 151 Officer

Every employer must complete an 'Authorised signatories and contacts form' which details who is responsible for signing the LGPS31 Form. This is either the Section 151 Officer or Designated S151 Officer. 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.

Sign here to certify data provided is accurate*	
Date	
Print Name	
Position	

*We can accept employer forms via email without the need for a handwritten signature if the email is sent: 1) By a S151 officer or delegated authorised signatory and 2) From an employer email address e.g. John.smith@eastsussex.gov.uk. If sending the form via post, a wet signature is still required.

Before finalising 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, as follows (tick as appropriate)

Review by Internal Audit	
Review by Management	
Other (please specify)	

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.

Please retain evidence of the assurance arrangements as East Sussex County Council may request them on a sample basis.

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