

J U L Y 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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

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