

Email


Re: Credit Note 70003034...

Status Reason
Sent

Owner
 

Email

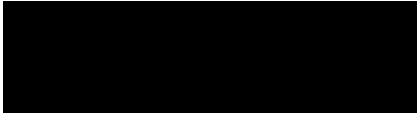
From

 <Enquiry>

Created On

01/12/2020 09:21

To



Date Sent

01/12/2020 09:35

Cc

Delay Email Until

Bcc


Subject

Re: Credit Note 70003034 Tracking ID:0271000408

Send to Secondary Email Address?

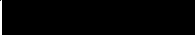
No

Regarding

 Accommodation Budget Overspend

Dear Ms Sultana,

I hope you are well.

Our Finance team have confirmed that they have received the repayment that you made with regard to the accommodation overspend. Is it possible to select 'direct payment' on credit note 70003034, which should be in either your own or  task manager? Once this has been selected, Finance will be able to match the repayment against the credit note and thus remove it from the system.

Please let me know if you require any further guidance on this.

Kind regards,

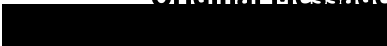


Account Manager

Independent Parliamentary Standards Authority

www.theipsa.org.uk
info@theipsa.org.uk
@ipsauk

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----- Original Message -----
From: 
Received: 28/11/2020 15:21
To: <Enquiry>

Attachments

File Name
No Email Attachment reco
0 - 0 of 0 (0 selected) Page 1

**Subject: Re: Re: Credit Note 70003034 Tracking
ID:0271000408**

Hi [REDACTED]

I've made the payment to IPSA's account and have attached the transaction receipt.

I didn't change the payment reference to [REDACTED] instead of [REDACTED] as the change would've restricted the amount I could transfer. Hope that's okay.

Kind regards,

Zarah

From: IPSA Info [Mailbox] <Info@theipsa.org.uk>
Sent: 27 November 2020 09:32
To: SULTANA, Zarah [REDACTED]
Subject: RE: Re: Credit Note 70003034 Tracking ID:0271000408

Dear Ms Sultana,

Thank you for your reply and for confirming choice of payment method.

I have attached the IPSA Repayment Form. Please complete this form, stating the credit note number (70003034) and the amount that is being repaid, sending this back to IPSA once the money has been transferred to the bank details stated on the form. Once this is received, I will raise it with our Finance team to ensure that the repayment is allocated against the overspend.

Please let me know if you require any further detail on this.

Kind regards,

[REDACTED]
Account Manager

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----- Original Message -----

From: [REDACTED]
Received: 26/11/2020 16:00
To: <Enquiry>
Subject: Re: Credit Note 70003034 Tracking ID:0271000408

Hi [REDACTED]

Many thanks for this.

I'd like to pay this overspend as a direct payment.

Kind regards,

Zarah

Date: Tuesday, 24 November 2020 at 16:31

To: "SULTANA, Zarah" [REDACTED]

Subject: Credit Note 70003034 Tracking ID:0271000408

Dear Ms Sultana,

Thank you for your time on the telephone last week.

As discussed, I wanted to make sure that the figures relating to the 2019-20 Accommodation Budget overspend were stated via email so that you have a full breakdown of what credit note 70003034 relates to, before selecting an option for repayment.

The total pro-rated Accommodation Budget for 2019-20 was £4,884.59, as determined by the lease start date of 14 January 2020. The total spend against this budget was £12,663.24. An amount of £5,700 of this total was the result of rent on the property both being paid directly by IPSA to the landlord and also claimed as reimbursement. With regards to publication of the data, this amount will be moved into the 2020-21 financial year and be considered as rent payments for made between January and March 2021. Due to these overpayments having been made on the property, direct payments to the landlord will therefore be suspended between these months to account for this amount.

This leaves a remaining overspend of £2,078.65, which is the result of a combination of rent, utilities and council tax. I have attached an Excel spreadsheet which details a breakdown of the overall costs.

If this data matches with your own records, please select a repayment method on the credit note sent. You can either choose to repay the overspend by direct payment, offsetting against future claims or salary deductions.

Please let me know if you have any further questions on this.

Kind regards,

[REDACTED]
Account Manager

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