

AUGUST 2022



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Summer Bank Holiday (Scotland only)	2	3	4	5 Phonelines closed for staff training Payment card transactions available for reconciliation	6	7
8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10	11	12	13	14
15 Payroll cut-off	16	17	18	19	20	21
22 Tell IPSA about any staff changes	23	24	25	26	27	28
29 Bank holiday	30	31 Pay day Check the staff budget report to avoid overspends	1	2	3	4

TASKS

WEEKLY

- 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

MONTHLY

- Check uploaded direct supplier costs and tell us about any issues
- Check your budget / spend position and plan accordingly
- Tell us about 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 any claims in draft and either submit them or contact IPSA to delete them
- Check your dashboard for any outstanding payment card lines, debt, or property issues

NOTES
