

# JANUARY 2025

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

30	31	<b>1</b> Bank holiday	<b>2</b>	<b>3</b> Phonelines closed for staff training	4	5
<b>6</b> Payment Card spend for December available	<b>7</b>	<b>8</b> November Payment Card deadline	<b>9</b> Bi-monthly publication - query deadline	<b>10</b>	11	12
<b>13</b>	<b>14</b> Remember to reconcile Payment Card spend	<b>15</b> Payroll cut-off	<b>16</b> Bi-monthly publication - Aug 24/Sept 24	<b>17</b> Tell IPSA if you suspect any fraudulent transactions on your Payment Card	18	19
<b>20</b> Conduct an office Health & Safety Risk Assessment	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Year-end - guidance published	25	26
<b>27</b> Check your pay slips and let IPSA know about any issues	<b>28</b> Run a staff budget report - check the data to avoid overspends	<b>29</b> Pay day	<b>30</b>	<b>31</b>	1	2

## NOTES

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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