

# Summary Information

## Trustee Annual Report

The Pensions Act requires the Trustees to communicate information about the pension scheme, its administration and financial details on an annual basis. This is set out in the scheme's Trustee Annual Report and Accounts. Trustees must make the annual report and audited accounts available within nine months after the end of the scheme year.

If your scheme is a small funded defined benefit or defined contribution scheme, the trustees may opt to have an alternative annual report prepared. A small scheme is a scheme with less than 100 active and deferred members. The alternative annual report is less detailed than the full Trustee Annual Report and Accounts and must be prepared by a qualified auditor or, if all the benefits are being provided under one or more policies with a life assurance company by a person designated by that company.

The Trustee Annual Report and Accounts contain the following information depending on whether the report is for a Defined Benefit (DB) scheme or Defined Contribution (DC) scheme, or if an Alternative (Alt) report is prepared:

	DB	DC	Alt
Pension scheme registration and details, e.g. scheme name, Pensions Board number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Whether the scheme is defined benefit or defined contribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A review of financial developments during the scheme year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The number of members in the scheme – active, deferred, pensioner and death-in-service only members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Any material change in membership since the previous year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details of pension increases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information about any significant changes to the scheme that occurred since the previous scheme year and confirmation that members have been advised of any changes to the basic scheme information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information about member trusteeship, trustee training and access to The Pensions Board's Trustee Handbook and Guidance Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A statement that the trustees have appropriate procedures for the payment and receipt of contributions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Latest Actuarial Funding Certificate (AFC) and Funding Standard Reserve Certificate (FSRC) and a statement explaining the latest AFC	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Details of any funding proposal	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
An actuarial statement of the solvency position of the scheme	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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	DB	DC	Alt
A valuation report		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details of any benefits being paid for which the scheme has no liability on wind-up and whether persons in receipt have been notified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An investment report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An explanation of the investment manager's costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A statement of investment policy principles (SIPP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A statement concerning financial, technical and other risks (unless disclosed in the basic information about the scheme)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A statement on internal dispute resolution procedures, if not disclosed elsewhere	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audited accounts – financial transactions, statement of assets and liabilities, analysis of the scheme's investments, comparison with previous year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A statement regarding the manner in which scheme assets are invested, including details of self-investment at any time during the scheme year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auditor's report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A statement that the scheme has not been audited by an auditor			<input checked="" type="checkbox"/>
A statement detailing any material transactions which have taken place between/with related parties which have occurred at any time during the scheme year			<input checked="" type="checkbox"/>
The total amount of contributions received during the scheme year			<input checked="" type="checkbox"/>
A statement that contributions have been received by the trustees within 30 days of the end of the scheme year and in accordance with the rules of the scheme	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A statement that contributions have been received in accordance with the actuary's recommendation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Information about any significant changes to the scheme that occurred after the year end	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A risk statement declaring that the benefits are not guaranteed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details of the main parties involved in running the scheme – employer, trustees, advisers, investment managers, registered administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A contact name and address for enquiries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>