

JANUARY 2024

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

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

NOTES



Independent Parliamentary Standards Authority

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