

## **Bulletin 14 May 2020**

We hope that you, your friends and family continue to stay safe and well and our best wishes go to those affected at this time. Whilst this remains an extremely busy time for MPs' offices, IPSA will continue to support you as best we can.

A range of information, guidance and FAQs are available to support MPs and staff throughout this period. The FAQs have been updated with year-end specific questions. You can find out more on the dedicated coronavirus page on our website [here](#).

This bulletin contains information on the following:

- May Payroll Deadlines
- Call Booking Service
- Year-end 2019-20
- Support from IPSA

With best wishes

The IPSA Team

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### **May Payroll Deadlines**

The Contractual Changes form to amend staff salaries needs to be submitted to IPSA by Friday 15 May in order for the new salary to take effect at the end of May.

If you are a limited payroll proxy (option C on the proxy form), please remember your MP will need to approve any Contractual Changes forms submitted.

Guidance on how to complete a Contractual Changes form can be found [here](#).

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## Call Booking Service

If you have an urgent or complex query, you can book a telephone call with a member of the MP Support or Payroll team.

Our call booking service has been running for two weeks and we have successfully spoken to over 200 people.

The feedback for the call booking service has been very positive so far. If you do have a telephone call, please use the feedback survey afterwards to let us know how it went.

If you would like to book a call, [click here](#).

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## Year-end 2019-20

The deadline for submission of claims for 2019-20 and year-end paperwork is **30 June**.

The year-end form has been updated. Please use the form found in the year-end 2019-20 section of the website [here](#) along with guidance for completing the process. This has

## Guidance

[Overview](#) [All Guidance](#) [Year-end 2019-20](#) [Payroll](#)

If you are an MP or work for an MP, you can find useful documents below which will help you manage your finances across the 2019-20 year-end in preparation for the 2020-21 financial year:

- [Year End Guidance April 2020 update \[PDF\]](#)
- [Year End Form \(including income\) April 2020 update \[EXCEL\]](#)

Please note that:

- Our current policy is to not write off any debts or overspends except in exceptional circumstances.
- We are continuing our policy of not rolling forward budgets.
- In autumn 2020 we will publish any overspends which have not been repaid and written-off debts relating to 2019-20.

Should you have any queries please contact the MP Support ([info@theipsa.org.uk](mailto:info@theipsa.org.uk)) or Payroll teams ([payroll@theipsa.org.uk](mailto:payroll@theipsa.org.uk)).

been updated with a link to year-end coronavirus FAQs.

The guidance contains screenshots and easy-to-follow steps to completing the year-end procedures.

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## **IPSA 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](#). The IPSA Online guidance includes new mini guides on:

- How do I complete an MP Proxy Form?
- How does IPSA review and approve my claims?
- How do I action a credit note or request a claim review?
- How do I run a report?
- How do I approve and reject staff claims?
- How do I record sickness?
- How do I submit a leave request for maternity, paternity, adoption or shared parental leave?

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)).

Telephone appointments can be booked [here](#).

We also have online training sessions available. Upcoming training sessions are listed below and can be found on the [Learning and Development](#) page on the IPSA Homepage.

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## 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.

**Wednesday 27 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 evidence 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.

**Wednesday 3 June at 11am** for one hour. [Sign up here.](#)

**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.

**Wednesday 27 May at 11am** for one hour. [Sign up here.](#)

**Thursday 25 June at 3pm** for one hour. [Sign up here.](#)

## **ASK IPSA**

We are trialling a new regular session where a panel of IPSA staff will give a brief introduction to their area of work and then answer your questions. This is a good opportunity to ask general questions, but of course any individual cases will be best discussed privately via email or a call.

**Wednesday 20 May at 11am** for one hour. [Sign up here.](#)

**Thursday 28 May at 2pm** for one hour. [Sign up here.](#)

**Tuesday 2 June at 11am** for one hour. [Sign up here.](#)