

2015/16 Year-end guidance

Timetable and allocating costs to 2015/16

	2015/16
Payroll	15 April 2016
MPS' Staff Timesheets	15 April 2016
Reimbursement claims for costs incurred to 31 March: <ul style="list-style-type: none">• online submission• hardcopy evidence	15 April 2016 29 April 2016

Valid claims submitted after these dates will be paid out of the 2016/17 budget.

Claims submitted after 29 June 2016 for 2015/16 financial year will not be paid whether valid or not.

Business costs and expenses

We will automatically allocate payment card and other direct payments to the year in which they were incurred based on the transaction provided by the supplier, including pro-rating costs that straddle the year-end.

Advance payments:

If, on or before 31 March, you have made any advance payments for services, contracts or subscriptions, (e.g. council tax or business rates) that relate entirely to a period beginning on or after 1 April 2016 and which you claim through reimbursement, please put the transaction date as 1 April 2016 so that the claim will automatically be charged to the new financial year.

If you claim for a payment that straddles the end of the financial year, you should calculate the number of days to which the payment relates up to 31 March and after.

Example:

If you claim on 10 April your rental payment of £500 that covers the period 25 March to 24 April, you should allocate 7 days of this rental period to 2015/16 and 24 days to 2016/17 i.e

$$7/31 \times £500 = £112.90 \text{ to } 2015/16$$

$$24/31 \times £500 = £387.10 \text{ to } 2016/17$$

You can use our year-end calculator on our website to help you.

Payment card: You should be aware that it may take **Barclaycard** up to two days to charge a cost to your payment card and therefore purchases that you make on the 31 March may appear after 1 April; these costs will be charged to 2016/17. Online submissions must be made by 25 May 2016 and hardcopy evidence by 8 June 2016.

Stationery direct payments: If you have used Banner, XMA or Commercial for your stationery or office supplies, we will allocate the cost to the year in which you made the online purchase.

Travel direct payments: If you have used Chambers or the Trainline for your travel, we will allocate the cost to the year that the journey is taken.

Any goods or services from 2015/16, where an invoice has not yet been received by 15 April 2016, should be notified to IPSA via the year end form, which must be submitted to IPSA by **15 April 2016**.

Budgets

If you were elected at the 2015 General Election you will have access to a Start-up budget of £6,000 which is available to you for 365 days. Any unspent Start-up budget as at 31 March 2016 will be transferred for your use during 2016/17 and will be available until 6 May 2016 after which any unspent budget will be withdrawn.

Payroll and Tax

MPs' staff timesheets will be charged to the year to which they relate, as long as they are authorised by the MP, as the employer, and submitted by **15 April 2016**.

MPs and staff will receive P60s by the end of May 2016, sent by post to the address to which IPSA sends your payslip.

You will receive a P11D for your annual expenditure in July by email. Where necessary, we will also send P11Ds to your staff.

Repayments to IPSA

We regularly provide you with a snapshot of your budgetary position throughout the year and any repayments that are due.

Repayments outstanding at 31 March 2016 that fall below the recovery threshold set by our *Monies owed and debt* policy will be written-off and published. You should be aware that monies owed are subject to requests under the *Freedom of Information Act 2000*.

We aim to provide you with a final 2015/16 budgetary position by the end of July 2016 in the meantime you should actively monitor your spending in the run-up to the end of the year, taking into account payment card use and direct payments. Any overspends that arise will be repayable.

Please contact us if you need any assistance with your budget information.

January 2016