



7 March 2016

Dear Member of Parliament,

As you will have seen from our communication since January, you must submit claims to us by 15 April 2015 if you would like them to be taken from your 2015-16 budgets. Any claims after that will still be paid, but the sums will be taken from your 2016-17 budgets.

However, you have an opportunity to let us know of known payments where you have not yet received an invoice and still deduct them from your 2015-16 budget.

The attached form allows you to let us know of any goods and services that you will receive in this financial year (so up to and including 31 March 2016) but that you think you will not receive the invoice for before the deadline of 15 April.

By filling in this form, we can deduct the sums from your 2015-16 budgets. Please note however that when you receive the actual invoices, **you still need to complete a claim on the online expenses system and send the evidence to us as usual**. You will need to put the transaction date as 31 March 2016 so that it comes from your 15-16 budget.

### **What you need to do**

You must have received the goods or services that you input to this form before 1 April 2016, and not just have ordered them.

There is guidance on the first tab at the bottom of the spreadsheet; the second tab contains a blank form for you to complete.

You need to **return this form to us by 15 April**. Any forms submitted after 15 April 2016 will not be accepted against your budget for 2015-16.

You can either email this to [info@theipsa.org.uk](mailto:info@theipsa.org.uk) marked for the attention of Finance, or you can post it direct to

Finance Department,  
IPSA, 30 Millbank  
London SW1P 4DU

Please note that submitting this form does not guarantee that the expenditure will be approved as we will still have to validate the claims (a) to ensure they are allowed under the MPs' Scheme of Business Costs and Expenses, and (b) to determine whether they should be attributed to your 2015-

16 budget. (If they are eligible under the Scheme but should not be attributed to 2015-16, they will come out of your budget for 2016-17.) You will also need to have sufficient budget to cover the costs of the goods and services.

### **Why you need to complete this form**

We need to know the value of any goods and services received in the financial year 2015-16 so that we can correctly report the amount of taxpayers' money spent in 2015-16 to the National Audit Office.

It will also ensure that your expenditure is allocated to the 2015-16 financial year.

We are also providing you with this form to support you in the financial management of your budgets over the transition from one financial year to the next.

### **Further information**

There is detailed information on managing your end-of-year finances and all deadlines for claim submissions available on our [website](#). You can find this at [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk) in the 'IPSA for MPs section', under the 'How to Guides'.

We are also happy to offer one-to-one advice; you can call us on 0207 811 6400 to arrange this. We continue to hold drop-in sessions every Wednesday afternoon at the House and are joining the House of Commons Regional Roadshows. The next Westminster sessions are as follows:

- Wednesday 9th March, Room W4 15:15 – 16:15
- Wednesday 16th March, Room W2 15.00 – 16.00
- Wednesday 23rd March – W2 15.00 – 16.00

### **IPSA Contact Details**

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

**Email:** [info@theipsa.org.uk](mailto:info@theipsa.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)