

# MARCH 2024

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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

## 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