

# AUGUST 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2 Phonelines closed for staff training	3	4
5 Summer Bank Holiday (Scotland only)	6	7 Payment Card spend for July available	8 June Payment Card deadline	9	10	11
12	13 Remember to reconcile Payment Card spend	14	15 Payroll cut-off	16	17	18
19 Tell IPSA if you suspect any fraudulent activity on your payment card	20	21	22 Bi-monthly publication - MP preview	23	24	25
26 Bank holiday	27 Check your pay slips and let IPSA know about any issues	29 Check the staff budget report to avoid overspends	29	30 Pay day	31	1

## 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