



28 March 2018

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New Scheme for 2018-19

The tenth Edition of the Scheme of MPs' Business Costs and Expenses ('the Scheme') will come into effect from 1 April 2018 for the duration of the 2018-19 financial year.

Budgets and staff salary ranges have been adjusted in line with inflation and to allow for annual pay increases.

The new edition of the Scheme can be viewed [here on our website](#).

Year End

The end of the financial year is here. Our year-end guidance is available [on our website here](#). Please consider staffing budgets, in particular, at this time.

The year-end process is vital for ensuring that costs are allocated to the correct financial year. It is the MP's responsibility to ensure this is followed appropriately. Failure to do so could risk overspending on budgets. Please contact us if you would like further advice or assistance on completing the year-end form.

Childcare Voucher Scheme Extended

The government has extended the deadline for new entrants to participate in the existing childcare voucher scheme by six months until October 2018.

If you would like to take part in the current programme, please fill in our [Childcare Voucher Form](#) available on our website and the IPSA Online Homepage and send it to payroll@theipsa.org.uk.

December pay consultation

We recently launched a consultation for MPs and MPs' staff about salary payments in December. A number of people have contacted us to say they would like to be paid before Christmas, rather than on the last working day of the month, as has previously been the case.

We have presented a number of options about how an earlier payment date could work, and would welcome comments from all of those with an interest. The consultation closes on 27 April 2018. To respond to the consultation, [please click here](#). You can also send in written responses to consultation@theipsa.org.uk.

Phone line closure

Payroll phone lines will be closed on 6 April 2018 for staff training.

Both MP Support and Payroll lines will close for Easter on 29 March at 5pm. Phones will reopen on Tuesday 3 April at 10am.

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