

AUGUST 2023

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

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