

# J U N E 2 0 2 2



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2 Bank holiday	3 Platinum Jubilee bank holiday	4	5
6 Payment card transactions available for reconciliation House returns	7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10 <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	11	12
13	14	15 Payroll cut-off	16	17 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	18	19
20 Tell IPSA about any staff changes	21	22	23 Bi-monthly publication: MP preview	24 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	25	26
27	28 Check your pay slips and let IPSA know about any issues	29	30 Pay day Check the staff budget report to avoid overspends	1	2	3

## 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 tell us about any issues
- Check your budget / spend position and plan accordingly
- Tell us about 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 any claims in draft and either submit them or contact IPSA to delete them
- Check your dashboard for any outstanding payment card lines, debt, or property issues

## N O T E S

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