



## FACT SHEET - REPORTING

June 2020

The Independent Parliamentary Expenses Authority (IPEA) produces a range of reports to provide transparency and accountability for work expenses incurred, and to support parliamentarians and their staff in tracking and managing budgets, limits and expenditure.

### Monthly Management Reports

The Monthly Management Report (MMR) is a detailed report provided to each parliamentarian of all their expenses paid by Ministerial and Parliamentary Services (MaPS) and IPEA during the previous month. Each month's report is provided on or before the 15th day of the following month. Reports contain detailed expenditure and transactional data against work expenses, budget or limit details, family and staff travel expenditure details, and other information pertinent to that month and financial year.

Reports also provide details of accounts relating to previous financial years in the Other Transactions section and paid/unpaid invoices in the Debt Reporting section.

### Expenditure Reports

The Expenditure Report is a report on parliamentarians' expenses published on IPEA's website. Information in the report is an accurate statement of payments and repayments within the reporting period. The report comprises aggregate information on travel costs, office facilities, office administrative costs, telecommunications, family travel and staff costs.

Before publishing, IPEA provides preliminary versions of the reports with certification forms to parliamentarians. Parliamentarians are asked to certify that all work expenses listed in their report are within the legislated purpose. A list of certifications is published on the IPEA website with the final reports.

To support effective checking, preliminary reports contain a range of transactional data pertinent to the particular reporting period that is not included in the final reports. For example, they contain details of domestic and international staff travel while the final report only contains aggregate totals for domestic and international travel.

Timely checking of preliminary reports assists in the production of accurate final reports. Queries regarding a report or the certification process can be directed to [reporting@ipea.gov.au](mailto:reporting@ipea.gov.au). Further information on expenditure reports is available at <https://www.ipea.gov.au/expenditure-reporting>.

### Request a report

A parliamentarian (or their authorised officer) can request [up to date budget reports](#). These reports are automated as at close of business of the previous day.

Contact IPEA to request other reports.

