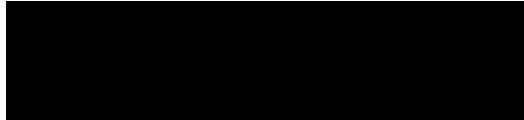


Email

RE: Claim for solicit...Status Reason
ReceivedOwner
 CRM Admin**Email**

From



Created On

07/05/2021 13:57

To

 <Enquiry>

Date Sent

Cc

Delay Email Until

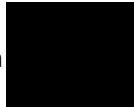
Bcc

Subject

RE: Claim for solicitor fees Tracking ID:0284000385

Send to Secondary
Email Address? NoRegarding  Mike Hill - Winding Up

Good afternoon

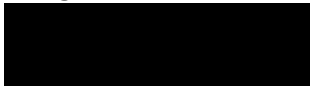


Please see attached, the completed end of year form in relation to Mr Hills solicitors bills.

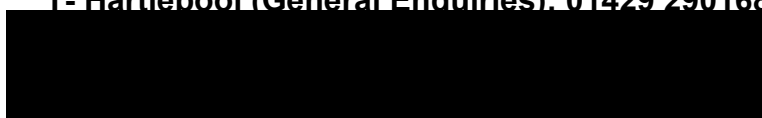
If I need to do anything more, please let me know. I could not find the form on the site, so have completed the copy you have provided.

Thanks for you help with this.

Regards



House of Commons, London SW1A 0AA
23 South Road, Hartlepool, TS26 9HD
T- London: 020 72192543
T- Hartlepool (General Enquiries): 01429 290168

**Attachments**

File Name
Copy of Year End Form 2020-21.xlsx
image001.jpg
1 - 2 of 2 (0 selected) Page 1

From: IPSA Info [Mailbox] <Info@theipsa.org.uk>

Sent: 04 May 2021 11:43

To [REDACTED]

Subject: Claim for solicitor fees Tracking ID:0284000385

Dear [REDACTED]

Thank you for your time on the phone just now.

Our Year End guidance explains that in order to assign expenses that were not claimed prior to 31 March to the 20-21 financial year, they would need to be included on a Year End form submitted to IPSA by 15 April and claimed for by 15 May.

However, Mr Hill only has access to the winding up budget in the current financial year 21-22 and would therefore be unable to claim for expenses such as the solicitor bills, which he has yet to claim for.

With this in mind, we have agreed that we can accept a delayed Year End form submission. Please add the expense to the Year End form (attached) and submit the relevant claim by 15 May.

Please submit a reimbursement claim for the solicitor fees, noting that the expense can be claimed from either Staffing or Office costs. You can use the Bought-in Services expense type and subcategory Professional & consultancy.

Once submitted, the claim will be automatically returned to your task manager by the system as the 'selected budget has exceeded'. This is because there is no budget available in the current financial year. However, as this claim will be moved back to 20-21, please access the task and select 'submit anyway', adding a brief comment to explain this.

Please also note that you can also view your 20-21 dashboard by accessing IPSA Online, selecting the menu icon in the top left hand corner of screen, selected information pages and then 2020-21 MP Dashboard.

Kind regards,

IPSA
Independent Parliamentary
Standards Authority

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

@ipsauk

The financial year ends on 31 March and there are important deadlines to complete the year-end process. Click [here](#) **to access information and guidance.**

We are working remotely until further notice. Information and guidance is available on our [information website](#). MPs and staff can book a call with a member of the MP Support or Payroll teams [here](#).

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