



**Independent Parliamentary
Standards Authority**

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Dear Member of Parliament,

2016-17 YEAR END GUIDANCE

I have enclosed important guidance with this letter to help you manage your finances across the financial year end. Please make sure that you and staff understand the deadlines and what you need to submit to IPSA. The correct submission of documentation is your responsibility.

In setting these deadlines, IPSA aims to give you the flexibility of the full 90 days to submit eligible claims as always, whilst also allowing IPSA to close its 2016-17 financial accounts for audit by the National Audit Office, and to ensure IPSA is in line with HM Treasury guidance.

I've outlined some key dates and instructions below, but please refer to the full and detailed guidance enclosed with this letter for more information. The Year End Form (accruals and prepayments) will be available at www.theipsa.org.uk/yearend201617.

Costs to be deducted from 2016-17 budgets

- You **must** submit all claims by 13 April 2017 for these to be deducted from your 2016-17 budgets.
- All eligible claims submitted after 13 April, and within the 90-day period, will still be paid, but will be deducted from your 2017-18 budgets.
- For items where you are not able to submit the claim as you have not received the invoice before this cut-off date, please complete the Year End Form by 13 April 2017. These must only be for goods/services received before 31 March 2017 where you do not have the invoice/receipt and **not** to utilise remaining budgets.
- We will review all claims included on the Year End Form to ensure they are being included in the correct financial year.

Costs to be deducted from 2017-18 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 2017, please put the transaction date as 1 April 2017. In March we will enable the system to receive claims in advance to allow for this.
- You must complete the Year End Form by 13 April 2017 if you want sums which have already been processed and paid to be deducted from the 2017-18 budgets. These must only be for claims paid before 31 March 2017 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 detailed on the Year End Form to be transferred to the 2017-18 budgets to ensure they are being allocated to the correct financial year.

Claims submission

- You have 90 days in which to submit all claims, but please note the dates set out above to ensure costs are allocated to the correct year.
- Any claims submitted after the 90-day period will not be paid.
- You will have two weeks to resubmit claims if we return them to you asking for additional information.

MPs are responsible for keeping within their budgets, so we advise you to closely monitor your spending. There is sometimes a delay in the expenditure being reflected in your online Summary of Expenditure reports. Particularly at the end of the financial year, 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 the responsibility of MPs to ensure all other costs are apportioned appropriately.

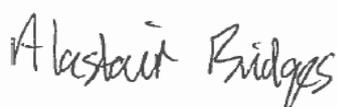
IPSA will publish its Annual Report and Accounts in July 2017, after which we will write to you if you have overspent on any of your 2016-17 budgets, asking for repayment.

Please note that:

- Our current policy is to not write off any debts or overspends except in exceptional circumstances.
- We are continuing our policy of not rolling forward budgets.
- In autumn 2017 we will publish any written-off debts relating to 2016-17.

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

Yours faithfully,



Alastair Bridges
Director of Finance and Corporate Services