

JANUARY 2025

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|---|-------------------------------------|--|---|----------|--------|
| 30 | 31 | 1 Bank holiday | 2 | 3 Phonelines closed for staff training | 4 | 5 |
| 6 Payment Card spend for December available | 7 | 8 November Payment Card deadline | 9 Bi-monthly publication - query deadline | 10 | 11 | 12 |
| 13 | 14 Remember to reconcile Payment Card spend | 15 Payroll cut-off | 16 Bi-monthly publication - Aug 24/Sept 24 | 17 Tell IPSA if you suspect any fraudulent transactions on your Payment Card | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Year-end - guidance published | 25 | 26 |
| 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 | 1 | 2 |

NOTES



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