

J U N E 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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

N O T E S



Independent Parliamentary Standards Authority

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 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