

Valuation Project Plan – Administration Overview January to August 2016

| Valuation | Start | Finish |
|--|---------|---------|
| Project kick off – statement of requirements received. | Jan 16 | Jan 16 |
| Review pre-valuation data checks from actuary | Jan 16 | Mar 16 |
| Attend Valuation training from Heywood | Feb 16 | Feb 16 |
| Issue End of Year template to employers with offer to visit employers for training/clarifications | Jan 16 | Feb 16 |
| Arrange visits/support to employers who have historically encountered difficulties | Feb 16 | Feb 16 |
| Issue reminders to employers | Mar 16 | Mar 16 |
| Further reminder issued to employers | Apr 16 | Apr 16 |
| Pursue any non-receipts of EOY returns in conjunction with ESCC pension fund | May 16 | May 16 |
| Process End of Year returns and return queries to employers for completion **Main focus of activity ** | Apr 16 | Jun 16 |
| Upload completed valuation data to Fund Actuary | July 16 | July 16 |
| Deal with queries identified from Actuary | July 16 | July 16 |
| Prepare Annual Benefit Statements for all employers in the fund (assumes all employers have submitted completed EOY returns) | Aug 16 | Aug 16 |