

Bulletin, 28 March 2019

Today's bulletin includes important information about the new IPSA Online system which is due to go live on **Tuesday 2 April**. In particular please note the deadline of **Monday 8 April** for timesheets.

Earlier this week, IPSA's Board wrote to the Speaker and others about MPs' staffing budgets. You can read the letter [here](#).

The new Scheme of MPs' Business Costs and Expenses for 2019-20 starts from Monday 1 April. We have summarised some key changes below.

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400. Please remember to press 1 for MP Support Services or 2 for Payroll.

IPSA Online

Our new IPSA Online expenses, payroll and HR system is launching on Tuesday 2 April. IPSA Online is designed to be easy to use. [User guides](#) are available on the IPSA Online Homepage to support you and you can call or email IPSA in the usual way if you need any further help.

You will be able to access the new system at the homepage from Tuesday. The homepage will feature a new button to access the new system.

The new system is for 2019-20 claims only and you can continue to use the current systems for all 2018-19 claims. We will contact you again next week

when the new system is available, together with some guidance on using the system for the first time.

IPSA Online Training

Further training is available in Coventry and Oxford next week. Please use the links below if you would like to attend.

[Regional classroom & refresher training](#)

There are 3 one hour-long seminars being held in Committee Room 8 of the House of Commons. You do not need to book for these sessions. Please add these to your calendar if you wish to attend. Further classroom training dates will be added later.

Monday 1 April at 3pm

Thursday 25 April at 3pm

Thursday 2 May at 5pm

Financial Year End

All claims for the current financial year must be made using the existing system. The current financial year ends in the next few days. There is guidance [here](#) to help you manage your finances across the end of the 2018-19 financial year. It is your responsibility to remain within your budgets. If you do not correctly allocate the claims during this period, you may overspend your budgets, requiring repayment.

You must submit your year-end accrual form for 2018-19 claims by 15 April. Late submissions are not possible.

There is also information [here](#) regarding HMRC changes to the treatment of taxable expenses that may affect you.

Timesheets

The current timesheet system has now closed. Next week it will be possible to submit timesheets in the new system.

The deadline to submit the timesheets is earlier than usual. All timesheets must be submitted and approved by **Monday 8 April**. These will automatically be allocated to the 2018-19 financial year, and will be paid at the end of April.

An accrual form will need to be completed for any claims for the existing 2018-19 financial year that are submitted after 8 April.

Paper Payslips

This week MPs and MPs' staff will be receiving paper payslips from IPSA for the last time. The P60 for the 2018-19 financial year will be printed, but all future months will have payslips available online only. These can be printed off if you need to have a paper record.

2019-20 Scheme of MPs' Business Costs and Expenses

The Scheme of MPs' Business Costs and Expenses for 2019-20 will come into effect from Monday, April 1. You can read the new Scheme [here](#). The new adjusted budgets and staff salary ranges can be seen at the end of the

Scheme, and are also available on the IPSA website. There are a small number of changes to the Scheme for you to be aware of:

- We have introduced a new winding-up payment, which will be paid to MPs who lose their seats at a General Election, and to MPs who stand down at a snap election. We made this change based on feedback we received following the 2017 election and the consultation on MPs' remuneration held in 2018.
- We have changed the rules to allow MPs to pay a fee in order to 'hire' their existing IPSA-funded equipment for campaigning before a future election. This would be similar to the approach taken by the House of Commons in respect of House-provided IT equipment before the 2017 election. We believe this change will mean a much clearer and more coordinated approach by IPSA and the House of Commons in the pre-election period.
- The rules now provide discretion for IPSA to vary the 90-day period for claim submission in exceptional circumstances. This is a pragmatic change which will help IPSA be more responsive to exceptional circumstances.
- The rules also now provide discretion for IPSA to extend the winding-up period beyond the normal two months, in exceptional circumstances. An example is where an MP has been subject to a successful recall petition in their constituency and is contesting the by-election to return to Parliament. The ability to extend the winding-up period past two months in this type of circumstance could have a number of practical benefits, and would be fairer in particular to the former MP's staff members.

A number of other minor amendments have been made to clarify the rules and processes in a few areas.

IPSA's New Address

A reminder that IPSA has relocated from 30 Millbank to 85 Strand.

The new address is:

IPSA
85 Strand
London
WC2R 0DW

IPSA's phone numbers will remain the same.

The main number is 020 7811 6400.