

MARCH 2025

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

3 Check for annual changes to the Scheme and update the office	4 Payment Card spend for February available	5	6 Bi-monthly publication - deadline for queries	7 Phonelines closed for staff training	8 January Payment Card deadline	9
10	11 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	12	13 Bi-monthly publication - Oct 24/Nov 24	14 Payroll cut-off	15	16
17	18 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	19	20	21 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	22	23
24 Remember to reconcile Payment Card spend	25	26 Check your pay slips and let IPSA know about any issues	27	28	29	30
31 Pay day	1	2	3	4	5	6

NOTES



Independent Parliamentary Standards Authority

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 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