

## Bulletin 4 June 2020

To those Members of Parliament who returned to Westminster this week, we have provided advice below about what can be claimed due to returning to Parliament. You can find out more on the dedicated coronavirus page on our website [here](#).

Tuesday 30 June is the deadline for year-end and we want it to be as smooth as possible for you. The form and guidance are available [here](#). This week's bulletin contains some useful tips to help you prepare.

This bulletin contains new information on the following:

- Year-end 2019-20
- Returning to Westminster
- Website Content Feedback

Important information you should still be aware of includes:

- Staffing Budget
- P60s
- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

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## Year-end 2019-20

The deadline for submission of claims for 2019-20 and year-end paperwork is **30 June**. We have provided these tips to help you prepare:

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 budgets.
3. **Submit all incomplete claims** - clear unnecessary claims or those started in error by changing the amount to £0 and submitting. This will not 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'.
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](#).
7. **Further help** - We are hosting an online training session for year-end and you can find out more information below. See our coronavirus [FAQs](#) for year-end specific questions that you may have.

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**Returning to Westminster**

For those Members of Parliament who returned to Westminster this week, the normal rules relating to travel and accommodation costs still apply (see chapters four and nine of the [Scheme](#)).

In recognition of the current exceptional circumstances, and in line with the similar arrangements that the House of Commons have put in place for Parliamentary staff, IPSA will pay for the additional costs MPs may incur in having to travel to Westminster from a London area home, if they 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. Staff employed by MPs are subject to government advice and should continue to work from home if they can.

As in all cases, MPs should ensure value for money, and in line with government advice, should walk or cycle where possible.

Our coronavirus [FAQs](#) have been updated with specific questions you may have about returning to Westminster. See 'Travel to Westminster for MPs June - July 2020' sub-section.

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## **Website Content Feedback**

We are evaluating and improving how information about IPSA's rules and systems is presented online on our [website](#). We are looking for volunteers to participate in a 45-minute user interview alongside our digital agency partner.

When the new website for MPs and their staff is launched in August it will be your one stop shop for IPSA information and will be used to access IPSA Online.

Thank you if you have contributed so far, it has offered invaluable insight as we move into the next phase of the project. During June we are keen to hear from different users.

Please contact IPSA's Content Manager, Gareth Scurlock, [gareth.scurlock@theipsa.org.uk](mailto:gareth.scurlock@theipsa.org.uk) if you are able to take part.

Alongside this work we continue to make improvements to IPSA Online in response to feedback.

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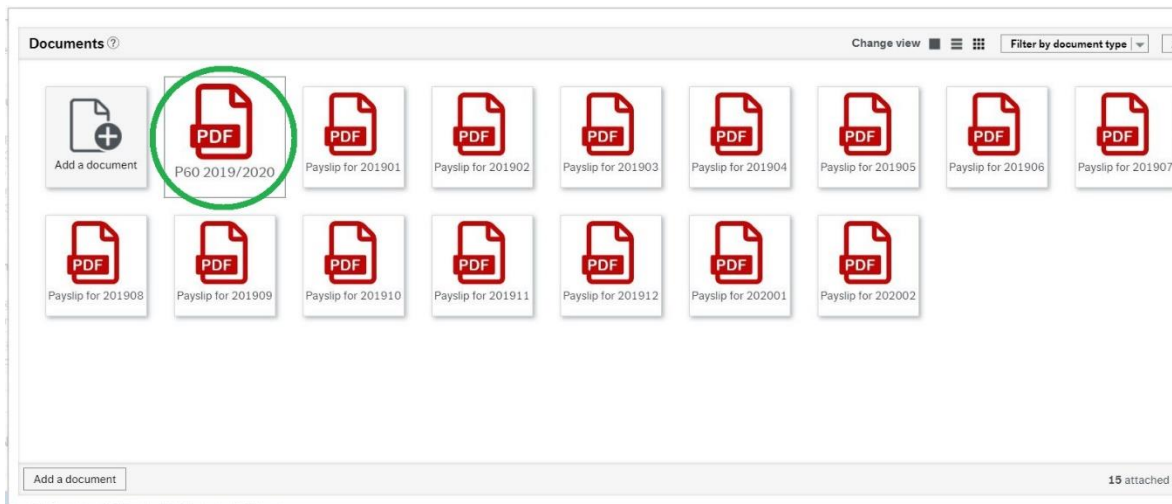
### **Staffing Budget**

We are [consulting](#) on additional support that could be provided to MPs' offices, in order to help constituents, in response to the current exceptional circumstances caused by coronavirus. If you would like to respond, please do so by tomorrow by emailing your comments to [consultation@theipsa.org.uk](mailto:consultation@theipsa.org.uk).

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### **P60s for 2019-20**

P60s for those employed during the 2019-20 financial year are now available on IPSA Online. These can be found in your personal documents archive. It will be the first document to appear in the list.



Your P60 shows the taxable salary you've been paid and the tax you've paid on your salary in the tax year (6 April 2019 to 5 April 2020). It does not include pension deductions or Members' fund deductions as these are non taxable.

Guidance on how to access your P60 can be found [here](#). Alternatively, follow these steps:

1. Go to the IPSA Online Homepage and log in with your parliamentary or guest account
2. Select the 'New IPSA Online' tab of the four central tabs
3. Click 'Your Employment' from the main menu
4. Click 'Personnel information'
5. Click the paperclip logo in the top right corner of the page
6. Open the relevant PDF document to see your P60 for 2019-20, the first document in the list.

If you encounter any issues, clear the cache of your browser and try again.

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## 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.

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## 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. Please do not refer to the original large user guides.

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

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

We also have online training sessions available. We have introduced a new Ask IPSA session which you can find out more about below as well as upcoming training sessions. These can also be found on the [Learning and Development](#) page on the IPSA Homepage.

## **IPSA ONLINE TRAINING**

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

## **YEAR-END**

IPSA's Head of Operations, Karen Lacey, will present the key points to note and actions to take in relation to year end requirements. There will be an opportunity to ask questions at the end of the webinar.

**Tuesday 16 June May, 2pm** 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.](#)

## 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](#).

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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](mailto:info@theipsa.org.uk) or [payroll@theipsa.org.uk](mailto: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](mailto:info@theipsa.org.uk). Our bank details can be found on the repayment form.