

A P R I L 2 0 2 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1 Recess	1	2
3 Check lease end-dates and arrange renewals or cancellations Recess	4 Recess	5 Recess	6 Payment Card spend available for March Recess	7 Bank holiday Recess	8 February Payment Card deadline	9
10 Bank holiday Recess	11 Recess	12 Remember to reconcile March Payment Card spend Recess	13 Recess	14 Deadline for Year-end and R&R forms Payroll cut-off Recess	15	16
17 House returns	18 Check financial year budgets and forecast based on commitments	19 Tell IPSA if you suspect fraudulent transactions on your Payment Card	20	21 Reconcile all payment card lines from March 2022 or earlier	22	23
24 Check the data IPSA holds is correct, including budgets, addresses, and staff	25	26 Check your pay slips and let IPSA know about any issues	27 Check the staff budget report to avoid overspends House rises	28 March Payment Card deadline Pay day Recess	29	30

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