

Statement of Contributions

Instructions on how to complete the balance sheet

This is a year-end balance sheet which, when completed, should agree with the employee and employer contributions you have paid over to the East Riding Pension Fund (ERPF) for the period 1 April 2020 to 31 March 2021.

The form is split into two parts:

In **Part 1** you need to enter the actual Employee and Employer contributions you believe should have been paid to the ERPF.

In **Part 2** you should record the actual employee and employer contributions you did pay to the ERPF.

If the figures you have entered in Parts 1 and 2 are different, this would indicate that there has been an under or overpayment of contributions. If this is the case, you should contact the Finance Control Team by ringing 01482 394113 and choosing option 3 then 1.

When completing the Statement of Contributions you should also compare it to your annual return (*) as the figures you record should be the same as those provided on the annual return.

(*) If you are currently submitting full monthly data collection (MDC) files and have been on-boarded to MDC you will not be required to submit a year end file. In this case you should ensure your statement of contributions matches the monthly submissions you have made for 2020-21.

Further details on how to complete the Statement of Contributions are below:

A) Part 1 - What should have been paid

Field C8/9 - Employee Basic Contributions

This is the total basic employee contributions members have paid during 2020-21. The figure in here should agree to the total of columns N and P on your annual return.

Field E8/9 -Employee APCs/ARCs

This is the total employee contributions in respect of Additional Pension Contributions (APCs) and Additional Regular Contributions (ARCs). This figure should agree to the total of columns R, S and U on your annual return.

Field G8/9 - Employee Only Additional Contributions

This is the total employee contributions in respect of any old Added Years or Part Time buy back contracts. This figure should agree to the total of column V on your annual return.

Once these fields are populated, Field [K8/9](#) will be automatically updated with the Total Employee Contributions and this amount should agree with the total employee contributions paid over during **2020-21**.

[Field C23 - Total Salaries on which basic contributions deducted](#)

The figure in here should be the total annual pensionable gross salaries for all members for the whole year.

[Field C24 - Employer Contribution Rate Percentage](#)

Enter your employer's percentage contribution rate in this field.

Once completed, field [C25](#) will automatically be updated.

[Field E23/24 - Employer APCs](#)

This is the total employer contributions in respect of Additional Pension Contributions (APCs). This figure should agree to the total of columns Y and Z on your annual return.

[Field G23/24 - Employer Deficit Payment](#)

If, as part of the 2019 Valuation, you are making monthly deficit payments please enter the total deficit payment you have paid for the year.

Once completed fields [K23/24](#) and [K27](#) will be automatically updated.

[B\) Part 2 - What has been paid](#)

In [Part 2](#) you simply enter the details of the payments you have made each month as outlined on your monthly submissions. Employee contributions cover both basic and additional. Employer contributions also cover both basic and any additional. In column T enter the monthly deficit payments made if relevant.

Finally, once you have completed the form you must identify your employer/body name, certify the details are correct and detail your designation.