

## Email

## Claim for solicitor fe...

Status Reason

Sent

Owner

## Email

From

 <Enquiry>

Created On

04/05/2021 11:26

To

Date Sent

04/05/2021 11:43

Cc

Delay Email Until

Bcc

Subject

Claim for solicitor fees Tracking ID:0284000385

Send to Secondary  
Email Address? No

Regarding

 Mike Hill - Winding Up

Dear

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.

## Attachments

File Name

Year End Form 2020-21.xlsx

1 - 1 of 1 (0 selected)

Page 1

**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,**



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@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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**04/05/2021 11:43**