

Local Government Pension Administration - Schedule of Events 2024/25

Date Due	Event	Completed
30 September 2023	Employee Contribution Band review	29 September 2023
5 October 2023	Issue of Annual Allowance (AA) Saving Statements deadline	4 October 2023
November 2023	Tax return for Quarter 2 (to 30/09/2023)	18 October 2023
1 December 2023	Publication of 2022/23 Pension Fund Accounts and Annual Report	2022/23 City Fund Accounts formally signed off 26 February 2024.
25 January 2024	Scheme Return to the Pensions Regulator	25 January 2024
31 January 2024	HMRC Event 22 Report – List of Annual Allowance cases exceeding the Previous years' threshold.	31 January 2024
February 2024	Tax Return for Quarter 3 (to 31/12/2023)	31 January 2024
1 April 2024	Employee Contribution band review/ implementation.	1 April 2024
6 April 2024	Revaluation of CARE benefits.	6 April 2024
1 Monday in April following Tax Year End	Pensions Increase (PI) – Annual Inflation increase.	8 April 2024
May 2024	Tax return for Quarter 4 (to 31/3/2024)	30 May 2024
31 May 2024	Pensioner P60s distributed	24 May 2024
31 May 2024	Publish draft City Fund Accounts 2023/24 (including the Pension Fund Accounts)	31 May 2024
June/July 2024	Year-end data to the pension fund's actuary	April/May 2024
August 2024	Tax return for Quarter 1 (to 30/06/2024)	13 August 2024
31 August 2024	Issue of Annual Benefit Statements deadline.	31 August 2024
30 September 2024	Employee Contribution Band review	30 September 2024
5 October 2024	Issue of Annual Allowance (AA) Saving Statements deadline	25 September 2024
22 November 2024	Scheme Return to the Pensions Regulator	
November 2024	Tax return for Quarter 2 (to 30/09/2024)	
1 December 2024	Publication of 2023/24 Pension Fund Accounts and Annual Report	
February 2025	Tax Return for Quarter 3 (to 31/12/2024)	

Appendix A

31 January 2025	HMRC Event 22 Report – List of Annual Allowance cases exceeding the Previous years' threshold.	
February 2025	Tax Return for Quarter 3 (to 31/12/2024)	
1 April 2025	Employee Contribution band review/implementation.	
6 April 2025	Revaluation of CARE benefits.	
1 Monday in April following Tax Year End	Pensions Increase (PI) – Annual Inflation increase.	
May 2025	Tax return for Quarter 4 (to 31/3/2025)	
31 May 2025	Pensioner P60s distributed	
31 May 2025	Publish draft City Fund Accounts 2024/25 (including the Pension Fund Accounts)	
June/July 2025	Year-end data to the pension fund's actuary	