Public service

Managing contributions checklist

Use this checklist to evaluate how effectively your scheme manages contributions.

Action	Notes	Yes/No
Do you have effective procedures to identify the late payments of contributions?	The process should enable you to monitor and resolve payment issues, and report payment failures on an ongoing basis.	Yes. Monitoring sheet in place and uploaded to Sharepoint. Sheet updated as payments received. Any late payments are investigated.
Do you regularly review these procedures?	Consider if you need to put further procedures in place to ensure that you manage contributions effectively. If yes, how often?	Yes – review is ongoing as matters arise or more efficient practice is identified.
Do you have a contributions monitoring record in place?	A contributions record should include: • contributions rates • due dates when contributions are to be made • rate of interest payable where contributions are late.	Yes. Rates included (employer percentage). Always due 19th of the month. Separate calculation sheet for interest.
Do you regularly monitor payments against the payment schedule/ contributions monitoring record?	If yes, how often?	Yes - monthly
Do you have access to information that will enable you to monitor contributions?	This will include information on contributions to be paid and employer information.	Yes – schedules / valuation / monitoring records.
Do you have processes in place to monitor payment information between the scheme, employer and member?		Yes – emails and schedules.
If your scheme uses a service provider, do you have in place a process to receive information on payment contributions?		N/A

Do you have procedures to assess why a late payment has occurred?	The procedure should enable you to identify whether a legitimate late payment has occurred.	Yes - emails.
Do you keep records of investigations into late payments?		Yes - emails.
Do you have procedures to report materially significant late payments to us?	This will help to provide evidence that contributions are being effectively monitored	Yes – "Breaches" processes

If you have answered no to any of these questions, you should review your processes to ensure that they are fit for purpose.