

# OCTOBER 2022



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	29	1	2
<b>3</b>	<b>4</b>	<b>5</b> Payment card transactions available for reconciliation	<b>6</b>	<b>7</b> Phonelines closed for staff training Reconcile payment cards. Tell IPSA if you suspect any fraud	8	9
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Payroll cut-off	15	16
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Bi-monthly publication: MP preview	<b>21</b>	22	23
<b>24</b> Tell IPSA about any staff changes	<b>25</b>	<b>26</b>	<b>27</b> Check your pay slips and let IPSA know about any issues	<b>28</b>	29	30

## 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 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

## NOTES