



2022-23

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

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 House rises	1 Recess	2 Recess	3 Recess
4 Check lease end- dates and arrange renewals or cancellations Recess	5 Recess	6 Recess	7 Recess	8 Phonelines closed for staff training Reconcile payment card spend Recess	9 Recess	10 Recess
11 Check financial year budgets and forecast spend based on commitments Recess	12 Recess	13 Recess	14 Payroll cut-off Tell IPSA about accruals or prepayments on a year-end form Recess	15 Bank holiday Recess	16 Recess	17 Recess
18 Bank holiday Recess	19 House returns	20	21	22	23	24
25 Check the data IPSA holds is correct, including budgets, addresses, and staff	26 Tell IPSA about any changes to staff or property	27 Check your pay slips and let IPSA know about any issues	28 Check the staff budget report to avoid overspends	29 Pay day Reconcile all payment card lines from March 2022 or earlier	30	1

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 tell us about any issues
- ☐ Check your budget / spend position and plan accordingly
- ☐ Tell us about 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 any claims in draft and either submit them or contact IPSA to delete them
- ☐ Check your dashboard for any outstanding payment card lines, debt, or property issues

2 Bank holiday	3	4	5 Bi-monthly publication: deadline for queries	6 Phonelines closed for staff training Reconcile payment card spend	7	8
9	10	11	12 Bi-monthly publication	13 Year-end Ensure all claims on the year-end form are submitted and approved Payroll cut-off	14	15
16	17	18	19	20	21	22
23 Tell IPSA about any changes to staff or property	24	25	26 House rises	27 Check your pay slips and let IPSA know about any issues Recess	28 Recess	29 Recess
30 Recess	31 Pay day Check the staff budget report to avoid overspends Recess	1	2	3	4	5

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TASKS

WEEKLY

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2 Bank holiday	3 Platinum Jubilee bank holiday	4	5
6 Payment card transactions available for reconciliation House returns	7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10 Check the data IPSA holds is correct, including budgets, addresses, and staff	11	12
13	14	15 Payroll cut-off	16	17 Check your pooled services are set up correctly and that IPSA is paying the right fees	18	19
20 Tell IPSA about any staff changes	21	22	23 Bi-monthly publication: MP preview	24 Forecast staffing spend and contact payroll about any issues or for advice	25	26
27	28 Check your pay slips and let IPSA know about any issues	29	30 Pay day Check the staff budget report to avoid overspends	1	2	3

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	1 Phonelines closed for staff training	2	3
4	5 Payment card transactions available for reconciliation	6	7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10
11	12 Battle of the Boyne (NI only)	13	14	15 Payroll cut-off	16	17
18 Tell IPSA about any staff changes	19	20	21	22	23	24
25	26	27 Check your pay slips and let IPSA know about any issues	28	29 Pay day Check the staff budget report to avoid overspends	30	31

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Summer Bank Holiday (Scotland only)	2	3	4	5 Phonelines closed for staff training Payment card transactions available for reconciliation	6	7
8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10	11	12	13	14
15 Payroll cut-off	16	17	18	19	20	21
22 Tell IPSA about any staff changes	23	24	25	26	27	28
29 Bank holiday	30	31 Pay day Check the staff budget report to avoid overspends	1	2	3	4

NOTES

TASKS

WEEKLY

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



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	29	1	2
3	4	5 Payment card transactions available for reconciliation	6	7 Phonelines closed for staff training Reconcile payment cards. Tell IPSA if you suspect any fraud	8	9
10	11	12	13	14 Payroll cut-off	15	16
17	18	19	20 Bi-monthly publication: MP preview	21	22	23
24 Tell IPSA about any staff changes	25	26	27 Check your pay slips and let IPSA know about any issues	28	29	30

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31 Pay day Run a staff budget report: check the data to avoid overspend	1	2	3 Bi-monthly publication: deadline for queries	4 Phonelines closed for staff training	5	6
7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10 Bi-monthly publication	11	12	13
14	15 Payroll cut-off	16	17	18	19	20
21 Tell IPSA about any staff changes	22	23	24	25	26	27
28 Check your pay slips and let IPSA know about any issues	29	30 Pay day Run a staff budget report: check the data to avoid overspend	1	2	3	4

N O T E S



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DECEMBER 2022

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



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NOTES

JANUARY 2023

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

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F E B R U A R Y 2 0 2 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3 Phonelines closed for staff training	4	5
6	7	8 Reconcile payment card spend	9	10	11	12
13	14	15 Payroll cut-off	16 Bi-monthly publication: MP preview	17	18	19
20 Tell IPSA about any staff changes	21	22	23	24 Check your pay slips and let IPSA know about any issues	25	26
27	28 Pay day Run a staff budget report: check the data to avoid overspends	1	2	3	4	5

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27	28	1	2 Bi-monthly publication: Deadline for queries	3 Phonelines closed for staff training Check the data IPSA holds is correct, including budgets, addresses, and staff	4	5
6 Check for annual changes to the Scheme and update the office	7	8 Reconcile payment card spend	9 Bi-monthly publication	10 Check your pooled services are set up correctly and that IPSA is paying the right fees	11	12
13 Check MP security measures are still valid	14	15 Payroll cut-off	16	17 Forecast staffing spend and contact payroll about any issues or for advice	18	19
20	21	22	23	24	25	26
27 Tell IPSA about any staff changes	28	29 Check your pay slips and let IPSA know about any issues	30	31 Pay day Run a staff budget report: check the data to avoid overspends	1	2

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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

Scotland, Wales and Northern Ireland Team - Craig

Region / Team	Account Manager	Payroll Officer
Scotland	Peter/Phil	Claire
Northern Ireland	Phil/Gina	Claire
Wales	Phil/Gina	Fahmida
Homes, Offices and Security Team: Fiona		

South Team - Kate

Region / Team	Account Manager	Payroll Officer
South West	Aaron	Fahmida
South East	Shila	Rachel
London	Rachel	Sarb
Homes, Offices and Security Team: Max		

North Team - Joanne

Region / Team	Account Manager	Payroll Officer
North West	Ann/Alyn	Sonia
North East	Owen	Sonia
Yorkshire and Humber	Rebecca	Elvita
Homes, Offices and Security Team: Emma		

Central Team - Cathleen

Region / Team	Account Manager	Payroll Officer
West Midlands	Will	Elvita
East Midlands	Paul	Carmen
Eastern	Davita/Kira	Carmen
Homes, Offices and Security Team: Kyle		

