

End of Year Certificate (EOYC) process

April 2022



Introduction

This helpful guide, which has been created using information provided by an employer who suggested we share it with you, sets out the processes used to complete an audited EOYC.

Total pension contributions or cash figure

Teachers' Pensions email all establishments by the end of April with confirmation of the total pension contributions paid during the financial year; this is referred to in the email as the 'cash figure' and starts your EOYC process.

This is the figure which you need to balance back to whilst completing your EOYC.

Internal payroll reporting

Depending on what systems you have in place you should be able to attain internal payroll reports which contain details all of the employees who've paid contributions in each month, broken down by tier/band.

You need to ensure that if you've more than one monthly payroll for the Teachers' Pension Scheme that these reports are produced for each payroll. Additionally, if you've made any supplementary, additional out of course payments or year-end adjustments, the reports for these are also included if relevant.

Please save all payroll reports in your preferred format during the audit process for consistency.

Contributions summary

To calculate the total amount of contributions that are paid, it may benefit you to produce a spreadsheet containing data from all of the monthly reports for the financial year. This should have a separate column for each payroll, including the totals, summarised on a monthly basis. The overall data can then be totalled at year end.

If you're a Local Authority and have any outsourced schools, then you can add the data from these schools as additional columns.

Once you submit your Monthly Contributions Breakdown slip or MCR file via the Employer Portal, you can add the amount payable to the spreadsheet under the monthly total column to check for any discrepancies between the payroll report totals and the amount reported on the payment slips.

You may also need to collate the Monthly Contributions Breakdown slips for the year as they could be required by your external auditor.

You may want to contain formulae within your spreadsheet which check the monthly contributions total against the amount due from your internal payroll reports, and then also check against the BACS payment. The external auditor will also check that the BACS payments to us correspond with the payment slips.

You can summarise the total amounts due from your payroll reports against the payments made to us during the year on your spreadsheet, making it a much easier task for you to complete come year end.

Year to Date (YTD) check

You may be able to create a further report using the reporting software for your payroll system, which details all the YTD amounts (contributions and pensionable pay) of all employees who've paid pension contributions during the year, including any leavers.

This report can be sorted into tiers/bands and then the contributions for each tier can be summarised using a simple formula. The total contribution and pensionable pay figures from this report should balance back to the contributions summary spreadsheet.

The idea here is that this is a secondary check ensuring that the YTD contributions/pensionable pay correspond with your payroll reports' totals from throughout the year.

Completing the EOYC form

The total figures for each tier/band from the YTD report can then be used to complete the contributions details on the EOYC. If you're new to completing it, or would like an extra level of reassurance, you may want to create your own excel template replicating our EOYC form to check for accuracy of the data and balancing prior to completing the actual template on the Employer Portal. Just be mindful that we'll release a new version every year. You can find out more about which version you should be using on our website.

In Section One the overall total contributory salary is the total figure for the pensionable pay from your internal YTD report.

In Section Two you need to add the contribution amounts from your report, adding the totals across the row will give you your 'total contributions' figure (row a).

If you have any extra contributions or refunds then these need to be added to rows b and c.

In the 'Contributions Paid' box in row d, this is the 'cash amount' quoted in your email from us.

In your spreadsheet a sum adding up rows b and c, then deducting rows c and d, will give you your overall balance which goes in box e.

The contributions breakdown by tier in Section Three is completed using the calculated tier totals from the YTD report. What can be useful here is to do some simple checks on the spreadsheet to ensure that the employee and employer contributions deducted are the correct percentages of the pensionable pay.

Any discrepancies highlighted now can save time compared to if they're found during the external audit.

Submission of the unaudited EOYC

Once you are happy with your figures and are satisfied that it all balances, you can then use your data to complete the EOYC template on the Employer Portal ready for submission. It's recommended to use two screens or splitting your screen if you only have one screen to ensure that the figures are copied correctly to the EOYC template.

You need to save the EOYC template as a .csv file and produce a PDF as per the instructions on the template. Then upload the .csv file to the Employer Portal.

You should then email the unaudited EOYC form to the person with financial responsibility in your establishment for signing. This signed form is needed for the external audit.

Key information for auditors

It may prove useful to keep an electronic EOYC file where you can store all the information that may be needed by the external auditor. Some of the information may be collected throughout the year, whereas other information can be added once you have sent the unaudited EOYC to us. The EOYC file could include the following information:

- Monthly internal payroll reports – two types (summary and detailed report)
- Monthly Contributions Breakdown slips from April - March
- Contributions summary
- YTD report
- Notes of any adjustments or anomalies found in the process of balancing your EOYC (as you're likely to be asked about these during the audit process, later in the year)
- Details of refunds relating to previous years
- Changes to elections (you may be asked for these).

During the year be mindful of anything which may impact the EOYC submission, for example if a refund for a previous year takes place. In this circumstance save the relevant information in your EOYC file so that you have to hand for the next submission. It's important to make notes and save details which may make the submission easier next time around.

Audit process

You should contact your external auditor at the earliest opportunity to arrange an audit date.

Once the audit has taken place it's important you follow the process through to the submission of the return to us.

It's your responsibility as the employer to ensure that your EOYC is audited and that the audited return reaches us by the deadline.