

A P R I L 2 0 2 2



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

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

N O T E S
