

# S E P T E M B E R 2 0 2 4

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

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

## 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