

IPSA

Bulletin: News and Updates from IPSA



3 February 2022

Thanks to everyone who came to the MP Staff User Group this week. It was another valuable session for us to understand your needs. If you would like to join the MP Staff User Group, you can register [here](#). The next meeting is due to be on Wednesday 9 March at 2.30pm.

We know that many offices are keen to get confirmation of the budgets for 2022-23. We can announce these as soon as they are confirmed by SCIPSA in early March. In the meantime, we have already announced that the current Covid staffing budget uplift will remain based on a full time caseworker salary (£33,000 for non-London MPs and £36,000 for London MPs).

Our phone lines will be closed tomorrow, Friday, 4 February, for training. If you have an urgent query, please email us and state in the subject line that it is urgent. Otherwise, normal service will resume on Monday.

This week's bulletin contains information on:

- [Year-end 2021-2022](#)
- [Year-end training](#)

- [IPSA Payment Card - Authentication Messages](#)

Information you should still be aware of includes:

- [Regional Teams](#)
- [IPSA Checklist](#)
- [Training and Development](#)
- [Contact us](#)

Year-end 2021-2022

Last Thursday, 27 January, our CEO [wrote a letter](#) outlining the year end-process, where to find our [comprehensive guidance](#) and the [assistance](#) available to you. We have also published a page on our website which will guide you through all the necessary steps you need to take.

[Click here to get started](#)

The year-end process is an important part of the accounting calendar and applies to all organisations. Information provided at year-end is part of the annual reporting summary which underpins our work to provide assurance to the general public that MPs' use of public money is well regulated.

If you need to [complete a year-end form](#), please do so and submit it along with the necessary supporting evidence on IPSA Online, to info@theipsa.org.uk by **23:59 on Thursday 14 April 2022**.

We will write to you by the end of August if it appears you have overspent on any of your 2021-22 budgets, asking for repayment where necessary. If you are concerned about your budgets for this year, please [contact us](#).

Year-end Training

We know that getting ready for year-end can seem like a daunting task but we're here to guide you along the way. We've set up a range of year-end webinars and a year-end drop-in session to help you understand the process and feel more confident in the tasks you have to complete.

Everyone is welcome to join the sessions, visit the [year-end page](#) for more information and to register.

IPSA Payment Card - Authentication Messages

Barclaycard Business has sent some text messages to IPSA Payment Card holders asking for authentication permissions. Barclaycard contacted us to confirm that these texts are genuine.

The message is:

Business cardholders will soon need to take an extra verification step when making some online payments. As a Barclays Group company we will use the mobile number held on your Barclays account to send you messages so you can authenticate payments when using your Barclaycard Commercial Card ending XXXX. If you don't want us to use this mobile number, please reply back to this text with the word NO - if this number is incorrect please contact us using the telephone number on the reverse of your card. Kind regards, Barclaycard Business

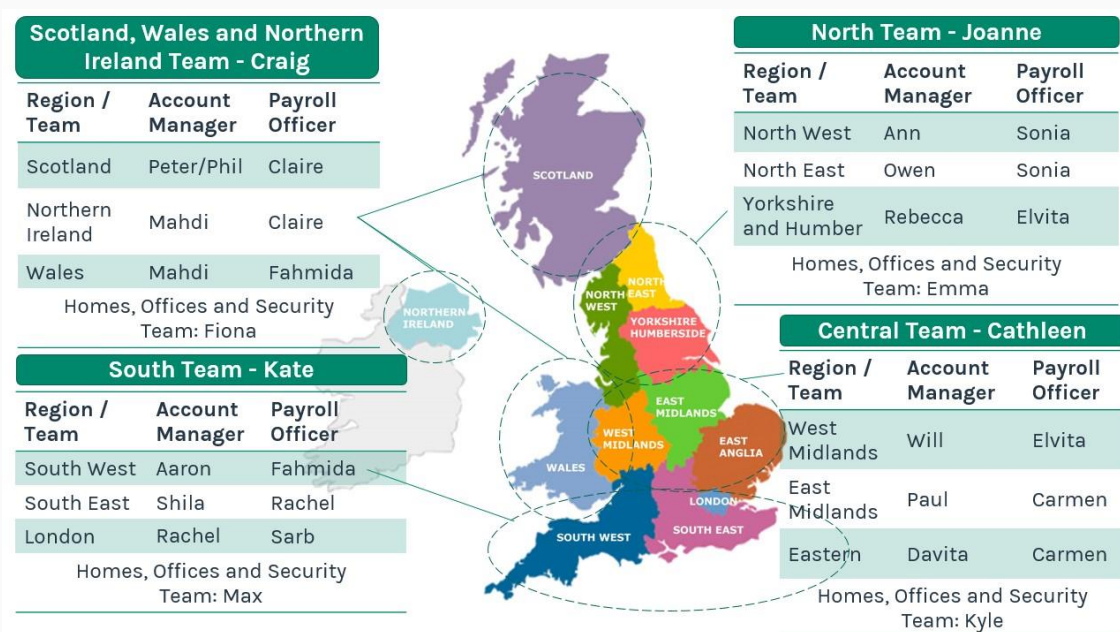
Cardholders will soon need to identify themselves when making online purchases by authenticating their transaction. This can be done by requesting a one-time passcode either via SMS, Physical PIN Sentry card reader device or, if a cardholder has a Barclays relationship, they can use the mobile authentication method provided within the Barclays Mobile App.

Barclaycard has identified that they hold mobile numbers for cardholders with Barclays but they do not always hold one with Barclaycard Payments. In these cases, cardholders have been sent text messages to give them an opportunity to opt out of using the mobile number held with Barclays for their business card.

Information you should still be aware of...

Regional Teams

We now have dedicated Payroll Officers as well as Account Managers for each region. Please check the map below to see your named Payroll Officer and Account Manager. You can see a larger version of the map [here](#).



To contact your Payroll Officer or Account Manager, please visit our [call booking page](#). You can also email payroll@theipsa.org.uk or info@theipsa.org.uk.

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.

The graphic is titled 'IPSA Checklist' and is divided into two columns: 'Weekly' and 'Monthly'. The 'Weekly' column is headed 'Every week, when it suits you' and lists tasks such as logging into IPSA Online, making new claims, checking for the IPSA Bulletin, repaying money, collating mileage, resolving returned claims, filing invoices, and addressing email alerts. The 'Monthly' column is headed 'Key dates 8th and 15th of the month' and lists tasks such as reconciling payment cards, checking budget spend, reporting changes to properties, contacting account managers, reviewing credit notes, checking dashboards, and running staff budget reports. Both columns include links to various resources and reports.

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
- Returned claims webinar
- Staffing budget webinar
- Publication webinar

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

Contact Us

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.

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.

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.