

# N O V E M B E R 2 0 2 3

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

30	31	1	2 <b>Bi-monthly publication: deadline for queries</b>	3 Phonelines closed for staff training	4	5
6 Payment Card spend for October available	7	8 September Payment Card deadline	9	10	11	12
13	14	15 Payroll cut-off	16 <b>Bi-monthly publication Annual publication</b>	17 Remember to reconcile Payment Card spend	18	19
20 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	21	22	23	24	25	26
27	28 <b>Check your pay slips and let IPSA know about any issues</b>	29 <b>Run a staff budget report: check the data to avoid overspends</b>	30 Pay day	1	2	3

## 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