

D E C E M B E R 2 0 2 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	1 Phonelines closed for staff training <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	2	3
4	5 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	6 Payment Card spend for November available	7	8 October Payment Card deadline	9	10
11	12	13 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	14	15 Payroll cut-off	16	17 Remember to reconcile Payment Card spend
18 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	19	20	21 Bi-monthly publication: MP preview	22	23	24
25 Christmas Day	26 Boxing Day	27 Check your pay slips and let IPSA know about any issues	28 Run a staff budget report: check the data to avoid overspends	29 Pay day	30	31

N O T E S



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