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Dear Member of Parliament

2015-16 year-end guidance

This guidance is to help you manage your finances over the year-end. We have made some changes this year to bring IPSA's year-end accounting practice in line with that of all public bodies, while enabling MPs still to claim for all eligible costs.

Please make sure that you and your office understand the deadlines and what needs to be submitted to IPSA by when.

- 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.

MPs are legally responsible for keeping within their budgets. So we advise you to monitor closely your spending against your budgets. As part of this, and particularly at the end of the financial year, please take into account any outstanding orders with suppliers, and purchases made using the direct payment facilities and payment card. This is because there is sometimes a delay in the expenditure being reflected in your online *Summary of Expenditure* reports.

IPSA will write to you by the end of July 2016 if you have over-spent any of your 2015-16 budgets, asking for repayment. Our current policy is to write off any debts or over-spends if they are under £500. **In September 2016 we will publish any written-off debts relating to 2015-16.**

I attach detailed guidance on the end of the financial year. Further guidance will be available on our website: www.parliamentarystandards.org.uk. Or please contact our MP Support Team on 020 7811 6400.

Yours faithfully,



Marcial Boo