

22 March 2016

This bulletin contains information on:

- [Year-End guidance](#)
- [New edition of the Scheme](#)

Year – End guidance

As you will have seen from previous correspondence, we have issued guidance on managing your finances at the end of the financial year. It is essential that you read this guidance in full. In summary:

You normally have 90 days in which to submit all claims. At the end of 2014-15, we tightened this to 60 days at year-end. But this caused difficulty for some MPs. So this year, **you have 90 days to submit all claims at the end of 2015-16.**

- Any claims submitted after the 90-day period will not be paid, as always.
- As now, you will have two weeks to resubmit claims if we return them to you asking for additional information.

But:

- **You must submit all claims by 15 April 2016 if you want the sums deducted from your 2015-16 budgets.**
- **All eligible claims submitted after 15 April, and within the 90-day period, will still be paid, but deducted from your 2016-17 budgets.**

In setting these deadlines, we aim both to give you the flexibility of the full 90 days to submit eligible claims, as always, while also allowing IPSA to close its 2015-16 accounts ready for audit by the National Audit Office and parliamentary scrutiny by the Public Accounts Committee. This is in line with the practice adopted by all public bodies in receipt of taxpayers' money.

If you have any claims that you won't receive the invoice before the 15 April deadline but need to come out of the 15-16 budget, then please [complete the form](#) on the website.

New edition of the Scheme

We have today published the new edition of the [*MPs' Scheme of Business Costs and Expenses*](#) ('the Scheme'). This will be the Eighth Edition of the Scheme and it will come into effect on 1 April 2016 for the 2016-17 financial year.

The bulletin we sent on 15 March set out the minor changes we have made to the budget limits for 2016-17 and provided guidance about MPs' staff pay. We have also made a few minor changes to the rules and guidance to ensure that the Scheme remains up to date.

A summary of the key changes is attached, for your reference. Copies of the new edition of the Scheme are available for collection at the Vote Office or on our website:

www.parliamentarystandards.org.uk.

We will conduct a comprehensive review of the Scheme, with a public consultation, this summer with a view to making more fundamental changes from 1 April 2017.

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