

26 January 2016

**This bulletin contains:**

**For action:**

- [Year – End Guidance](#)

**For information:**

- [Security funding](#)
- [Westminster drop-in](#)

**For action:**

### **Year-end finances**

We have written to all MPs with guidance to help you manage your finances over the year-end. There are some new deadlines to submit claims for the current financial year so it is essential that you read the guidance in full and take note of what action you need to take.

This information is also available on the [website](#) in the 'IPSA for MPs' section and under the 'How to Guides'. We will be adding further details to these pages. If you have any questions, then please get in touch.

**For information:**

### **Security Funding**

IPSA has always taken seriously the need for MPs and their staff to be secure as you conduct your work. But recent events have led us, with the Police and the House of Commons, to take stock of our arrangements to ensure that they are appropriate to changed circumstances.

In recognition of this, and with the advice of the police, we sent you a security pack last week. This lists enhanced measures that you can claim for, and guidance on staying safe. Please read the letter and the pack for further information and how to claim.

### **Westminster drop-in sessions**

We are holding drop-in sessions in the House of Commons every week between 3pm – 4pm during January and February. These will be held in the following rooms, just off Westminster Hall:

Wednesday 27 Jan: Room W2

Wednesday 3 Feb: Room W4

Tuesday 9 Feb: Room W2

Please come along with any questions you may have about the IPSA systems, claims, expenses scheme, payroll and any other related matter and we will be happy to help.

**IPSA Contact Details**

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

**Email:** [info@theipsa.org.uk](mailto:info@theipsa.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)