



Australian Government

Independent Parliamentary Expenses Authority

IPEA EDUCATION PROGRAM WORKBOOK

Reporting

LEARNING AREA

8



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Learner Induction:

Please ensure you have an appropriate learning environment before undertaking any training.

An appropriate learning environment would include the following:

- A quiet and undisturbed place
- A well-lit area
- A work station or suitable arrangements
- Comfortable temperature/climate conditions
- Access to amenities
- Access to lap-top, mobile phone—or portable device with internet connection
- Access to IPEA instructor or advice line for assistance
- Familiarity with emergency exits and procedures.

Learning Area Outline Descriptor:

This Learning Area will focus on the various types of Reports provided to parliamentarians and their staff to assist them in tracking and managing budgets, caps/limits and expenditure.

This Learning Area will inform the learner about the various reports that are provided and how these impact upon their role in the parliamentary landscape.

The Learning Journey:

This Activity Objective will give the learner:

- Knowledge of the various reports provided by IPEA
- Knowledge of how to interpret the reports provided by IPEA
- Knowledge of how to request reports from IPEA

- An understanding of the role and functions of IPEA in helping parliamentarians and their staff in the conduct of parliamentary business
- Knowledge about The Parliamentary Business Resources framework (PBR framework), and how it impacts upon their role
- An improved professional relationship between IPEA and it's clients
- Confidence, by removing any confusion the learner may have about IPEA's role and functions.

Targeted Learning Outcomes:

By the completion of this Learning Area, the learner will know:

- What is contained in a Monthly Management Report
- What is contained in an Expenditure Report
- How to request a report from IPEA.



You can contact IPEA via

Phone: (02) 6215 3000 or;

Enquiries via email:

- Travel and advice: enquiries@ipea.gov.au
 - Reporting: reporting@ipea.gov.au
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Section 1

Reporting

IPEA produces a range of reports to provide transparency and accountability for work expenses. The reports also support parliamentarians and their staff in tracking and managing budgets and expenditure.

Monthly Management Report

A detailed report provided to each parliamentarian of all their PBR framework expenses paid by Ministerial and Parliamentary Services (MaPS) and IPEA during the previous month.

This report supports parliamentarians and their staff in tracking and managing budgets, limits and expenditure. The report is provided to each parliamentarian for internal use to assist with the day to day operations of the office and is not required to be certified.

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/cap details, family and employee details, and other information pertinent to that month and financial year.

Reports also provide details of paid and unpaid debts.

Parliamentarians are advised to check the accuracy of each report. If there are any discrepancies, immediately contact IPEA at: reporting@ipea.gov.au

Expenditure Report

A report on parliamentarians' expenses published on IPEA's website. IPEA currently publishes the report on a quarterly basis. 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 a preliminary version of the report and certification form to parliamentarians. Parliamentarians 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, a preliminary report contains a range of transactional data not included in the final report. For example, a preliminary report contains details of domestic and international staff travel while the final report only contains aggregate totals for domestic and international travel.



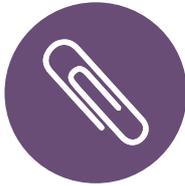
Note: Framework*—refers to *The Parliamentary Business Resources framework (PBR framework)*

Timely checking of a preliminary report assists in the production of an accurate final report. For any queries regarding a report, including the certification process, contact IPEA at: reporting@ipea.gov.au

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.

Parliamentarians and their staff can request ad hoc reports by sending a request to: reporting@ipea.gov.au



Note: All MMR queries should be directed to IPEA at: reporting@ipea.gov.au



Learning Activity 1.

Monthly Management Reports

Q1. Complete the following sentence by filling in the blank space?

Each month's (Monthly Management) report is provided on or before the _____th day of the following month.

Q2. Parliamentarians are advised to check the accuracy of each report.

All MMR queries should be directed to IPEA at: _____ .gov.au

Expenditure Report

Q3. What is the purpose of IPEA providing a 'certification form' with a preliminary version of the Expenditure Reports?

Request a report

Q4. Is the following statement True or False?

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.

Parliamentarians and their staff can request ad hoc reports by sending a request to: reporting@ipea.gov.au

TRUE	FALSE
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Section 2



FAQ's:

What's the difference between my Monthly Management Report and my Expenditure Report?

Monthly Management Reports (MMR's) include payments made and invoices raised within the month being reported. MMR's are used to assist with monitoring expenditure and managing budgets. MMR's are provided to parliamentarians for internal use to assist with the day to day operations of the office and are not required to be certified.

Expenditure Reports (ER's) include payments made and repayments received within the reporting period. Parliamentarians are asked to certify that their expenses are within the legislated purpose. ER's and certifications are published on the IPEA website and the data from the reports is published on: www.data.gov.au

MMR's include office and travel expenses for staff at a transactional level. ER's only include aggregate travel expenses for staff.

Why can't I see a particular transaction on my report?

Reports are provided in arrears and include payments made during the reported period. Invoices appear in a MMR in the month they are raised and in an Expenditure Report in the period they are repaid.

Transactions in the MMR are grouped by the financial year they relate to. Transactions relating to previous financial years appear in the MMR appendix.

There are some errors in my report, What do I do?

Contact IPEA at: reporting@ipea.gov.au with the details including which report the errors are in, the reference/s and page number. IPEA reviews and advises your office accordingly.

Why are some Cabcharge locations listed in my report as 'Home' or 'Hospital' or 'Office'?

Cabcharge locations can be the Global Positioning System (GPS) data of the taxi pick up and drop off locations or generic locations entered by the taxi driver (or you). 'Home', 'Hospital' and 'Office' are examples of generic locations.



Why are payments from previous financial years appearing in my report?

Reports cover payments made during the period. Payments from previous financial years appear in your report if they are paid within the reporting period. Payments from previous or future financial years do not impact the current financial year budgets or limits.

I have already told IPEA about an issue with a transaction and it is on my report again. Why?

In some instances, where an adjustment has been made to a transaction, the adjustment may appear in a subsequent report. For example a payment that was reported in one section may appear in a subsequent report as a reversal in that section and a new payment under the correct section.

Why is my budget information not up to date in my monthly report?

MMR's are provided to parliamentarians on or before the 15th of each month and include payments made and repayments received during the previous month. The budget information in your MMR is current as at the last day of the previous month.

Up to date budget reports are available from the IPEA website.

How do I access up to date budget reports?

Parliamentarians and their authorised staff can request up to date budget reports from the IPEA website. Budget reports are available for the current and previous financial years.

I am having issues printing my Expenditure Report. What do I do?

If you are having difficulty printing your report please try the following steps:

1. Open the Expenditure Report
2. Go to the 'File' menu, select 'Print' and then 'Advanced'
3. Select the check box next to 'Print As Image'
4. Select the 'OK' button
5. Press 'Print' and the report should print as normal

When is certification of my Expenditure Report due?

Certification is due two weeks from the date the Preliminary Expenditure Report is provided to parliamentarians and nominated staff. A list of certifications is published on the IPEA website at the same time as the final reports.

How do I request a custom travel report?

Contact IPEA to request a custom travel report. Please include as much information as possible in your request including travel dates, travellers, expense types, budgets, staff and family details etc.

What type of information can I request in a custom travel report?

IPEA provides a range of custom reports to support parliamentarians and their staff. Some examples are:

- Number of nights spent in Canberra
- All travel expenses for a time period
- Taxi claims
- All parliamentarian travel allowance claims
- All reimbursements paid.



Answers to Learning Activities:



Learning Activity 1.

Monthly Management Reports

Q1. Complete the following sentence by filling in the blank space?

Each month's (Monthly Management) report is provided on or before the **15th** day of the following month.

Q2. Parliamentarians are advised to check the accuracy of each report.

All MMR queries should be directed to IPEA at: reporting@ipea.gov.au

Expenditure Report

Q3. What is the purpose of IPEA providing a 'certification form' with a preliminary version of the Expenditure Reports?

Parliamentarians can certify that all work expenses listed in their report are within the legislated purpose..

Request a report

Q4. Is the following statement True or False?

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.

Parliamentarians and their staff can request ad hoc reports by sending a request to: reporting@ipea.gov.au

TRUE	FALSE
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Resources:

Resources available include:

- The IPEA ED website <https://www.ipea.gov.au/ed>
- The IPEA: A Quick reference guide to Travel related expenses for parliamentarians and their staff (handbook)
- IPEA Training Resources: Publications, Factsheets, FAQ's and Power-point presentations i.e. 'Reporting'—Factsheet: https://www.ipea.gov.au/sites/default/files/final_reporting_fact_sheet_v3.pdf
- IPEA Training Sessions, Education Sessions, Face-to-face, One-on-one, Drop-in sessions, Electorate Office Visits, and/or Webinars
- *Parliamentary Business Resources Act 2017* (PBR Act)
- *Parliamentary Business Resources Regulations* (PBR Regulations)
- Determinations made under the PBR Act
- Federal Register of Legislation: <https://www.legislation.gov.au/Details/F2019C00317>

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