

## Bulletin 27 February 2020

Tomorrow is the last day you can respond to our Annual Survey. Your feedback is really important to us as we plan our activities for the year ahead.

[Click here to take the survey.](#)

We are approaching the end of the financial year, which runs until 31 March 2020. We have published our year-end guidance and it is important you read this. We have provided housekeeping tips to help you prepare. You can find more information about year-end at the bottom of this bulletin.

This bulletin contains information on the following:

- Financial Year-End Housekeeping
- Post-Election Interviews
- Publication of Business Costs and Expenses
- IPSA Online London Training and Payment Card Webinars
- Phone Line Closure

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### Financial Year-End Housekeeping

Ahead of the end of the financial year we have provided some housekeeping tips to help you prepare.

1. **Check your budgets** - ensure you check your budgets and contact IPSA if you think you are at risk of overspending.

2. **Task Manager** - Check your task manager and action all tasks.  
Submitted claims that have not been fully processed will still 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.
  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.
  6. **Complete a year-end form** - submit the [year-end form](#) by 26 April 2020 to allocate costs to the correct financial year. For guidance on the year-end process, [click here](#).
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## Post-Election Interviews

We are conducting a series of post-election research interviews to gather feedback on our General Election delivery and are keen to hear from as many current MPs, former MPs and proxies as possible.

Topics will include the winding-up period, kit disposal, the new starter process for staff, the NMRA, payment cards, leases and our communications. The interviews will last between 30 and 60 minutes in Westminster or in the constituency and can be either face-to-face or via phone call. The findings will be anonymised and published in due course.

If this would be of interest, please contact [communications@theipsa.org.uk](mailto:communications@theipsa.org.uk) and we will be very happy to find a time and date convenient for your diary in February or March.

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## **Publication of Business Costs and Expenses**

On Thursday 12 March we will publish your business costs and expenses that IPSA has processed for October and November 2019.

We have redacted your personal information in line with our Publication Scheme. We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Wednesday 11 March 2020 at the latest to let us know.

You can access your data directly on the IPSA Online Homepage from today. Go to [www.ipsonline.org.uk](http://www.ipsonline.org.uk) and click on Publication Data. You will be able to view your claims online or download them. A guide to accessing publication data through the IPSA Online homepage is available [here](#).

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## **IPSA Online London Training and Payment Card Webinars**

We are currently running IPSA Online training sessions at our offices in 85 Strand on Tuesdays and Thursdays. [Click here](#) for more information and to register.

We are also hosting two webinars on Payment Cards. An Account Manager will talk through the new payment card policy and how to reconcile your payment card within the rules.

Thursday 19 March at 2.30pm - [Click here](#) to register

Thursday 24 March at 9.30am - [Click here](#) to register

The new [payment card policy](#) will come into effect on 1 April 2020. Please read it carefully and note the new conditions for using your payment card.

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## Phone Line Closure

On Friday 6 March our phone lines will be closed due to staff training.

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### Year-End Guidance

We have published year-end guidance to help you manage your finances across the end of financial year 2019-20. 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 provided by IPSA [here](#). 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.

Year-end forms and most claims, with supporting evidence on IPSA Online, must be submitted by **23:59 on Sunday 26 April 2020**.