

A P R I L 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1 Bank holiday Recess	2 Recess	3 Recess	4 Payment Card spend available for March Recess	5 Phonelines closed for staff training Recess	6	7
8 February Payment Card deadline Recess	9 Recess	10 Recess	11 Recess	12 Bank holiday Recess	13	14
15 Payroll cut-off House returns	16 Check lease end-dates and arrange renewals or cancellations	17 Remember to reconcile March Payment Card spend	18 Bi-monthly publication - MP preview	19 Deadline for Year-end and R&R forms	20	21
22 Check the staff budget report to avoid overspends	23 Check financial year budgets and forecast based on commitments	24 Tell IPSA if you suspect fraudulent transactions on your Payment Card	25 Check your pay slips and let IPSA know about any issues	26 March Payment Card deadline	27	28
29 Check the data IPSA holds is correct, including budgets, addresses, and staff	30 Pay day	1	2	3	4	5

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