

1 February 2024

2023-24 Year-end guidance

Dear Member of Parliament,

Our objective is to enable you to focus on what really matters by providing an exemplary, seamless regulatory service. We want to ensure effective regulation, delivered primarily by supporting MPs and their staff to achieve compliance.

At every stage of the process IPSA's staff are available to help. Part of that support is to help you to manage your finances as we approach the end of the 2023-24 year. All Members of Parliament should check their financial position for this year and complete a year-end form where necessary to make sure spending is allocated to the correct year.

Preparing your year-end paperwork need not be demanding or time-consuming. Our experienced team are on hand to help you understand the year-end requirements, prepare, and submit your year-end paperwork, and to answer any questions you may have.

Please refer to the comprehensive guidance provided by IPSA to assist you. The year-end form and the detailed guidance [can be found on our website](#).

Please consider any outstanding orders with suppliers, which have not been delivered yet, and purchases made by direct payments and your payment card. If we pay your rent directly to your landlord for you then IPSA will automatically calculate the apportionment of costs across financial years on your behalf and deduct the costs accordingly. It is your responsibility to ensure that all other costs are apportioned appropriately.

The year-end process is an important part of the accounting calendar and applies to all organisations, whether in the public or the private sector. Information provided at year-end is part of the annual reporting summary which underpins IPSA's 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 Friday 19 April 2024**.

We will write to you by the end of July if it appears you have overspent on any of your 2023-24 budgets, asking for repayment where necessary.

Please note:

- Our policy is to not write off any debts or overspends except in exceptional circumstances.
- In line with other public bodies, we have a longstanding policy of not rolling forward budgets.
- In autumn 2024 we will publish any overspends which have not been repaid and written-off debts relating to 2023-24.

I know many of you are keen to plan your budgets for the next financial year. We will meet with the Speakers Committee for IPSA before the end of the financial year and will be in a position to issue details of next year's budgets following this meeting.

Should a General Election be called during the year-end process, this may affect some deadlines. I will update you with further guidance should this be necessary.

If you have any queries, please contact us. We are keen to help you through the year-end process and will publish dates for year-end training soon.

We are here to help you and your office team get this done.

Yours sincerely,

Ian Todd

Chief Executive and Accounting Officer