

12 January 2016

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Westminster drop-in sessions

IPSA will be holding drop-in sessions in the House of Commons every week between 3pm – 4pm during January and February. These will be held in the following rooms, just off Westminster Hall:

Wednesday 13 Jan: Room W3

Wednesday 20 Jan: Room W2

Wednesday 27 Jan: Room W2

Wednesday 3 Feb: Room W4

Tuesday 9 Feb: Room W2

Please come along with any questions you may have about the IPSA systems, claims, expenses scheme, payroll and any other related matter and we will be happy to help.

Pension auto-enrolment

On the week commencing 14 December we sent out letters and emails to all MPs regarding pension auto-enrolment for their staff members. All MPs need to contact us or The Pension Regulator by **15 January**, with the relevant information.

Research

Your views are invaluable in helping us to improve our services. In autumn we interviewed several newly elected and departing MPs from the May election. We are now looking to gain feedback from MPs who returned to Parliament in 2015. We are seeking detailed responses and insights from face to face interviews where MPs can provide anonymous feedback on our services and regulation. Discussions will last no longer than one hour either in Westminster or the constituency.

We are hoping to conduct interviews during February. If you are interested in participating then please email communications@theipsa.org.uk

For information:

Year-end finances

We will be writing to all MPs soon with guidance to help you manage your finances over the year-end. There are some new deadlines to submit claims for the current financial year so please ensure that you take note of these.

P11Ds

In June we sent you your 2014 -15 P11D. This is a snapshot of claims with a transaction date between 1 April 2014 and 31 March 2015. The figures may have changed for instance because expense claims were submitted and paid after the P11Ds were produced.

When submitting your tax return to HMRC you should check the expenses system to see if the figures on your P11D have changed. To do this:

- Log into the online expenses system. Select the *Reports section on the home page and then My Expenses – P11D Breakdown 2014-15*. You can either:
 - 1) Click *Run* then *OK* in the pop up box which will appear. This will list all relevant expenses.
 - 2) Click *P11D Grouping* then choose one particular category in the dropdown list on the right. Next, click *Confirm Filter* then *Run*. This will list only the expenses in that particular category.

If the figure(s) have changed, please use the updated sum(s) from the report on your tax return. We have notified HMRC of the revised figures.

If you need any further guidance then please contact us on the details below.

Payroll cut-off date

The payroll cut-off date is the 15th of each month so please send through any changes as early as possible, so that the necessary payroll adjustments can be processed. Please also note that we will respond to your emails within five working days of receiving them.

Publication

As you will be aware from the information we sent to all offices last week, we will be publishing all expense claims for August and September 2015 on Thursday 14 January.

IPSA Contact Details

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