

# J U L Y 2 0 2 3

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

3	4	5	<b>6</b> <b>Bi-monthly publication: deadline for queries</b> Payment card spend for June available	<b>7</b> Phonelines closed for staff training	8 May Payment Card deadline	9
<b>10</b>	<b>11</b> Payment card transactions available for reconciliation	<b>12</b> <b>Battle of the Boyne (NI only)</b>	<b>13</b> <b>Bi-monthly publication</b>	<b>14</b> <b>Payroll cut-off</b>	15	16
<b>17</b> Remember to reconcile Payment Card spend	<b>18</b>	<b>19</b> Tell IPSA if you suspect any fraudulent activity on you Payment Card	<b>20</b> House rises	<b>21</b>	22	23
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <b>Check your pay slips and let IPSA know about any issues</b>	<b>28</b> <b>Check the staff budget report to avoid overspends</b>	29	30
<b>31</b> <b>Pay day</b>	1	2	3	4	5	6

## N O T E S



Independent Parliamentary Standards Authority

## T A S K S

### W E E K L Y

- Check your Task Manager in IPSA Online
- Make all claims as soon as costs are incurred
- Check if the MP owes any money and repay or query it
- Collate mileage and make regular claims for prompt payment
- Resolve any returned claims in task manager to prevent delays
- Check and file invoices and receipts to ensure they meet requirements for claims
- Address email alerts from IPSA Online that need attention
- Submit your weekly timesheet to Payroll

### M O N T H L Y

- Check uploaded direct supplier costs and inform us of any issues
- Check your budget / spend position and plan accordingly
- Inform us of any changes to your properties so we can pay your landlord correctly
- Contact your Account Manager to resolve outstanding issues
- Check you have no outstanding credit notes
- Review claims in draft, submit them or contact IPSA to delete them
- Check your dashboard for outstanding payment card lines, debt, or property issues
- Reconcile your Payment Card