



28 January 2021

We are pleased to launch two new training sessions to help you to complete IPSA tasks. The new training sessions will focus on budget management and how to reconcile your payment card. These join the existing training sessions for IPSA Online, the Staffing Budget Report, and Property Registration, Management and Amendment. In response to feedback, all of these training sessions are now spread across different days of the week to enable as many people as possible to attend.

This Bulletin also includes a reminder about the COVID-19 Staffing Budget Supplement for 2021-22. Details of your other budgets for 2021-22 will be announced once the formal budget-setting process has been concluded.

As we approach the end of the financial year, we will shortly be publishing the year-end form and guidance. As always, we are keen to help you know whether you need to complete the year-end form and if so, support you to do this. Further information to follow.

This bulletin contains new information on the following:

- COVID-19 Staffing Budget Supplement for 2021-22
- Reports on IPSA Online
- P11Ds
- Training and Development - New webinars added

Important information you should still be aware of includes:

- Contacting us

With best wishes

The IPSA Team

COVID-19 Staffing Budget Supplement for 2021-22

We wrote to you at the end of last year to say we have extended the COVID related Staffing Budget supplement into the 2021-22 financial year. An additional **£24,970** will be available for MP staffing budgets outside of the London area and **£27,680** for London area MPs.

We appreciate that each MP's office is different and the discretion on how to deploy this staffing resource is a matter for you to decide locally. But the additional budget could fund, as examples:

- Recruitment of an additional full-time member of staff (or retention of a current fixed term appointment) until the end of 2021;
- Two full time appointments from April to July; or

- One part-time appointment working 3.5 days per week for the full financial year
- Overtime payments or contract extensions for your existing staff

You may find it useful to discuss this with the House's Members' HR Service who would be happy to hear from you. They can be contacted at membershr@parliament.uk.

Reports on IPSA Online

Following your feedback, we have made changes to the reporting functions within IPSA Online to make them more helpful for you. We have created consistent column headings across the platform, and have provided definitions for the information contained in each column, which are included in our new [Glossary of Report and Financial Terms](#).

For those of you who previously used the 'Account details (This row)' report under 'MPD IP Budget V Expenditure', this is now called 'Breakdown by Expense type (This Row)'. The information in this report and process to view it is unchanged, see our guide [here](#).

We have also added a new report called 'Business Costs Breakdown' which provides greater information about what business costs are allocated against your budgets. You can find a guide on beginning to use the Business Costs Breakdown report [here](#).

If you would like to know more about how to use the new reports and additional information, please attend one of our new training sessions on Budget Management: Claims, Debt and Spend starting on Thursday 11 February. The

sessions will cover how you can run the reports and interpret the data. There will be time for questions at the end. Sign up for training [here](#).

P11Ds

IPSA will not be issuing P11Ds for 2020/21. Since April 2019, all taxable expenditure is put through the monthly payroll and taxed at source. P11Ds are no longer necessary, all the information you need about IPSA payments can be found in your payslip.

Training and Development

NEW - Budget Management

An IPSA Account Manager will talk through some additional features of IPSA Online that are not covered in IPSA Online training, and how these features can be used to effectively manage your claims, debt and spend. It will also include some additional tips to make it easier to manage your budgets.

This will include:

- How to run and understand the new 'Business Costs Breakdown' report
- How to run and understand the 'Breakdown by Expense type' report
- How to run claim and payments reports
- How to use the analyzer tool
- How to action a credit notes

This webinar will be around an hour long, with an opportunity to ask questions at the end.

Date and time: These webinars will be held on Thursday 11 February, Tuesday 16 March and Friday 9 April at 2pm.

[Register for Budget Management training](#)

NEW - Payment Card

An IPSA Account Manager will talk through how to reconcile your payment card.

The session will last between 45 and 60 minutes and there will be an opportunity to ask questions at the end.

Date and time: These webinars will be held on Tuesdays, Wednesdays and Thursdays at 10am throughout the year.

[Register for Payment Card training](#)

Staffing Budget Report

If you would like to know more about the Staffing Budget Report, please join one of our monthly Staffing Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staffing Budget Report
- How to understand the Staffing Budget Report
- How to make amendments to the Staffing Budget Report

- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

Date and time: These webinars will be held on Tuesdays, Wednesdays and Thursdays at 10.30am throughout the year.

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

[Register for Staffing Budget training](#)

Property Registration, Management and Amendment

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the supporting documentation required so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the session.

Date and time: These webinars will run on Tuesdays, Wednesdays and Thursdays at various times throughout the year.

[Register for Property training on 9 February at 10.30am](#)

[Register for Property training between March and December](#)

IPSA Online Training

Our [IPSA Online](#) training workshops are designed to give MPs and staff confidence in using our expenses, finance and payroll system. They take place every Tuesday and Thursday at 2pm using a virtual platform.

If you are an experienced proxy, or work for a returned MP, please be aware these sessions are designed to help those unfamiliar with the system.

The two-hour workshops include the following:

- an introduction to [IPSA Online](#)
- expenses
- payroll
- task manager
- MP dashboard
- getting help

Date and time: Every Tuesday and Thursday at 2pm.

[Register for IPSA Online training here](#)

Contacting us

There is information available on the [IPSA website for MPs and staff](#).

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail

documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

If you are submitting a New Starter form, please include their parliamentary email address so that we can set up their IPSA Online account with this email.

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