

# M A Y 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

29	30	1	2 <b>Bi-monthly publication - deadline for queries</b> House rises	3 Phonelines closed for staff training Recess	4	5
6 <b>Bank holiday</b> Recess	7 Payment Card spend available for April House returns	8	9 <b>Bi-monthly publication - Dec 23/Jan 24</b>	10 Ensure all claims on the Year-end Form are submitted and approved	11	12
13	14 Remember to reconcile April Payment Card spend	15 <b>Payroll cut-off</b>	16	17 Tell IPSA if you suspect fraudulent transactions on your Payment Card	18	19
20	21	22	23 House rises	24 <b>Check your pay slips and let IPSA know about any issues</b> Recess	25	26
27 <b>Bank holiday</b> Recess	28 <b>Check the staff budget report to avoid overspends</b> Recess	29 Recess	30 Recess	31 P60s available <b>Pay day</b> Recess	1	2

## 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