



11 February 2021

Earlier today we wrote to Members of Parliament regarding support we provide for parental leave. You can find a copy of the letter [here](#). More details about this will follow soon.

Last month we launched our new [public website](#). The aim of this website is to enable members of the public to find out more about what we do and to access information about MPs' business costs. You can find out more about the redesign [here](#).

This follows the launch of our MP and MPs' staff [website](#), last year. This website is your hub for guidance on our rules, processes and systems. It includes access to [IPSC Online](#), the [Scheme of MPs' Business Costs and Expenses](#), step-by-step guides to using IPSC Online, our latest policies, downloadable forms and the [call booking system](#).

This bulletin contains new information on the following:

- Year-end 2020-21
- HMRC Contact and Guidance
- Staffing Budget Report - Issues and Guidance
- Barclaycard Changes and Fraud Guidance
- Training and Development - new Year-end 2020-21 webinar

Important information you should still be aware of includes:

- Contacting us

With best wishes

The IPSA Team

Year-end 2020-21

Last week we published year-end guidance to help you manage your finances across the end of financial year 2020-21. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance we provided [here](#), which includes FAQs and helpful tips. The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

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 15 April 2021**.

HMRC Contact and Guidance

Please note the new telephone number to contact HMRC is 03000 581 587.
This number is for Members of Parliament only.

Guidance for MPs and Ministers on tax and National Insurance contributions can be found [here](#).

Staffing Budget Report - Issues and Guidance

The Staffing Budget Report (also known as the Payroll Modelling Report) is available to you to monitor and help forecast your Staffing Budget.

We are continually listening to feedback about IPSA Online, and have received feedback on technical issues with the report as well as noticed some issues ourselves. We have resolved a number of these issues, and continue to work to fix others. Please see below for details of issues that have been resolved and those we are aware of and working on. We would like to apologise for the length of time it takes to resolve some of these issues and thank you for your patience as we continue to improve the report.

Issues that have been resolved:

- For some staff, the forecast has not been projecting employer on-costs (pension and National Insurance) – may have an impact on forecast reported

- Some business costs against Staffing budget (e.g. pooled services) missing from report
- Some payroll costs not attributed to the Staffing budget were included on report incorrectly
- Some reward and recognition payments have been doubled in the report

Issues we are aware of and working on:

- For some staff, family leave costings are incorrect. Recent new instances should be correct. Currently fixing past cases for 2020-21 – will have an impact on forecast reported
- Staffing budget overspends for 2019-20 are showing a credit note on the report incorrectly - will have an impact on forecast reported
- Sickness costs against Staffing budget are currently under review

We will confirm when fixes have been applied for these.

If any of the above changes, fixed or not, have had an impact on your remaining budget, you may wish to contact us to discuss it further. If you need to do so, please email payroll@theipsa.org.uk or [book a call](#) with a Payroll Officer.

We are currently running Staffing Budget Report training via webinar throughout the year. You can find more details in the Training and Development section below, or [click here](#) to have a look at dates and book onto training.

Guidance on how to run the report can be found [here](#).

Barclaycard Changes and Fraud Guidance

Please note that there has been a recent regulatory change within Barclaycard which will impact all payment cards.

As of December 2020, any new card issued will have the contactless symbol, enabling contactless transactions. As such, we would like to remind you to continue to stay vigilant when using your payment card, and if you lose your card or notice any suspected fraudulent activity, to please follow these steps:

- Urgently report this to Barclaycard on 0800 008 008 so they can put a block on the card and issue you a new one
- Complete and return this [disclaimer form](#) to Barclaycard to noreplyfrauddisclaimersbarclaycard@barclayscorp.com. The deadline to return this form is 28 days, after this period Barclaycard will revert the reported transactions back to legitimate costs.
- Please also report any fraud cases to IPSA either by [booking a phone call](#) or emailing info@theipsa.org.uk. We can then assist you with the reconciliation of any fraudulent transactions on IPSA Online.

Please also be reminded to retain all relevant receipts in line with the evidence requirements for monthly reconciliation purposes. This has become even more important to remember since Barclaycard's regulatory change, as using the contactless feature often means receipts are not automatically dispensed. As per the Scheme, your claim is at risk of rejection without satisfactory evidence. For further information on our evidence requirements, please see [here](#).

For further information and tips on fraud prevention, please see the following helpful links:

- Barclaycard Security and Fraud - [Here's how to keep your payments secure](#)
 - Barclaycard - [Beginner's guide to preventing fraud](#)
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Training and Development

NEW - Year-end 2020-21

IPSA's Head of Operations will run through the timeline for year-end and how to complete the year-end process including completing claims, reconciling your payment card and filling out the year-end form.

Date and time: These webinars will run weekly before the year-end deadlines.

[Register for year-end training](#)

Budget Management: Claims, Debt and Spend

An IPSA Account Manager will talk through some additional features of IPSA Online that are not covered in IPSA Online training, and how these features can be used to effectively manage your claims, debt and spend. It will also include some additional tips to make it easier to manage your budgets.

This will include:

- How to run and understand the new 'Business Costs Breakdown' report
- How to run and understand the 'Breakdown by Expense type' report
- How to run claim and payments reports

- How to use the analyzer tool
- How to action a credit notes

This webinar will be 60-90 minutes long, with an opportunity to ask questions at the end.

Date and time: These webinars will be held on Thursday 18 February, Tuesday 16 March and Friday 9 April at 2pm.

[Register for Budget Management training](#)

Reconciling your Payment Card

An IPSA Account Manager will talk through how to reconcile your payment card.

The session will last between 45 and 60 minutes and there will be an opportunity to ask questions at the end.

Date and time: These webinars will be held on Tuesdays, Wednesdays and Thursdays at 10am throughout the year.

[Register for Payment Card training](#)

Staffing Budget Report

If you would like to know more about the Staffing Budget Report, please join one of our monthly Staffing Budget Report webinars. A member of the Payroll team will talk through the report including:

- How to run and view the Staffing Budget Report

- How to understand the Staffing Budget Report
- How to make amendments to the Staffing Budget Report
- How year-end forms are incorporated
- How to view expenses made against the Staffing budget

Date and time: These webinars will be held on Tuesdays, Wednesdays and Thursdays at 10.30am throughout the year.

This session will not cover the COVID staffing budget. For queries related to the COVID staffing budget, please see our [Coronavirus FAQs](#) or [book a call](#) with a member of the Payroll team.

[Register for Staffing Budget training](#)

Property Registration, Management and Amendment

An IPSA Account Manager will talk through the requirements for paying rent for MPs' offices and accommodation, including submitting forms and, importantly, the supporting documentation required so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties, make changes and arrange rent payments as quickly as we can.

There will be an opportunity to ask questions at the end of the session.

Date and time: These webinars will run on Tuesdays, Wednesdays and Thursdays at various times throughout the year.

[Register for Property training](#)

IPSA Online Training

Our [IPSA Online](#) training workshops are designed to give MPs and staff confidence in using our expenses, finance and payroll system. They take place every Tuesday and Thursday at 2pm using a virtual platform.

If you are an experienced proxy, or work for a returned MP, please be aware these sessions are designed to help those unfamiliar with the system.

The two-hour workshops include the following:

- an introduction to [IPSA Online](#)
- expenses
- payroll
- task manager
- MP dashboard
- getting help

Date and time: Every Tuesday and Thursday at 2pm.

[Register for IPSA Online training here](#)

Contacting us

There is information available on the [IPSA website for MPs and staff](#).

Queries or documents can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk). We accept scanned documents and forms on IPSA Online. Please do not mail

documents to our office.

You can arrange to speak with a member of our MP Support or Payroll teams. Our call booking service can be found [here](#).

If you are submitting a New Starter form, please include their parliamentary email address so that we can set up their IPSA Online account with this email.

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.