

## Email

**RE: Claim for solicit...**Status Reason  
Sent

Owner

## Email

From

 <Enquiry>

Created On

12/05/2021 10:46

To

Date Sent

12/05/2021 11:00

Cc

Delay Email Until

Bcc

Subject

RE: Claim for solicitor fees Tracking ID:0284000385

Send to Secondary  
Email Address? No

Regarding

 Mike Hill - Winding Up

Dear

Thank you for your email and for providing the year end form. I have passed this on to our finance team to ensure we are able to process this before 15 May 2021.

I note that the claims you have put in for the solicitors fees are currently at a soft-stop on the system. That means you will have tasks in your task manager for these claims.

In order to get the claims through to us, you'll need to log on to the system, click on the tasks in your task manager (the "tick" icon in the top-right hand corner of the screen) and, once you have opened the task, click the "Submit Anyway" button at the bottom of the screen. This will then send the claim through to our Validation Team in order for them to process it.

Hopefully this is clear, but please let me know if you have any problems with this and we can arrange for a call to work through the tasks together.

Kind regards,

## Attachments

File Name

No Email Attachment

0 - 0 of 0 (0 selected)

Page 1

**Independent Parliamentary Standards Authority**

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info@theipsa.org.uk

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**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](#).**

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

**From:** [REDACTED]  
**Received:** [REDACTED]  
**To:** <Enquiry>  
**Subject:** RE: Claim for solicitor fees Tracking ID:0284000385

Good afternoon [REDACTED]

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**

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

Sent: 04 May 2021 11:43

To [REDACTED]

Su [REDACTED]

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,



[www.theipsa.org.uk](http://www.theipsa.org.uk)

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**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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**12/05/2021 11:00**