

Bulletin 18 June 2020

We hope you are keeping well.

From today, your business costs data for December 2019, January, February and March 2020 will be available for you to check within IPSA Online. This data is due to be published on Thursday 9 July. There are further details below. If you are a new MP, we will send you further guidance next week to explain the process of publication of your business costs.

With regular journeys to Westminster taking place for some MPs, please remember that 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](#) include specific questions you may have about returning to Westminster. See 'Travel to Westminster for MPs June - July 2020' subsection.

This bulletin contains new information on the following:

- Publication of Business Costs
- Right to Work Checks

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

Publication of Business Costs

On Thursday 9 July we will publish your business costs that IPSA processed for December 2019 and January, February and March 2020.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Thursday 2 July 2020 at the latest to let us know. Please email info@theipsa.org.uk.

You can access your data directly on the IPSA Online Homepage from today. Go to www.ipsaonline.org.uk and click on Publication Data. You will be able to view your claims online or download them. A guide to accessing publication data through the IPSA Online homepage is available [here](#).

Please note that your data may include claims from before December 2019. On previous publication dates we may not have published certain claims for various reasons, but with the intention to publish at a later date. We make amendments to the data already on the website when necessary.

Right to Work Checks

The government has issued updated guidance on right to work checks, which have been temporarily adjusted due to coronavirus. This is to make it easier for employers to carry them out.

Please refer to the updated advice [here](#) when you are recruiting new members of staff.

If you have any queries about the guidance, please contact Members' Support Team HR, who can be contacted via email at membershr@parliament.uk or via telephone on 020 7219 2080.

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.

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 are repaying money, please send a completed [repayment form](#) to 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](#).

Earlier in the week, we sent this [guidance](#) to proxies, on how to approach the year-end deadline, which you may find helpful.

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.



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.

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

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

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

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

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](#).

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 or 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. Our bank details can be found on the repayment form.