

IPSA

Bulletin: News and Updates from IPSA



6 October 2021

We wish a happy Navratri to all those celebrating tomorrow. Below are some short updates and reminders from IPSA.

Thank you to all those who have volunteered for the Scheme Review Reference Group. We would like to invite more representatives from across the UK and political parties so if you are from Wales, Scotland or Northern Ireland and haven't yet applied, we would really like you to join. [You can find more information about the group here.](#)

Our phone lines will be closed this Friday, 8 October. If you have any queries, please contact your account manager or email info@theipsa.org.uk.

This week's bulletin contains information on:

- [Annual Publication Data - Deadlines](#)
- [The IPSA Checklist](#)
- [Staff Overtime Forms - Covid-19 Budget](#)

Information you should still be aware of includes:

- [Training and Development](#)

- [Contact us](#)

With best wishes

The IPSA Team

[Annual Publication Data](#)

On Thursday 23 September we sent an email to all MPs regarding annual publication for 2020-21. If you have not received this email, please [let us know](#).

On 18 November, we will be publishing the aggregate data for your business and staffing costs, claims, and salary for the 2020-21 financial year. As in previous years, you also have the opportunity to provide commentary on our website about how you have used IPSA funding in support of your parliamentary work and constituents.

If you have a query about your data, please note the deadline to [email us](#) is tomorrow, **Thursday 7 October**.

The deadline for salary deductions is **Friday 29 October**.

The deadline for repayments is **Monday 1 November**.

You are welcome to add commentary to your annual publication data.

Please [send this to us](#) by **Thursday 4 November**.

For more information, you can register for our [Publication webinar](#), running on 13 October at 11am and 26 October 2:30pm.

[The IPSA Checklist](#)

We have created a useful checklist of tasks that should be completed on a weekly, monthly, bi-monthly and yearly basis.

You can view the list [online](#) or [download the printable version](#). We hope this will help you keep on top of everything IPSA so that you can spend more time focussing on what really matters.

Weekly	Monthly
<p>Every week, when it suits you!</p> <ul style="list-style-type: none">✓ Login to IPSA Online and Check your task manager for any issues which need your attention✓ Make new claims as soon as possible after the cost is incurred✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - IPSA Bulletin✓ Check if the MP owes IPSA any money and repay it, or query it, if necessary - IPSA Debt Catch Up✓ Calculate mileage and make regular claims to ensure prompt payment - Claiming mileage✓ Resolve any returned claims in task manager to prevent any payment delays - Returned claims✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - Guidance on Receipts✓ Address email alerts from IPSA Online that need your attention <p>Payroll</p> <ul style="list-style-type: none">✓ Submit your timesheet, for the relevant week ending	<p>Monthly</p> <p>Key dates 8th and 17th of the month</p> <ul style="list-style-type: none">✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8th of the month. Tell us immediately if you think there is fraud on your payment card - Payment card reconciliation✓ Check uploaded direct supplier costs, and tell us about any issues - Direct Supplier Payments to IP✓ Check your budget / spend position and print accordingly - Budgeting✓ Tell us about any changes to your properties, so we pay your landlord correctly - Update your properties✓ Contact your Account Manager to resolve any outstanding issues - Contact IP✓ Credit notes, check that you have no outstanding credit notes - Credit Notes✓ Review any claims in draft and either submit or contact IPSA to delete as necessary✓ Check your dashboard for any outstanding payment card lines, debt or property issues - Link to the IPSA Dashboard <p>Payroll</p> <ul style="list-style-type: none">✓ Tell us about any payroll changes by 15th of the month - Payroll cut off date✓ Run a staff budget report (at the end of the month), to check the data above and ensure that no overpend is forecast - Payroll Modelling Report✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)✓ Check your payroll and report any issues to payroll

Staff Overtime Forms - Covid-19 Budget

If you want to use your Staffing (Covid-19) budget for MP Staff overtime, please ensure you specify this in the reason or description field on the online form. We will then apply this automatically for you.

Information you should still be aware of...

Training and Development

We currently have a programme of training sessions on a range of subjects. These explain our rules, demonstrate processes and answer other questions you may have. Our current programme of sessions includes:

- An introduction to IPSA Online
- Drop-in training for IPSA Online
- Managing your business costs: claims and budgeting
- Managing your properties: The IPSA Property Lifecycle
- Monies Owed Webinar

- Reconciling your Payment Card
- Returned Claims Webinar
- Staffing Budget webinar
- Publication webinar

[Click here for more details and to register](#)

Contact Us

Website: check the [MP and MPs' staff website](#) for general queries.

Email: email info@theipsa.org.uk or payroll@theipsa.org.uk with queries for your dedicated Account Manager or Payroll Officer. Your email will be directed to your team and someone will get back to you. Our aim is to get back to you within 5 working days but we'll reply sooner if we can.

Book a call: to speak to your dedicated Account Manager or Payroll Officer using the [call booking system](#). They will contact you at the allocated time. You can find information about your IPSA team on our [Contact us](#) page.

Call the support team: You can call us directly on **020 7811 6400**. Your call will be answered by a member of the team, not necessarily your Account Manager or Payroll Officer, who will try to resolve your issue or will forward to a member of the team.
