

ROCR ref: ROCR/OR/0148/FT6/003MAND

NHS Pensions
Hesketh House
200-220 Broadway
FLEETWOOD
Lancashire
FY7 8LG

Web site: www.nhsbsa.nhs.uk

Dear Director of Finance,

NHS PENSION SCHEME 2010-11 CONTRIBUTION ASSURANCE STATEMENT

The NHS Pension Scheme is one of the largest Pension Schemes in Europe, collecting contributions from NHS Employers of over £8 billion per annum. As such, it is essential that the NHS Business Services Authority (Pensions), as Administrators of the Scheme, have assurance over the key figures that make up the Scheme Accounts.

Most public sector pension schemes require their employing authorities to submit independently audited certificates verifying the levels of employer and employee contributions calculated and paid to the Scheme. The cost of such an approach has to date proved prohibitive for the NHS Pension Scheme so assurances over the completeness of the scheme contributions have to be sought from other means. This Contributions Assurance Statement Exercise represents one of the key ways in which this assurance is provided. This data collection exercise has been approved by the Review of Central Returns Steering Committee – ROCR reference ROCR/OR/0148/FT6/003MAND

Another key element of assurance is the requirement, introduced by the Department of Health that all Employing Authorities should make a statement within their Statement on Internal Control that they comply with NHS Pension Scheme Regulations. This is again a requirement for 2010/11 Accounts.

The Contributions Assurance Statement exercise aims to gather assurance from NHS employers, whose employees are members of the NHS Pension Scheme that the contributions remitted properly represent amounts due to the Scheme.

An electronic version of the Contributions Assurance Statement is available from the link provided in the email or can be downloaded from our website at www.nhsbsa.nhs.uk/pensions within the NHS Employer section. Please ensure that the appropriate assurance statement is completed for your type of organisation. Once downloaded and completed, the form will need to be returned to us electronically from the Director of Finance or Chief Executive Email box no later than the **4th April 2011**.

In the event that Scheme contributions have been remitted using more than one Employing Authority (EA) code, please ensure all contributions are included on your statement, quoting the NHS organisation code that includes these contributions in their annual accounts.

Chairman: Paul Rich
Chief Executive: Nick Scholte
Director of Finance: Michael Brodie



As part of the ongoing programme of improvement to the level of assurance relating to Scheme Contributions, it has been agreed with the Department of Health, supported by the National Audit Office, that the NHS Business Services Authority will undertake an independent "audit" of a sample of Contributions Assurance Statements. Should your organisation be chosen as part of the sample, your assistance to NHS Business Services Authority staff in undertaking their verification work will be much appreciated.

I would like to emphasise there are strict guidelines and deadlines imposed on this exercise and therefore your co-operation and assistance to achieve this is essential and appreciated. When completing the return please note the following.

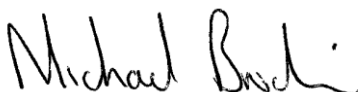
- *Each form must contain the NHS organisation code that includes these contributions in their annual accounts.*
- *Payments should be reconciled to your payroll reports and annual accounts.*
- *Payments should be analysed accurately by the four difference pension contributions types;*
 - *Employers, Employees, Employee Additional Contributions (AVC's) and Additional Pension Purchases (AP's). (regardless of how you may have analysed the payments during the year, for example on the Pensions online payments system)*
- *The Director of Finance or Chief Executive must email NHSPensionsFinance@nhspa.gov.uk no later than the **4th April 2011** attaching the following documents:-*
 - *The assurance statement*
 - *The "NHS Monthly Summary for Pension Scheme" report from ESR as detailed on the assurance statement*

May I take this opportunity to remind you that the due date for the payment of contributions is the 19th of the month for preceding month's payroll, therefore March 2011 contributions are due to be paid **by Tuesday 19th April 2011**. Submissions must be done at least 3 clear working days before your designated payment date, therefore submission of the RFT1 form online must be completed no later than **3pm Thursday 14th April 2011**. Each month, you may submit your payments up to 30 days in advance and request payment be collected on the 19th or earlier.

If you have any queries on completing this form please email Paula Morgan / Sylvia Garrett in the NHSBSA Finance Department (Pensions) at NHSPensionsFinance@nhspa.gov.uk with your contact name, organisation name and contact telephone number and we will contact you as soon as possible.

Thank you in advance for your co-operation.

Yours sincerely



Michael Brodie
Director of Finance (NHSBSA)