

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 [our employer forms](#)

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](#)

06 12 2021

Calendar

January	February	March	April
<ul style="list-style-type: none"> * SUBMIT A TEST LGPS YEAR END RETURN FOR 1 MEMBER * REVIEW PENSION ADMIN STRATEGY 	<ul style="list-style-type: none"> * COMPLETE AND SUBMIT TO THE FUND THE TEMPLATE WITH DETAILS FROM YOUR ACCOUNTS TO ALLOW THE FUND TO ASSESS THE STRENGTH OF YOUR COVENANT 	<ul style="list-style-type: none"> * IF THE END OF YOUR FINANCIAL YEAR (SCH), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH 	<ul style="list-style-type: none"> * ATTEND THE FUND'S EMPLOYER FORUM * APPLY NEW LGPS YEAR EMPLOYER AND MEMBER CONTRIBUTIONS * SUBMIT AN LGPS YEAR-END RETURN USING AN END OF YEAR RETURN EXCEL SPREADSHEET
May	June	July	August
		<ul style="list-style-type: none"> * IF THE END OF YOUR FINANCIAL YEAR (COLL), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH 	<ul style="list-style-type: none"> * IF THE END OF YOUR FINANCIAL YEAR (ACADEMY), REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH
September	October	November	December
<ul style="list-style-type: none"> * SEND RETURNED ANNUAL BENEFIT STATEMENTS OUT TO YOUR EMPLOYEES AND PROVIDE THE FUND WITH ADDRESS UPDATES 	<ul style="list-style-type: none"> * ATTEND THE FUND'S EMPLOYER FORUM 		<ul style="list-style-type: none"> * PROVIDE THE FUND WITH COMMENTS ON THE DRAFT FUNDING STRATEGY STATEMENT (INV POTS) * IF THE END OF YOUR FINANCIAL YEAR, REQUEST FRS INFORMATION TO POPULATE YOUR ACCOUNTS WITH