



## General Election Bulletin 2 27 January 2015

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### **New RSA software tokens – urgent: action required**

We are providing MPs and their staff with a software token to replace the physical RSA tokens you currently have to securely access IPSA's online expenses system. Many of you have already made this transition. If you have not, you should do so now. The physical tokens will expire in the next couple of months and will no longer work.

Software tokens can be installed on a range of mobile devices and laptops, as well as desktop computers. The new RSA software tokens offer the same level of security as the hardware tokens that you currently use. You can [click here](#) to read more about RSA software tokens and you can also [click here](#) for a short video guide.

So that we can issue you with a software token, visit <http://mobile.parliamentarystandardsbackend.org.uk/> using the device on which you want to install the software token. Then answer a few security questions. The software token will then be emailed to you.

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### **90 day limit for submitting claims**

We have recently noticed a rise in the number of claims we cannot allow because they have been submitted more than 90 days after the business cost or expense was incurred. We therefore wanted to remind everyone of the deadline and reiterate that we cannot make exceptions to it.

After the end of each financial year, the deadline reduces to 60 days, so the final deadline for online submission of 2014-15 claims will be 30 May 2015.

Claims need to be submitted promptly to ensure that as many of your business costs and expenses as possible are reflected in the reports you use to track your spend; this then helps you to manage your budgets. At the end of the financial year, it is important that we finalise your spend against each budget promptly, so we can provide you with important tax information through your P11D.

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## **Financial statements**

On 20th January, we sent each MP a financial statement. We want to help you in any way we can to make sure that you don't overspend and that all debts and loans are repaid to IPSA on time. As it is the end of the parliament, we will no longer allow you to 'roll forward' any overspends to a future financial year. If you overspend your 2014-15 budget, you will have to pay us back. If you have any questions about the financial statement you were sent, please do not hesitate to contact us.

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## **Contracts for MPs' staff**

As part of ongoing work to upgrade IPSA's systems, we will be improving the way you can get new member of your staff onto the payroll. As a first step, we are designing a facility on our website which will allow MPs to enter contract details online (such as the employee's name, holiday entitlement, location, etc.). The full contract will then be generated automatically. This will get employees onto the payroll more quickly, reduce the administrative burden on you, and reduce the need for us to contact you or your staff with follow-up questions.

We will test this new facility with some of you in the coming months to get feedback and check it works properly before opening the facility to you all and offering appropriate training as necessary.

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## **IPSA Contact Details**

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