

## Bulletin 11 June 2020

For those Members of Parliament making regular journeys to Westminster, in addition to the normal travel and accommodation rules of the [Scheme](#), IPSA will pay for the extra costs you may incur in having to travel to Westminster from a London area home, if you need to avoid using public transport. This applies from 2 June to the start of the summer recess, and we will review the position after that date. As in all cases, we ask you to ensure value for money, and in line with government advice, walk or cycle where possible.

Our coronavirus [FAQs](#) have been updated with specific questions you may have about returning to Westminster. See 'Travel to Westminster for MPs June - July 2020' sub-section.

Thank you to those who responded to our consultation on additional support to your offices as result of coronavirus. The consultation has now closed and we will report back in the next few weeks.

This bulletin contains new information on the following:

- Bank Account Details, Addresses and Barclaycard

Important information you should still be aware of includes:

- Year-end 2019-20
- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

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## Bank Account Details, Addresses and Barclaycard

Keeping your bank account details up to date on IPSA Online is important to ensure reimbursement for claims and payment of salaries can be made. If these are not up to date, payments will not go through and this will delay you receiving money you are due.

If you have a new bank account, or would like payments made into a different account, please update your details. Guidance on how to do this can be found [here](#).

It is also important to keep your home address up to date on IPSA Online for payroll purposes and if you claim for security funding for your home address. If you have moved home recently, or are not sure if this information is up to date, please make sure to check and update this. Guidance on how to do this can be found [here](#).

Lastly, please make sure your addresses with Barclaycard are up to date. If you have moved home or office and want your billing or statement addresses updated, please call Barclaycard on 0800 008008. If you are not sure what the address for either of these is and want to check, please call Barclaycard on the above number.

If you are required to order a new card, it will be sent to the billing address, so it is important this is kept up to date.

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## Year-end 2019-20

The deadline for submission of claims for 2019-20 and year-end paperwork is **30 June**. Please use the form found in the year-end 2019-20 section of the

website [here](#) along with [guidance](#) for completing the process. Our coronavirus [FAQs](#) include year-end specific questions that you may have.

We are hosting a year-end webinar on 16 June at 2pm. You can sign up [here](#).

Please use the tips below to ensure the lead up to the year-end deadline is as simple as possible for you:

1. **Check your budgets** - ensure you check your budgets before making any claims for costs up to 31 March 2020. Guidance on how to check your budgets and use our reports can be found [here](#).
  2. **Task Manager** - Check your task manager and action all tasks. Submitted claims that have not been fully processed will not show against your Budget v Expenditure report.
  3. **Submit all incomplete claims** - clear unnecessary claims or those started in error by changing the amount to £0 and submitting. This will remove the claims and won't affect your budget.
  4. **Reconcile all payment card lines** - open your Payment Card reconciliation form and reconcile all lines. Please reconcile all lines for the 2019-20 financial year by 30 June 2020 to avoid them having an impact on the budget for the new financial year.
  5. **Repay any money owed** - check your task manager to see if you have any tasks titled 'Choose Payment Method (or reject)'. Action these tasks and repay money by selecting 'Direct payment' as your option. Alternatively, select 'Offsetting' or 'Salary deductions'. If you repaying money, please send a completed [repayment form](#) to [info@theipsa.org.uk](mailto:info@theipsa.org.uk).
  6. **Complete a year-end form** - submit the [year-end form](#) by 30 June 2020 to allocate costs to the correct financial year. For guidance on the year-end process, [click here](#).
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## Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.

Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. bike loan); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with an **Account Manager**.

If you would like to book a call, [click here](#).

If you do have a telephone call, please use the feedback survey afterwards to let us know how it went, and suggest any improvements.

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## Contact Information and Support

We have a range of channels available to provide support to you during the coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#). This includes a dedicated tab for IPSA Online guidance with mini guides on the various aspects of IPSA Online. Please do not refer to the original large user guides.

Queries can be submitted to IPSA teams by emailing the MP Support ([info@theipsa.org.uk](mailto:info@theipsa.org.uk)) or Payroll teams ([payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk)).

Our call booking service can be found [here](#).

We also have online training sessions available. We have introduced a new Ask IPSA session which you can find out more about below as well as upcoming training sessions. These can also be found on the [Learning and Development](#) page on the IPSA Homepage.

## **IPSA ONLINE TRAINING**

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here](#).

## **YEAR-END**

IPSA's Head of Operations, Karen Lacey, will present the key points to note and actions to take in relation to year end requirements. There will be an opportunity to ask questions at the end of the webinar.

**Tuesday 16 June, 2pm** for one hour. [Sign up here](#).

## **LEASES**

An IPSA Account Manager will talk through how to register new and update existing properties with IPSA, including submitting forms and, importantly, the supporting documentation needed so that your property registration and property amendment forms can be processed promptly as soon as we receive

them. There will be an opportunity at the webinar to ask questions at the end.

**Monday 29 June at 2pm** for one hour. [Sign up here.](#)

## **PAYMENT CARD RECONCILIATION**

It's really important that your payment card is reconciled on time by the 8th of each month, and that all claims made on the payment card last year are fully reconciled by **30 June**. To help you do so, an IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card. There will be an opportunity to ask questions at the end of the webinar.

**Thursday 25 June at 3pm** for one hour. [Sign up here.](#)

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Our office is currently closed and our staff are working from home. Please do not post any documents or cheques to our office. If you need to send documents to us, please email them to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk) as appropriate.

If you are repaying money to IPSA, please make a BACS payment and email a completed [repayment form](#) to [info@theipsa.org.uk](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.