

DECEMBER 2022



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	1	2 Phonelines closed for staff training <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	3	4
5	6	7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	10	11
12	13	14	15 Payroll cut-off	16 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	17	18
19 Tell IPSA about any staff changes	20	21	22 Bi-monthly publication: MP preview	23	24	25
26 Boxing Day	27 Christmas Day	28 Check your pay slips and let IPSA know about any issues	29	30 Pay day Run a staff budget report: check the data to avoid overspends	31	1

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
