



## Reporting

The Independent Parliamentary Expenses Authority (IPEA) prepares a range of reports as part of aiming to increase transparency and accountability for work expenses incurred, and provide monthly expenditure details to support parliamentarians and their staff in tracking and managing their budgets and expenditure.

### Monthly Management Reports

Monthly Management Reports (MMRs) are provided to Senators and Members on or before the 15th day of every month. MMRs contain a range of information, including detailed expenditure and transactional data against claimed work expenses, budget or cap details, family and employee details, and other information pertinent to the particular reporting month and the current financial year.

MMRs are provided in arrears, and relate to accounts paid from the first to the last day of the reporting month, in respect of claimed work expenses usage for the current financial year. The report also provides details of accounts relating to previous financial years in the Other Transactions section and details of paid and unpaid invoices in the Debt reporting section.

### Quarterly Expenditure Reports

To meet the Australian Government's commitment to report more regularly on Senators and Members expenditure, IPEA released the first set of Quarterly Expenditure Reports on 6 October 2017. Prior to this date, expenditure reports were released by the Department of Finance on a six-monthly basis.

Preliminary versions of the Quarterly Expenditure Reports and certification forms are provided to Senators and Members ahead of public release of the final reports. To support effective checking of expenditure, the preliminary reports contain a range of transactional data pertinent to the particular reporting period that is not included in the final reports. For example, the preliminary reports contain details of employee travel while the final report will contain aggregate totals for domestic and overseas travel only.

Timely checking of the preliminary reports assists in the production of accurate final reports. Queries regarding the transactions contained in the report or the certification process can be directed to [enquiries@ipea.gov.au](mailto:enquiries@ipea.gov.au). Quarterly Expenditure Reports and related certification details are published on the IPEA website.

### More Information?

Further information on MMRs and Quarterly Expenditure Reports is available at [www.ipea.gov.au](http://www.ipea.gov.au).