

# DECEMBER 2024

| MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY | SUNDAY                             |
|---|--|---|--|--|----------|------------------------------------|
| 2   | 3<br><i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i> | 4<br>Payment Card spend for November available  | 5  | 6<br>Phonelines closed for staff training                            | 7        | 8<br>October Payment Card deadline |
| 9   | 10   | 11<br><i>Forecast staffing spend and contact payroll about any issues or for advice</i> | 12   | 13<br><b>Payroll cut-off</b>   | 14       | 15                                 |
| 16<br>Tell IPSA if you suspect any fraudulent transactions on your Payment Card | 17<br><b>Run a staff budget report - check the data to avoid overspends</b>                        | 18  | 19<br><b>Bi-monthly publication - MP preview</b> | 20<br>Remember to reconcile Payment Card spend                       | 21       | 22                                 |
| 23  | 24   | 25<br>Christmas Day   | 26<br>Boxing Day                                 | 27<br><b>Check your pay slips and let IPSA know about any issues</b> | 28       | 29                                 |
| 30  | 31<br><b>Pay day</b>   | 1   | 2  | 3  | 4        | 5                                  |



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

## NOTES