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|  | **NHS Pensions** PO Box 683Unit 5Newcastle Upon TyneNE5 9EE[www.nhsbsa.nhs.uk/nhs-pensions](http://www.nhsbsa.nhs.uk/nhs-pensions)  Email: pensionsfinancereporting@nhsbsa.nhs.uk |
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Dear Directors of Finance/Chief Executives,

## NHS Pension Scheme 2024-25 Contributions Assurance Statement

The NHS Pension Scheme is one of the largest pension schemes in Europe, collecting contributions from NHS employers of over £23 billion per annum. As such, it is essential that the NHS Business Services Authority, as the administrator of the Scheme, have assurance over the key figures that make up the Pension Scheme Accounts.

Some 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.

Another key element of assurance is the Department of Health and Social Care (DHSC) requirement that all employing authorities should make a statement within their Governance Statement that they comply with NHS Pension Scheme Regulations. 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.

Electronic versions of the Contributions Assurance Statements are available to download from our website at [https://www.nhsbsa.nhs.uk/employer-hub/nhs-pensions-finance.](https://www.nhsbsa.nhs.uk/employer-hub/nhs-pensions-finance) Ensure that the appropriate assurance statement is completed for your type of organisation. If you have changed organisation type during the year, complete the form for the organisation type that you are on 31 March 2025. Once downloaded and completed, the form will need to be returned to us electronically from the Director of Finance or Chief Executive email address no later than **25 April 2025**.

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

If further assurance relating to Scheme contributions is required, it has been agreed with the DHSC, supported by the National Audit Office, that the NHS Business Services Authority may 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 must be reconciled to your payroll reports and annual accounts
* payments should be analysed accurately by the 5 different pension contribution types: employers, employees, employee additional voluntary contributions (AVC), additional pension (AP) purchases and early retirement reduction buy out (ERRBO), (regardless of how you may have analysed the payments during the year, for example on the Pensions Online payments system)
* the return should not include any payments relating to the central funding arrangements relating to the increase in employer contributions, only the contributions paid monthly directly to the scheme under existing processes
* the ‘NHS Monthly Summary for Pension Scheme’ report from Electronic Staff Record (ESR) must be downloaded in .pdf format and attached to the return email. If you have access to ESR under the following user rights, you will have access to run and download this report, NHS Payroll Super Administration, NHS Pensions Administration, NHS Payroll Audit, NHS Payroll Administration. **Be aware, it may take up to 24 hours for ESR to run this report**. Download and attach your ESR ‘NHS Monthly Summary for Pension Schemes’ report as at accounting period12 2025. The Year-to-Date totals on NHS Monthly Summary for Pension Schemes should reconcile to your Total as at period 12. If you do not use ESR, please enter all figures in 2.3
* return no later than **25 April 2025,** this deadline has been extended from previous years to reduce the amount of estimates we receive for Month 12 contributions
* do not alter the form in any way, as this prevents automatic upload into our reconciliation database

The Director of Finance or Chief Executive must email pensionsfinancereporting@nhsbsa.nhs.uk no later than **25April 2025** attaching the following 2 documents:

* the assurance statement workbook(s) (in Excel format only)
* **one** copy of month 12 of the ‘NHS Monthly Summary for Pension Scheme’ report from ESR as detailed on the assurance statement. **Do not send all 12 months reports**

You must ensure that all prior year member records have been updated (31/03/2024). Ask your Pensions Online administrator to provide you with a list of ‘non updated records’ from Pensions Online (POL) E-Forms. This should state that all member records are up to date. If there are member records outstanding, we request that these are updated immediately. Failure to update prior year records will result in non-transmission of the current financial year. ESR automatically updates matched NHS Pensions records, where possible, during April. All member records for the year ended 31/03/2025 should be submitted no later than 31/05/2025.

During 2025-26 NHS Pensions will be performing additional verification of your Contribution Statement return and may contact you to discuss your member data administration.

Due to the volume of work involved in this exercise and in order to keep a robust audit trail, we prefer electronic communications during this busy period. If you have any queries on completing this form email the NHSBSA Pensions Finance Reporting, Assurance and Reconciliation Team at pensionsfinancereporting@nhsbsa.nhs.uk with your contact name, organisation name and contact telephone number and we will contact you as soon as possible. Alternatively, we may arrange a Microsoft Teams call to aid in the discussion and resolution of any queries that present themselves and utilise the screen share facility.

Thank you in advance for your co-operation.

Yours sincerely

John Douglas

**Finance Manager**

**NHS Pension Scheme**

For more information about how the NHSBSA processes personal data, see our privacy notice – [www.nhsbsa.nhs.uk/our-policies/privacy/nhs-pensions-privacy-notice](http://www.nhsbsa.nhs.uk/our-policies/privacy/nhs-pensions-privacy-notice)