

Calendar of what the Fund expects from its employers

The Fund's [Pension Administration Strategy](#) sets out the LGPS roles and responsibilities of it and its employers.

This calendar is designed to help its employers plan their resource allocation to pensions programmes.

In addition **throughout the year employers need to provide information about employees** e.g. if there is a new start / leaver / retirement / AVC / APC / change in circumstance of an employee, notifying the Fund using a form from <https://www.worcestershire.gov.uk/worcestershirepensionfund/info/5/employers/28/employer-forms-excel-spreadsheets>

By the 19th of every month employers must remit contributions and complete a [Monthly CARE posting](#) Excel spreadsheet and a [Contribution remittance PCF1](#) Excel spreadsheet.

Every month employers must read / action the Fund's employer bulletins.

The Fund's contact details:

- by email: pensions@worcestershire.gov.uk
- by post: Worcestershire Pension Fund, County Hall, Spetchley Road, Worcester, WR5 2NP
- by phone: [Find out who to contact](#)

JANUARY

SUBMIT A TEST LGPS YEAR END RETURN FOR 1 MEMBER

FEBRUARY

COMPLETE AND SUBMIT TO THE FUND THE TEMPLATE WITH DETAILS FROM YOUR ACCOUNTS TO ALLOW THE FUND TO ASSESS THE STRENGTH OF YOUR COVENANT

MARCH

IF THE END OF YOUR FINANCIAL YEAR (SCH), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH

APRIL

ATTEND THE FUND'S EMPLOYER FORUM

MAY

SUBMIT AN LGPS YEAR-END RETURN USING AN [END OF YEAR RETURN](#) EXCEL SPREADSHEET

JUNE

JULY

IF THE END OF YOUR FINANCIAL YEAR (COLL), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH

AUGUST

IF THE END OF YOUR FINANCIAL YEAR (ACADEMY), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH

SEPTEMBER

SEND RETURNED ANNUAL BENEFIT STATEMENTS OUT TO YOUR EMPLOYEES AND PROVIDE THE FUND WITH ADDRESS UPDATES

OCTOBER

ATTEND THE FUND'S EMPLOYER FORUM

NOVEMBER

DECEMBER

PROVIDE THE FUND WITH COMMENTS ON THE DRAFT FUNDING STRATEGY STATEMENT

IF THE END OF YOUR FINANCIAL YEAR, REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH