

MARCH 2023

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

27	28	1	2 Bi-monthly publication: Deadline for queries	3 Phonelines closed for staff training <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	4	5
6 <i>Check for annual changes to the Scheme and update the office</i>	7	8 Reconcile payment card spend	9 Bi-monthly publication	10 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	11	12
13 <i>Check MP security measures are still valid</i>	14	15 Payroll cut-off	16	17 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	18	19
20	21	22	23	24	25	26
27 Tell IPSA about any staff changes	28	29 Check your pay slips and let IPSA know about any issues	30	31 Pay day Run a staff budget report: check the data to avoid overspends	1	2



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 tell us about any issues
- Check your budget / spend position and plan accordingly
- Tell us about 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 any claims in draft and either submit them or contact IPSA to delete them
- Check your dashboard for any outstanding payment card lines, debt, or property issues

NOTES