

# 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

# A P R I L 2 0 2 3

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

# NOTES



# T A S K S

#### 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

#### M O N T H L Y

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

Check uploaded direct supplier costs and inform us of any

Reconcile your Payment Card

# M A Y 2 0 2 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4 Bi-monthly	5	6	7
<b>Bank holiday</b> Recess	House returns	House rises	publication: deadline for queries Recess	Phonelines closed for staff training Recess	Payment Card spend available for April	
Bank holiday Recess	<b>9</b> House returns	10	11	Ensure all claims on the Year-end Form are submitted and approved	13	14
15 Payroll cut-off	16	Remember to reconcile April Payment Card spend	Bi-monthly publication	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
Bank holiday Recess	Check the staff budget report to avoid overspends Recess	Pay day Recess	2	3	4	5

# N O T E S



# T A S K S

#### W E E K L Y

Check your To	sk Manager in IPSA Online

	Make a	ll claims	as soon	as costs	are incurred
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Co	llate	mileage	and	make	regular	claims	for	prompt	paymei
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J	Resolve	any returned	claims	in tas	k manager	to prevent	de	lay
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Check and file invoices and receipts to ensure they mee
requirements for claims

	Address	email c	ilerts f	rom IPS/	A Online	that	need	attentio

#### $\hbox{M O N T H L Y }$

Check uploaded	direct supplie	r costs and	inform (	us of	any
issues					

	Check your	budget /	spend	position	and	plan	accordingly
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Inform us of any changes to your properties so we	can pay
your landlord correctly	

Contact your Account Manager to resolve outstanding issue
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	Check	you have	no	outstanding	credit	notes
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Review claims in draft, submit them or contact IPSA to
delete them

Check your dashboard for outstanding payment card lines
debt, or property issues

#### J U N E 2 O 2 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2	3	4
			Recess	Recess		
5 House returns	Payment card spend for May available	7	8  April Payment Card deadline	<b>9</b> Check the data IPSA holds is correct, including budgets, addresses, and staff	10	11
12	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
Tell IPSA if you suspect fraudulent transactions on your Payment Card	20	21	Bi-monthly publication: MP preview	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	Check the staff budget report to avoid overspends	30 Pay day	1	2

# N O T E S



### T A S K S

#### WEEKLY

Check your Task Manager in IPSA Online
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Check and file invoices and receipts to ensure they mee
requirements for claims

	Address emo	il alerts from	IPSA Online	that need attention	1
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	Submit	your	weekly	timeshee	t to	Payro
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#### MONTHLY

Check	upload	ed	direct	suppli	er co	sts an	d inf	orm	us	of	an
issues											

Check your budget / spend position and plan a	accordingl	У
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Inform	us of	any	changes	to you	r propertie	s so	we	can	pay
your la	ndlor	d cor	rectly						

Contact	your	Account	Manager	to r	esolve	outstandir	ng	issues

	Check	you	have	no	outstand	ling	credit	notes
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Review claims in draft, submit them or contact IPSA to
delete them

Check your dashboard for outstanding payment card lines,
debt, or property issues

# J U L Y 2 0 2 3

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

# NOTES

# T A S K S

# Independent Parliamentary Standards Authority

#### WEEKLY

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Submit your weekly timesheet to Payroll

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 issue
Check you have no outstanding credit notes
Review claims in draft, submit them or contact IPSA to

- 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

# A U G U S T 2 0 2 3

MONDAY	MONDAY TUESDAY W		WEDNESDAY THURSDAY		SATURDAY	SUNDAY	
31	1		3	4	5	6	
				Phonelines closed for staff training		Payment Card spend for July available	
7	8	9	10	11	12	13	
Summer Bank Holiday (Scotland only)	June Payment Card deadline						
14	15	16	17	18	19	20	
	Payroll cut-off		Remember to reconcile Payment Card spend		Tell IPSA if you suspect any fraudulent activity on your payment card		
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
Bank holiday	Check your pay slips and let IPSA know about any issues	Check the staff budget report to avoid overspends	Pay day				

# N O T E S





#### W E E K L Y

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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
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# SEPTEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1 Phonelines closed for staff training Check the data IPSA holds is correct, including budgets, addresses, and staff	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
Check your pooled services are set up correctly and that IPSA is paying the right fees	12	13	Bi-monthly publication	15 Payroll cut-off	16	17
Remember to reconcile Payment Card spend.	19 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	20	Forecast staffing spend and contact payroll about any issues or for advice	22	23	24
25	26	Check your pay slips and let IPSA know about any issues	Run a staff budget report: check the data to avoid overspends	29 Pay day	30	1

# N O T E S

# T A S K S



#### WEEKLY

Check your Task Manager in IPSA Online
Make all claims as soon as costs are incurred
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Check and file invoices and receipts to ensure they meet requirements for claims
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issues
Check your budget / spend position and plan accordingly
Inform us of any changes to your properties so we can pay your landlord correctly
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	Cont	act	your <i>i</i>	Account	Ma	nager	to	resolve	outs	tanding	issue

	Chec	k you	have	no	outstand	ling	credit	note	)(

Review claims in draft, submit them or contact IPSA to
delete them

Check your dashboard for outstanding payment card lines
debt, or property issues

# O C T O B E R 2 0 2 3

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

# N O T E S



# T A S K S

#### WEEKLY

Check your Task Manager in IPSA Online	
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1	Maka	all claims	ac coc	n ac	ooctc	aro i	nourrad	
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Check if the MP owes any money and repay or	query i
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	Collate mileage and	l make regular c	claims for	prompt	paymen <sup>-</sup>
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Resolve any returned claims in task manager to prevent d	le	la
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Check and file invoices and receipts to ensure they mee
requirements for claims

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	] Submit	your	week	ly '	times	heet	to	Payro
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Check up	oloaded	direct	supplier	· costs	and	inform	us o	f any
issues								

	Check your	budget /	spend	position	and	plan	accord	ingl	y
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your landlo	rd correc	ctly					

	Contact	your Account	Manager to	resolve	outstanding issues	
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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 Pa	yment	Card
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#### NOVEMBER 2023

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

### NOTES



#### TASKS

#### WEEKLY

Check your Task Manager in IPSA Online

Make	e 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

delays

Check and file invoices and receipts to ensure they meet
requirements for claims

	Address emai	alerts from	IPSA Online	that need	attention
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	Submit	your	weekly	/ times	heet to	Payro
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#### MONTHLY

Check uploaded	direct	supplier	costs	and	inform	us	of	an
issues								

<ul><li>Check your budget / spend position and plan accordingly</li></ul>
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Intorm us o	t any d	changes	to your	properties	so we	can	pay
your landlo	rd cor	rectly					

	Contact	your Account	Manager to	resolve	outstanding	issue
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			Check y	you ha	ive no	outstanding	g credit	notes
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- Review claims in draft, submit them or contact IPSA to delete them
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# DECEMBER 2023

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

	Collate mileage	and make	e regular	claims	for	prompt	payme
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Resolve any returned claims in task manager to prevent	delay
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Check and file invoices and receipts to ensure they mee
requirements for claims

	Addres	s email alerts	from IPSA C	Inline that	need attentior
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Check uploaded	direct	supplier	costs	and	inform	us	of	any
issues								

Check your budget	/ spend	position ar	nd plan	accordingly
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Inform us of	any cho	anges t	o your	properties	so we	can	pay
your landlor	d correc	etly					

	Contact	your Account	Manager to	resolve	outstanding	issues
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	Check	you have no	outstanding	credit notes
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Review claims in draft, submit them or contact IPSA to
delete them

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debt, or property issues

# J A N U A R Y 2 0 2 4

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

# NOTES



### T A S K S

#### WEEKLY

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#### 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

# FEBRUARY 2024

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

# 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
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	Resolve any returned claims in task manager to prevent dela
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	Address email alerts from IPSA Online that need attention
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M O	N T H L Y

Check uploaded direct supplier costs and inform us of any
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Check your budget / spend position and plan accordingly
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Contact your Account Manager to resolve outstanding issue

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

# M A R C H 2 0 2 4

MONDAY TUESDAY WEDNESDAY THURSDAY		FRIDAY	SATURDAY	SUNDAY		
26	27	28	29	1 Phonelines closed for staff training Check the data IPSA holds is correct, including budgets, addresses, and staff	2	3
Check for annual changes to the Scheme and update the office	5	Payment Card spend for February available	7  Bi-monthly  publication: deadline  for queries	<b>8</b> 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
Remember to reconcile Payment Card spend	Forecast staffing spend and contact payroll about any issues or for advice	20	21	Tell IPSA if you suspect any fraudulent transactions on your Payment Card	23	24
25	26	27 Check your pay slips and let IPSA know about any issues	28	29 Pay day	30	31

# N O T E S



#### 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

Collate	mileage	and	make	regular	claims	for	prompt	paym	er

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Check and file invoices and receipts to ensure they meet
requirements for claims

Address email alerts from IPSA Online that need at	ttentior
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Submit your weekly timesheet to Payr	oll
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#### 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
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	Check	you have	no	outstanding	credit	notes
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Review claims in draft, submit them or contact IPSA to
delete them

Check your dashboard for outstanding payment card lines
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	Reconcile y	our Pa	yment	Card
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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 <u>info@theipsa.org.uk</u>.

# Email

If you have a query for your dedicated Account Manager or Payroll Officer, you can email <u>info@theipsa.org.uk</u> or <u>payroll@theipsa.org.uk</u>. 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

