

F E B R U A R Y 2 0 2 5

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

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

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