



8 March 2017

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### **Year End Guidance**

As we move towards the end of the 2016-17 financial year, you should ensure that your costs are allocated to the correct financial year. We have written to you with important guidance and you can also view the information and relevant forms [on our website by clicking here](#).

**We have updated the Year End form** with two additional tabs. These are to enable MPs who have received monies which should be repaid to IPSA (e.g. from subletting IPSA-funded office space), to record and allocate this income in the correct financial year:

- **Income earned during 2016-17 which will be repaid to IPSA in 2017-18 (Accrued Income)**

If you have earned income in 2016-17 which is to be repaid to IPSA, but IPSA will not receive the funds until 2017-18, please fill in this part of the Year End Form.

For example, you are expecting to receive a payment for subletting space in your IPSA-funded office before or on 31 March 2017, but will not repay IPSA until after 1 April 2017.

- **Income received in 2016-17 but earned in 2017-18 (Deferred Income)**

If you have received funds that relate to a period beginning on or after 1 April 2017 but have repaid IPSA before this date, please fill in this part of the Year End Form.

For example, you have paid IPSA a quarterly repayment in March 2017 which relates to future subletting of space in your IPSA-funded office for April 2017 to June 2017.

### **Bi-monthly publication of business costs and expenses**

The next publication of business costs and expenses will take place tomorrow (Thursday 9 March) covering costs from October and November 2016.

You can see all published expenses [here on our website](#).

### **RSA Token reminder**

As you may be aware, the RSA tokens, which you use to securely access the online expenses system, expired at the end of February. You should have received an email containing a link in order to renew your token. Please let us know if you have not received this email as you will not be able to access the online expenses and timesheet systems with your expired token.

If you have not yet renewed your token, full instructions on what you need to do are included in the email. **It is important that you access this link using the same device which you previously used the RSA application on** (e.g. your smartphone or computer). If you cannot access your parliamentary email on this device, you must forward the email to an address that you use on that device.

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