



2023-24

IPSA

Timetable and key dates

Pro-tips

- When a proxy leaves ensure the payment card is returned to IPSA
- Before you sign your property lease, ask IPSA for a quick review
- If you are unsure about evidence requirements, ask IPSA before claiming
- Deposit loans must be repaid within 30 days of being due unless a transfer to a new property is requested
- Ensure workflow items are cleared for leavers (i.e. repayment of season ticket loan)
- Contingency applications must be made in advance of the purchase of the goods/services
- Reconcile your payment card earlier in the month to avoid the card being suspended

How to use this planner

Key

Bank holiday

Recess

Payroll

Monthly checks

Bi-monthly/Quarterly checks

Annual checks

Publication

IPSA event

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

NOTES



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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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Bank holiday Recess	2 House returns	3 House rises	4 Bi-monthly publication: deadline for queries Recess	5 Phonelines closed for staff training Recess	6 Payment Card spend available for April	7
8 Bank holiday Recess	9 House returns	10	11	12 Ensure all claims on the Year-end Form are submitted and approved	13	14
15 Payroll cut-off	16	17 Remember to reconcile April Payment Card spend	18 Bi-monthly publication	19 Tell IPSA if you suspect fraudulent transactions on your Payment Card	20	21
22	23	24	25 House rises	26 Check your pay slips and let IPSA know about any issues Recess	27	28
29 Bank holiday Recess	30 Check the staff budget report to avoid overspends Recess	31 Pay day Recess	2	3	4	5

N O T E S



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29	30	31	1 Recess	2 Recess	3	4
5 House returns	6 Payment card spend for May available	7	8 April Payment Card deadline	9 Check the data IPSA holds is correct, including budgets, addresses, and staff	10	11
12	13 Remember to reconcile Payment Card spend	14	15 Payroll cut-off	16 Check your pooled services are set up correctly and that IPSA is paying the right fees	17	18
19 Tell IPSA if you suspect fraudulent transactions on your Payment Card	20	21	22 Bi-monthly publication: MP preview	23 Forecast staffing spend and contact payroll about any issues or for advice	24	25
26	27	28 Check your pay slips and let IPSA know about any issues	29 Check the staff budget report to avoid overspends	30 Pay day	1	2

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3	4	5	6 Bi-monthly publication: deadline for queries Payment card spend for June available	7 Phonelines closed for staff training	8 May Payment Card deadline	9
10	11 Payment card transactions available for reconciliation	12 Battle of the Boyne (NI only)	13 Bi-monthly publication	14 Payroll cut-off	15	16
17 Remember to reconcile Payment Card spend	18	19 Tell IPSA if you suspect any fraudulent activity on you Payment Card	20 House rises	21	22	23
24	25	26	27 Check your pay slips and let IPSA know about any issues	28 Check the staff budget report to avoid overspends	29	30
31 Pay day	1	2	3	4	5	6

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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

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28	29	30	31	1 Phonelines closed for staff training <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	2	3
4	5	6 Payment Card spend for August available	7 Bi-monthly publication: deadline for queries	8 July Payment Card deadline	9	10
11 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	12	13	14 Bi-monthly publication	15 Payroll cut-off	16	17
18 Remember to reconcile Payment Card spend.	19 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	20	21 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	22	23	24
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 overspend	29 Pay day	30	1

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2	3	4	5 Payment Card spend for September available	6 Phonelines closed for staff training	7	8 August Payment Card deadline
9	10	11	12	13 Payroll cut-off	14	15
16 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	17	18	19 Bi-monthly publication: MP preview	20	21	22
23	24 Remember to reconcile Payment Card spend	25	26	27 Check your pay slips and let IPSA know about any issues	28	29
30	31 Pay day	1	2	3	4	5

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N O V E M B E R 2 0 2 3

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30	31	1	2 Bi-monthly publication: deadline for queries	3 Phonelines closed for staff training	4	5
6 Payment Card spend for October available	7	8 September Payment Card deadline	9	10	11	12
13	14	15 Payroll cut-off	16 Bi-monthly publication Annual publication	17 Remember to reconcile Payment Card spend	18	19
20 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	21	22	23	24	25	26
27	28 Check your pay slips and let IPSA know about any issues	29 Run a staff budget report: check the data to avoid overspends	30 Pay day	1	2	3

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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

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

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FEBRUARY 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	1	2 Phonelines closed for staff training	3	4
5	6 Payment Card spend for January available	7	8 December Payment Card deadline	9	10	11
12	13	14	15 Payroll cut-off	16 Remember to reconcile Payment Card spend	17	18
19 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	20	21	22	23	24	25
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26	27	28	29	1Phonelines closed for staff training Check the data IPSA holds is correct, including budgets, addresses, and staff	2	3
4 Check for annual changes to the Scheme and update the office	5	6 Payment Card spend for February available	7 Bi-monthly publication: deadline for queries	8 January Payment Card deadline	9	10
11	12 Check your pooled services are set up correctly and that IPSA is paying the right fees	13	14 Bi-monthly publication	15 Payroll cut-off	16	17
18 Remember to reconcile Payment Card spend	19 Forecast staffing spend and contact payroll about any issues or for advice	20	21	22 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	23	24
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Contact us

Visit our website

If you are a Member of Parliament or if you work for an MP, the quickest and easiest way to find answers to general queries is by visiting our website:

www.ipsaonline.org.uk

You can find the rules of the Scheme, view guidance, download forms and follow step-by-step instructions on how to complete IPSA tasks.

Call the support team

Call us on **020 7811 6400** if you are an MP or an MP's staff member.

Your call will be answered by a member of the team, but not necessarily your Account Manager or Payroll Officer. They will try to resolve your issue or will forward it to a member of the team. If you are not an MP or MP staff member and you have a query, please email info@theipsa.org.uk.

Email

If you have a query for your dedicated Account Manager or Payroll Officer, you can email info@theipsa.org.uk or payroll@theipsa.org.uk. Your email will be directed to your team. Our aim is to respond within five working days.

Tax issues

If you have a query about your tax code, please contact HMRC directly first on **03000 534 720** (staff) or **03000 581 588** (MPs) as they can advise on why the code has been allocated and if it is correct.

Account managers

