






Email

Credit Note 70003034 Tra...

Status Reason
Sent

Owner
 

Email

From	 <Enquiry>	Created On	24/11/2020 16:18
To	 Zarah Sultana	Date Sent	24/11/2020 16:31
Cc		Delay Email Until	
Bcc			
Subject	Credit Note 70003034 Tracking ID:0271000408		
Send to Secondary Email Address?	No		
Regarding	 Accommodation Budget Overspend		

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.

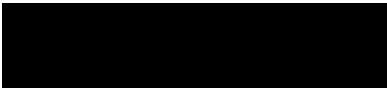
The total pro-rated Accommodation Budget for 2019-20 was £4,884.59, as determined by the lease start date of 14 January 2020. The total spend against this budget was £12,663.24. An amount of £5,700 of this total was the result of rent on the property both being paid directly by IPSA to the landlord and 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,



Account Manager

Attachments

File Name	
Ms Z Sultana 2019-20 Accommodation Sp	
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