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| Welcome to the September 2025 edition of the Southwark Teacher Pension Newsletter.  In this newsletter, you will find information relating to:   * An overview of last year * End of Year Certificate (EOYC) Process and reminders for 24/25 * MCR and contribution payments * New Training Sessions Available * Teachers Pay * Top Tip of the Edition * Key Dates for your Diary * Submission Detail Checklist |

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| **Overview of last year – September 2024 to August 2025**  Number of Opt in and Opt out forms received by the Southwark Teachers Pensions Team:   |  |  | | --- | --- | | **Month** | **No. of forms received** | | Opt in | 45 | | Opt out | 111 |   Number of other forms received by the Southwark Teachers Pensions Team:   |  |  | | --- | --- | | **Form type** | **No. of forms received** | | Additional Pension | 1 | | APC Application | 2 | | Certificate of Re-employment | 4 | | Early Retirement | 5 | | Faster Accrual | 2 | | Phased Retirement | 1 | | Repayment of Contributions | 5 | | Retirement Application | 8 | | Transfer In | 1 | | Retirement Query | 1 | | Re-employment Application | 1 |   Number of member queries received by the Southwark Teachers Pensions Team: |

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| **End of Year Certificate Process and reminders for 2024/2025 submission**  **Teachers’ Pensions EOYC Process – Important Update for School Business Managers**  As part of the newly introduced End of Year Certificate (EOYC) process for Teachers’ Pensions, we’d like to remind all School Business Managers of the monthly requirements now in place.  These steps are essential to ensure accurate reporting and compliance with the Teachers’ Pensions Scheme.  **Monthly Action Required**  Please ensure the following items are submitted to us each month:   1. **Your school’s Monthly Contribution Reconciliation (MCR) return** 2. **Copies of teachers’ payslips** for the relevant period   These documents are vital for verifying contribution accuracy and supporting the EOYC audit process.  **Contribution Payment Reminder**  Please note: **Teachers’ Pensions contributions must be transferred to the council, not directly to Teachers’ Pensions.**  We will consolidate all payments and make a single transfer to the scheme on behalf of schools.  Thank you for your continued cooperation and attention to this important process. If you have any questions or need support, please don’t hesitate to get in touch.  **EOYC Audit Alert: What School Business Managers Should Expect**  As we approach the final stages of the Teachers’ Pensions End of Year Certificate (EOYC) process, it's essential to be audit ready.  Whether you're seasoned or new to the EOYC, auditors will be reviewing our submission with a fine-tooth comb to ensure accuracy, compliance, and transparency.  Here's what you need to know to stay ahead.  **What Is the EOYC Audit?**  The EOYC audit is an agreed-upon-procedures engagement under ISRS 4400 (Revised), designed to confirm that all pension contributions due have been correctly paid to the Teachers’ Pension Scheme.  It’s not a full statutory audit, but it does require precision and accountability.  **Key Questions Auditors May Ask**  Be prepared to answer the following:  **Contribution Accuracy**   * We, the Teachers Pensions Team, have provided a reconciliation between MCR records and the EOYC figures to the auditors * We have checked that the year-to-date contributions are consistent with the figures provided by Teachers’ Pensions?   **Payroll & Data Integrity**   * Have you verified that all eligible employees were correctly enrolled and contributions calculated? * Were there any changes in payroll providers or systems during the year?   **Opt-Outs and Adjustments**   * How have you recorded and reported staff who opted out of the scheme, we may need to provide the auditors with relevant documents? * Are adjustments for starters, leavers, and contract changes clearly documented, the auditors may ask for paperwork as backup?   **Governance & Responsibility**   * We have already provided the auditors with the sign EOYC. * What internal controls are in place to ensure ongoing accuracy of pension contributions? * How do you ensure accountability when using external payroll providers?   **Data Compilation & Controls**   * What internal controls are in place to ensure the accuracy of pension data?   **Variations & Reconciliations**   * Can you explain any significant year-on-year variations in contributions or salaries? * Were there any retrospective adjustments (e.g. backdated pay or elections) and how were they handled? * Have all discrepancies between payroll and Teachers’ Pensions records been investigated and resolved?   **Contribution Breakdown**   * Do the figures for Career Average Flexibilities, Additional Pension payments, and TR22 elections match payroll records? * Are employer contributions correctly calculated as a percentage of contributory salary? * Are arrears and interest payments for backdated elections (e.g. EFE) correctly recorded?   **Tiered Contributions**   * Do the tiered teachers’ contributions reflect the correct percentage rates based on salary bands? * Are employer contributions tiered appropriately and reconciled with payroll?   **Payment Verification**   * Can you provide bank records or remittance advice to confirm actual payments made match the EOYC figures? * Are all contributions correctly analysed and matched to the appropriate category?   **Documentation & Evidence**   * Are working papers available to support all figures submitted? * Copy payslips for Teachers, the auditors will select at random.   **Key Dates to Remember**   * **28 November** – Submit audited EOYC   **Top Tips for a Smooth Audit**   * **Start early**: Don’t wait until the deadline—review your data monthly. * **Communicate**: Coordinate with payroll providers well in advance. * **Document everything**: Keep clear records of reconciliations, communications, and sign-offs.   **Final Thought**  The EOYC isn’t just a formality, it’s a vital assurance to the Secretary of State that your school and ultimately the council is fulfilling its pension obligations.  A well-prepared audit not only protects your school and the council from financial risk but also reinforces commitment to staff welfare.  If you have questions or need support, don’t hesitate to reach out. Let’s make this year’s EOYC process the smoothest yet. |

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| **MCR and Contribution Payments**  Have you recently changed Payroll Provider?  Please be reminded that the Local Authority have full responsibility to make submissions to TPS for its maintained schools. Please ensure your payroll provider is aware that MCRs and the contribution payments are to be sent to the Authority and not directly to Teachers’ Pensions. |

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| **Training**  Do you have any teacher nearing retirement? Let them know to join the Southwark Teachers’ Pension Team for our informative training sessions, all held virtually! Get expert guidance on pension options, understanding the benefits, and prepare confidently for the next chapter. Don’t miss this opportunity to secure your financial future—sign up today!   |  |  | | --- | --- | | Date | Time | | 09/10/2025 | 10am-11.30am | | 05/02/2026 | 10am-11.30am | | 23/04/2026 | 10am-11.30am |   Click on the link below to book a place on a session: <https://education.southwark.gov.uk/professional-development/human-resourses/teachers-pensions-nearing-retirement-training> |

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| **Teachers Pay and Pensions Contributions**  From 1 April 2025, changes to the Teachers' Pension Scheme (TPS) contribution rates will affect teachers' take-home pay. Teachers earning below £34,873 will maintain the current contribution rate of 7.4%. However, those earning above this threshold will see an increase of 0.3% in their contribution rate, along with a 1.7% rise due to the annual Pensions Increase, resulting in a total contribution rate of up to 12% for higher earners. These adjustments aim to ensure the sustainability of the TPS and maintain the required member contribution return.  It's crucial for teachers to review their payslips and pension records to confirm that the correct contribution rates are being applied. Discrepancies, such as missing contributions or incorrect salary banding, should be promptly reported to the Teachers' Pensions Team to ensure accurate pension accrual. |

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| **Top Tip for this edition…**  My Pension Online (MPO) is TPS online personalised PIN protected portal for members. It gives instant access to the latest view of a Benefit Statement, the ability to update details and provides access to a range of forms and resources.   |  | | --- | | **Using My Pension Online to stay up to date.**  Your pension is one of the key benefits of your career and it’s important to make sure all your details are kept up to date. The easiest way to do so is to register for a My Pension Online (MPO) account.  With MPO account you can:   * Check your service and salary details to make sure the correct pension calculations will take place * Keep your contact details up to date * Let us know who you wish to receive a death grant if something were to happen to you.   As well as checking your details you can view your Benefit Statement, which is updated monthly, complete online forms, and use calculators to understand your benefits.  All you need to register is:   * A few personal details * Your National Insurance number * Your email address - we recommend a personal email address.   [**Click here**](https://mail.teacherspensions.co.uk/tpmemberlz/lz.aspx?p1=M3pDUzMVM1MTE6Q0Q3MjUyMTgxQkU3OTREMTU5MzdCRDIyNDg1NEQ5MTY%3d-&CC=&p=0) for the page to set up a MPO account.  We will also be writing to all schools about members of staff who currently don’t hold accounts, to encourage them to sign up. | |

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| **Key dates for you Diary –**   |  |  | | --- | --- | | Month | MCR Submission Date (by Payroll Provider) | | September ‘25 | 29th September 2025 | | October ‘25 | 29th October 2025 | | November ‘25 | 28th November 2025 | | December ‘25 | 29th December 2025 | | January ‘26 | 29th January 2026 | | February ‘26 | 27th February 2026 | | March ‘26 | 27th March 2026 | |

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| **Have you checked these details before submission…**   * Names - * Inputted * Correct * National Insurance (NI) Number * Inputted * Correct * Date of Birth * Inputted * Correct * Teacher Pension (TP) Reference Number * Inputted * Correct * Salary Band * Inputted * Correct |