



**Independent Parliamentary
Standards Authority**

Alastair Bridges
Director of Finance and Corporate Services
4th Floor
30 Millbank
London
SW1P 4DU

Member of Parliament
House of Commons
London
SW1A 0AA

T 020 7811 6400
E info@theipsa.org.uk
W www.theipsa.org.uk

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Dear Member of Parliament,

2017-18 YEAR END GUIDANCE

I have enclosed important guidance with this letter to help you manage your finances across the financial year end. It is your responsibility to ensure that you remain within your budgets. If you do not correctly allocate the claims you may be at risk of overspending your budgets in one of the financial years. You can ensure that claims are correctly allocated by using the year-end form www.theipsa.org.uk/ipsa-for-mps/guidance. The correct submission of documentation is your responsibility. The paragraphs below explain how and when to use this form. Please make sure that you and your staff understand the deadlines and what you need to submit to IPSA.

These deadlines give you the flexibility of the full 90 days to submit eligible claims as always, whilst enabling IPSA to close its 2017-18 financial accounts for audit by the National Audit Office, in line with HM Treasury guidance.

Key dates and guidance are given below. Please refer to the detailed guidance enclosed with this letter for more information. The year-end form is essential to allocate costs to the correct financial year in certain circumstances examples of which are detailed below. The year-end form and the detailed guidance will be available at www.theipsa.org.uk/ipsa-for-mps/guidance

Costs to be allocated against 2017-18 budgets

- You **must** submit all claims by close of play 16 April 2018 for these to be allocated against your 2017-18 budgets.
- You will have two weeks to resubmit claims if we return them to you asking for additional information.
- For items where you are not able to submit the claim in time because you have not received the invoice before this cut-off date, IPSA must receive the year-end form by close of play 16 April 2018. These must only be for goods and services received before 31 March 2018 where you do not yet have the invoice/receipt and **not** to utilise remaining budgets. All eligible

reimbursement claims submitted after close of play 16 April, and within the 90-day period, will still be paid, but will be allocated against your 2018-19 budgets.

Costs to be allocated against 2018-19 budgets

- If, on or before 31 March, you incur a cost for services, contracts, or subscriptions (e.g. council tax or business rates) that relate entirely to a period beginning on or after 1 April 2018, please put the transaction date as 1 April 2018. In March we will enable the system to receive claims in advance to allow for this.
- IPSA must receive the year-end form by close of play 16 April 2018 if you want sums which have already been processed and paid to be allocated against the 2018-19 budgets. These must only be for claims paid before 31 March 2018 which are for goods to be received or services to be utilised in the next financial year and **not** to avoid budget overspending.

We will review all claims included on the year-end forms to ensure they are being included in the correct financial year in line with the guidance from HMT that applies across the public sector.

MPs are responsible for keeping within their budgets, so we advise you to monitor your spending closely. There is sometimes a delay in the expenditure being reflected in your online Summary of Expenditure reports. Please take into account any outstanding orders with suppliers and purchases made by direct payments and your payment card. IPSA will automatically calculate the apportionment of costs across financial years on your behalf for direct rental payments to landlords and deduct the costs from the appropriate financial years. It is your responsibility to ensure that all other costs are apportioned appropriately.

IPSA will write to you by July 2018 if you have overspent on any of your 2017-18 budgets, asking for repayment.

Please note that:

- Our policy is to not write off any debts or overspends except in exceptional circumstances.
- We are continuing our longstanding policy of not rolling forward budgets.
- In autumn 2018 we will publish any overspends which have not been repaid and written-off debts relating to 2017-18.

Should you have any queries please contact your Account Manager or the Payroll Team as appropriate on 020 7811 6400.

Yours sincerely,



Alastair Bridges
Director of Finance and Corporate Services