

IPSA

Bulletin: News and Updates from IPSA



20 January 2022

Today we published figures for all business costs incurred by MPs in the 2020-21 financial year. You can view the 2020-21 annual publication data, as well as data from previous years, [here](#).

This week's bulletin contains information on:

- [Annual publication for 2020-2021](#)
- [Payroll: sending documents](#)

Information you should still be aware of includes:

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

[Annual Publication for 2020-2021](#)

We have today published figures for business costs incurred by MPs for their parliamentary duties in the 2020-21 financial year. You can access this information on our [website](#).

Our Chair, Richard Lloyd, said:

“As the independent regulator that oversees spending by MPs, we can confirm today that compliance with our rules remained very high during the Covid pandemic.

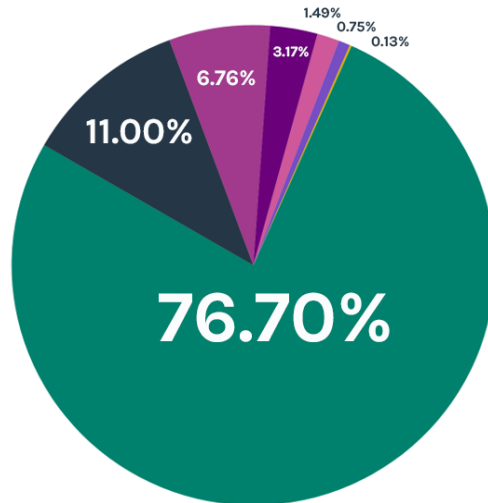
“By far the largest area of spending is to pay for the salaries of MPs’ staff. These are people who work long hours to help constituents, often dealing with very difficult issues. In the last financial year MPs and their staff changed how they work to provide their constituents with a service during the pandemic. This is reflected in some of the spending details we have published today.

“We enabled MPs’ staff to work from home, while the amount spent on parliamentary business travel fell to reflect different working patterns. Overall spending on staffing was higher as the budget was increased to better support constituents when casework increased to record levels.

“Security spending has also increased in the last year, and could increase further this year following the tragic murder of an MP in October 2021. Keeping MPs, their families, and their staff safe is absolutely vital for our democracy.”

This year, based on feedback, we have changed the way we publish a small number of items. Instead of publishing individual reward and recognition payments, the data instead provides a total amount paid by each MP during 2020-21. Additionally, information about staff absence costs for each MP now appears under ‘Other Payment Data’, along with other types of costs that are funded centrally.

We have also written an online article to accompany annual publication. You can find the article [here](#).



Budget type	Amount	Overall %
Staffing	£105,793,882	76.70%
Office	£15,176,224	11.00%
Accommodation	£9,317,205	6.76%
Security	£4,368,983	3.17%
Travel and Subsistence	£2,053,849	1.49%
Other	£1,037,272	0.75%
Disability	£176,200	0.13%

Payroll - Sending Documents

As our staff continue to work from home, please keep in mind that all payroll documents must be sent to us via email. Please send all payroll forms to payroll@theipsa.org.uk.

Now that we are approaching the end of the tax year, we would also like to remind you that we no longer generate P11Ds.

Since April 2019, all taxable expenditure is put through the monthly payroll and taxed at the source.



If you would like to see further details on your taxable expenditure, you can check your payslip in 'My Information and Payslips' on [IPSA Online](#) by clicking the blue paperclip on the top right hand side.

Information you should still be aware of...

Regional Teams

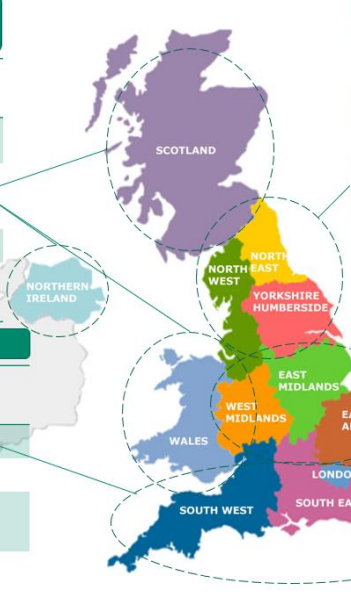
We now have dedicated Payroll Officers as well as Account Managers for each region. Please check the map below to see your named Payroll Officer and Account Manager. You can see a larger version of the map [here](#).

Scotland, Wales and Northern Ireland Team - Craig

Region / Team	Account Manager	Payroll Officer
Scotland	Peter/Phil	Claire
Northern Ireland	Mahdi	Claire
Wales	Mahdi	Fahmida
Homes, Offices and Security Team: Fiona		

South Team - Kate

Region / Team	Account Manager	Payroll Officer
South West	Aaron	Fahmida
South East	Shila	Rachel
London	Aaron/Shila	Sarb
Homes, Offices and Security Team: Max		



North Team - Joanne

Region / Team	Account Manager	Payroll Officer
North West	Ann	Sonia
North East	Ann/Rebecca	Sonia
Yorkshire and Humber	Rebecca	Elvita
Homes, Offices and Security Team: Emma		

Central Team - Cathleen

Region / Team	Account Manager	Payroll Officer
West Midlands	Will	Elvita
East Midlands	Sam	Carmen
Eastern	Davita	Carmen
Homes, Offices and Security Team: Kyle		

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 submitting timesheets. 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.

Weekly Every week, when it suits you	Monthly Key dates 8 th and 15 th of the month
<ul style="list-style-type: none">✓ Login to IPSA Online and Check your task manager for any issues which need your attention✓ Make new claims as soon as possible after the cost is incurred✓ Look out for the IPSA Bulletin on Thursdays for lots of useful information and updates to our services - IPSA Bulletin✓ Check if the MP owes IPSA any money and repay it or query it if necessary - Monies owed (Item 7)✓ Collate mileage and make regular claims to ensure prompt payment - Claiming mileage✓ Resolve any returned claims in task manager to prevent any payment delays - Correcting Claims✓ Check and file invoices and receipts to ensure they meet requirements in preparation for making claims - Guidance: Invoicing receipts✓ Address email alerts from IPSA Online that need your attention <p>Payroll</p> <ul style="list-style-type: none">✓ Submit your timesheet, for the relevant week ending	<ul style="list-style-type: none">✓ Reconcile payment card expenditure as soon as it is uploaded at the beginning of the month and latest by 8th of the month. Tell us immediately if you think there is fraud on your payment card - Payment Card Reconciliation✓ Check uploaded direct supplier costs and tell us about any issues - MPN Direct Payments by MP✓ Check your budget / spend position and plan accordingly Managing Budgets✓ Tell us about any changes to your properties, so we pay your landlord correctly - Managing your properties✓ Contact your Account Manager to resolve any outstanding issues - Contact IPSA✓ Credit notes, check that you have no outstanding credit notes - Credit Notes✓ Review any claims in draft and either submit or contact IPSA to delete as necessary✓ Check your dashboard for any outstanding payment card lines, debt or property issues - Using the IPSA Dashboard <p>Payroll</p> <ul style="list-style-type: none">✓ Tell us about any payroll changes by 15th of the month Payroll cut off date✓ Run a staff budget report (at the end of the month), to check the data shown and ensure that no overspend is forecast - Payroll Model Line Report✓ Review the Covid staffing budget and notify payroll of any movement (check the Payroll Modelling Report above)✓ Check your payroll and report any issues to payroll

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.