

# Trustee Report 2021



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# 1. Introduction

I am pleased to enclose our annual trustee report for your scheme.

Our report is broken down to include your pension scheme tax return, and regulator return where relevant.

We have also provided an update from HMRC on the increased reporting requirements and this is contained in the report below the tax returns.

Your benefit statement is included in the report based on the valuation of the scheme at your tax return date.

Details of our new mobile app, which we have been working on over the last 2 years is previewed and we are pleased to announce that we have recently been accredited for the services and management of systems used to manage your SSAS.

Thank you for choosing us to act as the administrator of your pension scheme.



## 2. Accredited

As we have progressed our services to take advantage of the improvements in financial technology, we are now accredited with ISO certification status for our services.

We are pleased to confirm that we are one of the only SSAS administrators in the UK to be accredited with both ISO 9001 and ISO 7001.

ISO 7001 is an independent audit of our systems to ensure quality of information held, security of data and management oversight of system compliance.

ISO 9001 is an independent audit of our processes to ensure compliance with regulatory reporting, and conformity with the services set out in our terms of administration of your SSAS.

For a copy of our full ISO compliance report, please request this from your Scheme administrator.



### 3. Scheme Tax Return and Reporting

Below is a copy of our tax report submission for the period ending 2021 and our supporting comments.

The scheme reporting is one of the most important aspects of scheme management as the data submitted may be reviewed by an Inspector in connection with scheme fund movements. It is particularly important that where transactions are undertaken which may involve the scheme connected to persons or businesses associated with either the scheme member or the employer that we report that information in the correct format.

It is important that clients notify us in advance of any transactions involving either a scheme member, a close connected company or someone connected to a scheme member, such as a relative or business partner.

There were no activities to report which fell under AFT reporting HMRC.





| Scheme Tax Returns               |                    |                        |           |
|----------------------------------|--------------------|------------------------|-----------|
| Scheme Name Linked               | PTJ Pension Scheme | Tax Year               | 2020/2021 |
| PSTR                             | 00798844RJ         | Scheme Return Year End | 05/04     |
| Status                           | Submitted          | Notes                  |           |
| Account Number                   |                    | Admin ID               |           |
| Registered Administrator Address |                    | Total Gross Assets     | 502467.59 |
| Total Aggregate Of Payments      | 79048.5            |                        |           |

| Accounting Period                  |    |   |     |
|------------------------------------|----|---|-----|
| Aggregate Pays to-from > £100,000? | No | Assets Tol before pension liabilities > £400,000? | Yes |

| Inbound Payments           |            |                           |   |
|----------------------------|------------|---------------------------|---|
| Employer Contributions     | £0.00      | Member Contributions      | £0.00   |
| 3rd Party Contributions    | £0.00      | Relief At Source Payments | £0.00   |
| Transfer-in payments       | £0.00      | Other Amount              | £79,048.50  |
| Total Amount (All Inbound) | £79,048.50 | Other Description         | Repayment of loans (TPL capital plus interest; SE capital only); admin and legal fees |

| Outbound Payments                                 |       |                             |       |
|---|-------|-----------------------------|-------|
| Transfer-out payments                             | £0.00 | Pcls Payments               | £0.00 |
| Paid out in lump sums and lump sum death benefits | £0.00 | Annuity Or Pension Purchase | £0.00 |
| Other Amount                                      | £0.00 | Total Amount (All Outbound) | £0.00 |
| Other Description                                 |       |                             |       |

| Connected Parties          |    |  |  |
|----------------------------|----|--|--|
| Connected Parties (Assets) | No |  |  |

| Shares In The Sponsoring Employer |       |                       |      |
|-----------------------------------|-------|-----------------------|------|
| Valuation                         | £0.00 | Number Of Shares Held | 0.00 |
| Income/dividend Received          | £0.00 | Date Acquired         |      |
| Amount Acquired                   | £0.00 | Date Disposed of      |      |
| Amount Disposed                   | £0.00 | Date Disposed of      |      |
| Company Number                    |       |                       |      |

| Commercial Land And Property |               |               |                 |                  |                 |
|------------------------------|---------------|---------------|-----------------|------------------|-----------------|
| Valuation                    | Rental Income | Date Acquired | Amount Acquired | Date Disposed of | Amount Disposed |
| £0.00                        | £0.00         |               | £0.00           |                  | £0.00           |

| Connected Party Loans               |                          |                                      |                                 |
|-------------------------------------|--------------------------|--------------------------------------|---------------------------------|
| Amount O/s At The End Of The Period | Amount Of Any Loans Made | Amount Of Any Loans Repaid (Capital) | Amount Of Any Interest Received |
| £80,000.00                          | £0.00                    | £20,000.00                           | £1,062.15                       |

| Other Connected Party Assets |             |                              |       |
|------------------------------|-------------|------------------------------|-------|
| Valuation                    | £160,000.00 | Income                       | £0.00 |
| Date Acquired                |             | Amount Acquired              | £0.00 |
| Nature Of Assets Acquired    |             | Date Disposed of             |       |
| Amount Disposed              | £0.00       | Nature Of Assets Disposed Of |       |

| Other Assets                     |  |                                     |  |
|----------------------------------|--|-------------------------------------|--|
| Was There Cash At Bank, Deposit? |  | Own Assets Acquired At Arms Length? |  |

| Cash and Bank Information               |           |                                   |            |
|---|-----------|-----------------------------------|------------|
| Balances at the beginning of the period | £5,553.94 | Balances at the end of the period | £62,467.59 |
| Interest credited to these accounts     | £0.00     |                                   |            |

| Arms Length Transactions  |             |                              |                  |
|---------------------------|-------------|------------------------------|------------------|
| Valuation                 | £200,000.00 | Income                       | £7,400.00        |
| Date Acquired             |             | Amount Acquired              | £0.00            |
| Nature Of Assets Acquired |             | Date Disposed of             |                  |
| Amount Disposed           | £43,500.00  | Nature Of Assets Disposed Of | Third party loan |

| Breakdown Of Arms Length Assets If Required |                                   |          |                     |        |                        |            |
|---|-----------------------------------|----------|---------------------|--------|------------------------|------------|
| Nature of Assets                            | Valuation of asset as at year end | Income   | Date asset Acquired | Amount | Date asset disposed of | Amount     |
| Loans Value                                 | 0.00                              | 500.00   |                     | £0.00  | 05-02-2021             | £43,500.00 |
| Land Or Interest In Land (Property) Value   | 200,000.00                        | 6,900.00 |                     | £0.00  |                        | £0.00      |

Continued.....

HMRC has now changed the number of notifiable events that apply to your pension scheme. Our systems will file these Events where they arise but these notifiable activities are not contained in the annual tax return for your SSAS as they are separate reportable activities. We have listed these as follows into reportable fund movements and reportable changes in the scheme.

In summary, reportable fund movements relate to payments made by and the reportable events that fall into this category are:

- 1: Unauthorised payments
- 2: Payments exceeding 50 per cent of the standard lifetime allowance
- 3: Early provision of benefits
- 4: Serious ill-health lump sum
- 5: Cessation of ill-health pension
- 6: Benefit crystallisation events and enhanced lifetime allowance, enhanced protection, fixed protection, fixed protection 2014, fixed protection 2016, individual protection 2014 or individual protection 2016
- 7: Pension commencement lump sum
- 8: Pension commencement lump sum: primary and enhanced protection
- 8A: Stand-alone lump sum
- 9: Transfers to qualifying recognised overseas pension schemes
- 15: Alternatively secured pension
- 16: Transfer lump sum death benefit
- 17: Lump sum payment after the death of a member aged 75 or over
- 18: Scheme chargeable payment
- 21: Flexible drawdown arrangements
- 22: Annual Allowance
- 23: Dual annual allowances.





Reportable changes generally fall under the following categories:

10: Investment-regulated pension scheme status

11: Changes in scheme rules

12: Changes to rules of a scheme treated as more than one scheme pre A-day

13: Change in legal structure of scheme

14: Change in number of members

19: Country or territory of establishment

20: Occupational pension scheme status

The requirement to issue pension savings statements and money purchase statements also applies as a HMRC requirement and you will receive these following the scheme returns, where required.

**We provide this service to ensure tax conformity of your pension fund during the scheme year.**



## 4. Cash Management System

Interest rates on most deposit and savings accounts are decreasing with many accounts paying paltry rates.

To reduce the hassle and to improve the interest rates which may be obtained, we are partnered with an established firm providing a proven cash management service, known as Insignis. The service allows you to hold your deposits with a range of providers all operated via a hub account with Barclays Bank.

The service operates on a platform and provides 24/7 access to reports on your deposit holdings. You make and withdraw deposits through the hub account which links to 30 of the top Banks and Building Societies, all accessible via the Barclays Hub.

This will significantly increase the interest you are receiving on your savings, provide additional security through keeping within the Depositors Protection Scheme limits for each provider and simplify how you manage your savings. Importantly this service is effective for those clients with £50,000 in savings, making the service relevant to many of our clients.

Included in the service is the ability to use Term Deposits for example 3 months, 6 months, 1 year or more to enhance interest received. The account provider charges a small fee, which is taken from the interest payable, and from our experience the rates remain market leading.

The account is available through Insignis and an illustration can be provided on request for cash holdings for both the pension fund and other accounts you may have. The client has full control over the account and all accounts are individually subjected to full FSCS protection.



## 5. Go Mobile

Client information is presently accessible via your PC desktop device. Given the increase in users wishing to have access to their data via their mobile phone and also on tablets, we are launching the UK's first platform for mobile phone users later this year.

### How it works:

The Retirement Capital APP will be available for android and apple users via APP STORE on your mobile devices and it will appear as this once you download the app.



Once you login to your SSAS account, you can view your holdings, perform instructions, connect with us directly and even send emails and get notifications. It will be particularly helpful for those customers who want to access their pension scheme banking and transaction activities.



Details of investment holdings, including for example pension scheme loans and Performance statistics will be accessible via your mobile device.

Any example of how your portfolio might look is given below.



Portfolio



Home



Help



Pension and income calculators will also be accessible via your mobile device, you will be able to request pension drawdown and initiate contributions also, saving you time and money.

9:41

←

Handy Calculator

Pension Income

Based on your current share of fund in respect of your crystallised account your Retirement Capital is worth:

Value:

£700,381.30

You are presently drawing £8,500 p.a. from the scheme.

This Retirement Capital could support a pension income to you at the time of £9,500 p.a. subject to liquidity.

Use the calculator to see how changes to your pension income and investment return affects your Retirement Capital:

The income I need is:

£ 0

My fund is:

£ 70038130

I expect my fund to give a NET return from investment income & gains of (%):

% 0

Calculate



# Pension scheme banking via your mobile.

Details of your banking activity for your SSAS will be accessible via your mobile phone.



# A better way to communicate and use the tools that will benefit you

Access your financial advisor via the app, and your SSAS administrator.



We are the UK's only SSAS administrator with the vision and technology to deliver this proposition and it will be exclusive to you, our valued clients. Thank you for choosing us to administer your SSAS.



## 1. Introduction

The following are the details that were on the scheme return submitted on 08 October 2019 01:29 PM.

The scheme return details were confirmed by Miss Emily McAlister.

## 2. Scheme details (basic)

| Basic details                |  |
|------------------------------|--|
| Scheme name                  | PTJ Pension Scheme   |
| PSR number                   | 12007248   |
| Scheme address               | 3 Bentgate Close<br>Newhey<br>ROCHDALE<br>Lancashire<br>OL16 4NB<br>United Kingdom |
| Billing address              | Same as scheme address   |
| Scheme type                  | Occupational   |
| Benefit type                 | Defined contribution   |
| Current status               | Open to new members since 16 April 2013  |
| Scheme year-end (DD/MM)      | 05/04 since 16 April 2013  |
| HMRC reference number (PSTR) | 00798844RJ   |

PSR number: 12007248



**3. Scheme details (membership, age profiling, leavers)**

| <b>Small scheme details</b>           |     |
|---------------------------------------|-----|
| The scheme has fewer than 12 members? | Yes |
| All members' trustees/directors?      | Yes |
| Unanimous/independent decisions?      | Yes |

| <b>Number of members as at 5 April 2017</b><br><b>The Pensions Regulator requires to know the number of members present at the scheme year-end between the dates 1 April 2017 and 31 March 2018.</b> |   |
|--|---|
| Active members   | 0 |
| Deferred members   | 2 |
| Pensioner members  | 0 |
| Total members  | 2 |

| <b>Number of members as at 5 April 2018</b><br><b>The Pensions Regulator requires to know the number of members present at the scheme year-end between the dates 1 April 2018 and 31 March 2019.</b> |   |
|--|---|
| Active members   | 0 |
| Deferred members   | 2 |
| Pensioner members  | 0 |
| Total members  | 2 |

| <b>Age Profiling</b> |                 |                    |
|----------------------|-----------------|--------------------|
|                      | <b>50 to 59</b> | <b>60 and over</b> |
| Active and deferred  | 2               | 0                  |

| <b>Scheme Leavers as at 5 April 2018</b><br><b>The Pensions Regulator requires to know the number of scheme leavers during the year up to the scheme year end given for the latest membership figures above.</b> |    |
|--|----|
| Any scheme leavers during the latest membership year   | No |

PSR number: 12007248

**4. Scheme details (assets and contributions, Scheme investments)**

| Scheme assets and contributions as at the latest membership effective date of 5 April 2018. |            |
|---|------------|
| Total net assets  | £391079.00 |
| Total employer contributions over the year  | £0.00      |
| Total employee contributions over the year  | £0.00      |
| Total transfers into the scheme over the year   | £0.00      |

PSR number: 12007248

Please note that this document cannot be used in place of a scheme return and will not be accepted as such by the Pensions Regulator. If you are required to complete a scheme return and are unable to do so online you should contact us by phone on 0345 600 5666 and select option 2 (Mon - Fri 9am - 5.30pm). Alternatively you can email us at [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

## 5. Record-keeping

| Common data  |            |
|--|------------|
| Have you measured your common data in the last three years?                | Yes        |
| When did you last measure your common data?                                | April 2019 |
| What percentage of this data have you assessed to be present and accurate? | 100%       |

| Scheme-specific ('conditional') data   |            |
|--|------------|
| Have you measured your scheme-specific ('conditional') data in the last three years? | Yes        |
| When did you last measure your scheme-specific ('conditional') data?                 | April 2019 |
| What percentage of this data have you assessed to be present and accurate?           | 100%       |

PSR number: 12007248

**6. Trustees**

| Trustee                 |  |
|-------------------------|--|
| Name of trustee         | Mrs Tracey Jane Booth  |
| Chair of trustees       | No   |
| Type of trustee         | Employer-appointed trustee   |
| Professional trustee    | No   |
| Address of trustee      | 3 Bentgate Close<br>Newhey<br>ROCHDALE<br>Lancashire<br>OL16 4NB<br>United Kingdom |
| Direct telephone number | 08006344862  |
| Direct email address    | info@pensionpractitioner.com   |

| Trustee                 |  |
|-------------------------|--|
| Name of trustee         | Mr Paul Booth  |
| Chair of trustees       | No   |
| Type of trustee         | Employer-appointed trustee   |
| Professional trustee    | No   |
| Address of trustee      | 3 Bentgate Close<br>Newhey<br>ROCHDALE<br>Lancashire<br>OL16 4NB<br>United Kingdom |
| Direct telephone number | 08006344862  |
| Direct email address    | info@pensionpractitioner.com   |

| Trustee                 |  |
|-------------------------|--|
| Name of trustee         | Mr Ivan Bennett  |
| Chair of trustees       | No   |
| Type of trustee         | Employer-appointed trustee                                   |
| Professional trustee    | No   |
| Address of trustee      | 137 Hodge Clough Road<br>OLDHAM<br>OL1 4PX<br>United Kingdom |
| Direct telephone number | 08006344862  |
| Direct email address    | info@pensionpractitioner.com                                 |

PSR number: 12007248

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| Trustee                 |  |
|-------------------------|--|
| Name of trustee         | Mrs Ann Bennett  |
| Chair of trustees       | No   |
| Type of trustee         | Employer-appointed trustee                                   |
| Professional trustee    | No   |
| Address of trustee      | 137 Hodge Clough Road<br>OLDHAM<br>OL1 4PX<br>United Kingdom |
| Direct telephone number | 08006344862  |
| Direct email address    | info@pensionpractitioner.com                                 |

PSR number: 12007248

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**7. Employer details**

| <b>Current Employer(s)</b> |   |
|----------------------------|---|
| Employer's name            | Bentgate Properties Limited   |
| Employer type              | Principal Employer  |
| Organisation type          | Private limited company   |
| Address of employer        | 7 Stamford Square<br>ASHTON-UNDER-LYNE<br>Lancashire<br>OL6 6QU<br>United Kingdom |
| Employer status            | Active since 26 October 2000  |
| Employer email address     | info@pensionpractitioner.com  |
| Companies House number     | 04097118  |

| <b>Employer relationship</b>  |                        |
|---|------------------------|
| Is the scheme intended for use by one employer or more than one employer?   | More than one employer |
| Is the scheme intended for use only by employers that are part of the same corporate group or structure?                    | No                     |
| Does each employer have a trustee on the trustee board?   | Yes                    |
| Are all employers part of a similar industry, profession or affinity organisation (such as trade body, business group etc)? | Not applicable         |

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## 8. Auto-enrolment details

| Automatic Enrolment   |     |
|---|-----|
| One or more employers using the scheme have passed the staging date above?  | Yes |
| Has any employer used this scheme on or after 6 April 2015 to meet their automatic enrolment duties in respect of any staff who were automatically enrolled or opted into the scheme?   | No  |
| Has any employer used this scheme on or after 6 April 2015 to meet their employer duties in respect of any staff who did not have to be automatically enrolled or given the opportunity to opt in because they were existing members of the scheme? | No  |

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## 9. Service provider details

### Insurance company

There is currently no insurance company listed as involved with this scheme. Details required are name, address, whether the insurer carries out the main administration of the scheme and, optionally, an insurer reference (e.g. scheme number), telephone number and email address.

### Third party administrator

|                          |   |
|--------------------------|---|
| Name of administrator    | Pension Practitioner  |
| Address of administrator | Office 12<br>Venture Wales Building<br>Pentrebach<br>Merthyr Tydfil<br>CF48 4DR<br>United Kingdom |
| Telephone number         | 08006344862   |
| Email address            | info@pensionpractitioner.com  |

PSR number: 12007248



**10. Contact details**

| Scheme contact details |   |
|------------------------|---|
| Name of contact        | Mrs Miriam Azizi  |
| Address of contact     | C/o Pension Practitioner<br>Office 12<br>Venture Wales Building<br>Pentrebach<br>Merthyr Tydfil<br>CF48 4DR<br>United Kingdom |
| Telephone number       | 08006344862   |
| Email address          | info@pensionpractitioner.com  |

| Levy contact details |  |
|----------------------|--|
| Name of contact      | Mr Paul Booth  |
| Address of contact   | 3 Bentgate Close<br>Newhey<br>ROCHDALE<br>Lancashire<br>OL16 4NB<br>United Kingdom |
| Telephone number     | 07711122917  |
| Email address        | paul@safeandsounduk.com  |

| Pension Tracing Service contact details                                  |  |
|--|--|
| There is no pension tracing service contact associated with this scheme. |  |

| Consent to electronic service details |                              |
|---------------------------------------|------------------------------|
| Confirmed by contact name             | Miss Emily McAlister         |
| Confirmed date                        | 08/10/2019                   |
| Email address                         | info@pensionpractitioner.com |

PSR number: 12007248