

2016-17 Year-end guidance

Timetable and allocating costs to budgets

Costs for goods or services must be allocated to the financial year in which they are received or utilised. To ensure costs are allocated correctly at the end of the financial year, you must submit claims for 2016-17 within the deadlines set out below. If submitted afterwards, costs will be allocated to your 2017-18 budgets. You cannot use your 2017-18 budget to prevent overspends in your 2016-17 budget.

Please remember:

- You have 90 days in which to submit a claim, although please note that for costs to be deducted from your 2016-17 budget, you must meet the deadlines set out below.
- Any claims submitted after the 90-day period will not be paid.
- You have two weeks to resubmit claims if we return them to you asking for additional information.

	2016-17
Reimbursement claims for costs incurred up to and including 31 March:	
• online submission	13 April 2017
• hardcopy evidence	29 April 2017
Year End Form (accruals and pre-payments)	13 April 2017
Payroll	13 April 2017

All eligible claims submitted after these deadlines, and within the 90-day period, will still be paid but will be deducted from your 2017-18 budgets.

If you haven't received an invoice for any goods or services used during the financial year 2016-17 and you are therefore unable to submit a claim and hardcopy evidence, you must notify IPSA using the Year End Form, which must be submitted by 13 April 2017. The form is available at www.theipsa.org.uk/yearend201617.

Costs incurred during 2016-17 for goods and services to be used in 2017-18 (Prepayments):

If, on or before 31 March, you incur a cost for services, contracts, or subscriptions (for example, council tax or business rates) that relate entirely to a period beginning on or after 1 April 2017 and which you claim through reimbursement, please put the transaction date as 1 April 2017. This is to ensure that the claim will automatically be charged to the new financial year. In March we will enable the system to receive claims in advance to allow for this.

Costs incurred for services that are used across both financial years:

If you are claiming for services that span both financial years, you should apportion the costs across the financial years. You should make a reasonable assessment of how to allocate the amount (for example, based on the number of days that fall within each financial year or the number of journeys), splitting the claim accordingly.

Please note, for **direct rental payments to landlords**, IPSA will calculate the apportionment of costs across financial years on your behalf, and deduct the costs from the appropriate financial years.

Example:

If you claim a monthly rental of £500 that covers the period 25 March to 24 April, you should allocate 7 days of this rental period to 2016-17 and 24 days to 2017-18. This calculation should be done based on your annual rent i.e.

$$(7/365) \times (£500 \times 12) = \underline{£115.07} \text{ to 2016-17 (25 March to 31 March)}$$

$$(24/365) \times (£500 \times 12) = \underline{£394.52} \text{ to 2017-18 (1 April to 24 April)}$$

Important: If you submit claims before year-end which relate wholly or partly to the next financial year, and you have not followed the above advice to ensure it is deducted from the correct financial year, then you will need to notify IPSA by 13 April via the Year End Form. **A review of all claims will be performed to ensure that they are valid. Claims must not be transferred to prevent 2016-17 budget overspends.**

Payment card and other direct payments: We will automatically allocate these payments to the financial year in which they were incurred, based on the transaction dates provided by the supplier.

Payment card: All transaction dates prior to and including 31 March 2017 will be deducted from 2016-17 budgets. It can take Barclaycard up to two days to charge a cost to your payment card, and purchases made on 31 March may therefore appear on your statement after 1 April. These costs will be charged to 2017-18. Online submissions to reconcile your payment card must be made by 25 May 2017 and hardcopy evidence submissions completed by 8 June 2017.

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.

If payment card and other direct payment transactions (not including direct payments to landlords, see above) have dates on or before 31 March 2017, and which relate to goods, or services used wholly or partly in the financial year 2017-18, please complete the Year End Form. This will ensure that costs are transferred or apportioned to the appropriate financial year. Similarly, complete this form for transactions with dates after 31 March 2017 which relate to goods, or services used wholly or partly before 31 March 2017.

Payroll

We will automatically allocate any timesheets and/or pay arrears paid in April which relate to the 2016-17 financial year to your 2016-17 staffing budget.

However the Year End Form must be completed and submitted to us by 13th April 2017 for the following:

- Reward and Recognition payments to staff members that are to be paid in April, May, or June salaries 2017, but which you want to allocate to your 2016-17 staffing budget.
- Timesheets which are not submitted and authorised by 13th April 2017, that are to be paid in May or June salaries, but which you want to allocate to your 2016-17 staffing budget.

- Any late pay arrears, that are to be paid in May or June salaries, but which you want to allocate to your 2016-17 staffing budget (for example, a March new-starter staff member not paid at all until May, where you want the proportion of salary paid for March 2017 to come from 2016-17 budget).

Important: The Year End form will not in itself ensure that staff members are paid. You must also submit the usual forms (for example, reward and recognition form, timesheets, and/or any new starter documentation) **by 15 June 2017** to ensure that staff are paid correctly. If you do submit the Year End form for payroll costs, but do not send other payroll forms for payment **by 15 June 2017**, the cost-move to 2016-17 will not take place and the cost will come from the 2017-18 staffing budget. Please ensure you check that you have sufficient budget left in your staffing budget for the full total cost before sending the Year End Form to us.

Whilst we are able to move staff costs to the appropriate financial year, this will not be reflected on your staffing budget report correctly, and moved costs will still be shown against your 2017-18 staffing budget. However, you will be able to view these moved costs within your summary of expenditure.

Staff salary costs paid from July 2017 salary onwards can only come from the 2017-18 staffing budget.

MPs and staff will receive P60s by the end of May 2017, 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 2017 **will not be written off**. These balances will continue to be recovered in accordance with our debt and monies owed policy. 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 2016-17 budgetary position by the end of July 2017. You should continue to 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. We will be happy to help.

Budgets for MPs elected in by-elections in 2016-17

If you were elected in a by-election in 2016-17, you will have been given access to a Start-up budget of £6,000 which is available to you for 365 days. Any unspent Start-up budget at 31 March 2017 will continue to be available in 2017-18 up to one year after your election, after which any unspent budget will be withdrawn.

The Year End Form can be completed by either the MP or their nominated proxy and should be submitted to info@theipsa.org.uk or by post to: **Finance Department, IPSA, 4th Floor 30 Millbank, London, SW1P 4DU.**