



2024-25

IPSA

Timetable and key dates

Pro-tips

- When a proxy leaves ensure the Payment Card is returned to IPSA
- Before you sign your property lease, ask IPSA for a quick review
- If you are unsure about evidence requirements please review this guidance [Evidence Requirements 2024-25](#)
- Deposit loans must be repaid within 30 days of being due unless a transfer to a new property is requested
- Ensure workflow items are cleared for leavers (for example, repayment of season ticket loan)
- Contingency applications must be made in advance of the purchase of the goods/services
- Reconcile your payment card earlier in the month to avoid the card being suspended

How to use this planner

Key

Bank holiday

Recess

Payroll

Monthly checks

Bi-monthly/Quarterly checks

Annual checks

Publication

IPSA event

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



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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
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- Check you have no outstanding credit notes
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M A Y 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

29	30	1	2 Bi-monthly publication - deadline for queries House rises	3 Phonelines closed for staff training Recess	4	5
6 Bank holiday Recess	7 Payment Card spend available for April House returns	8	9 Bi-monthly publication - Dec 23/Jan 24	10 Ensure all claims on the Year-end Form are submitted and approved	11	12
13	14 Remember to reconcile April Payment Card spend	15 Payroll cut-off	16	17 Tell IPSA if you suspect fraudulent transactions on your Payment Card	18	19
20	21	22	23 House rises	24 Check your pay slips and let IPSA know about any issues Recess	25	26
27 Bank holiday Recess	28 Check the staff budget report to avoid overspends Recess	29 Recess	30 Recess	31 P60s available Pay day Recess	1	2

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J U N E 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

27 Recess	28 Recess	29 Recess	30 Recess	31 Recess	1	2
3 House returns	4 Payment card spend for May available	5 <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	6	7 Phonelines closed for staff training	8 April Payment Card deadline	9
10	11	12 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	13	14 Payroll cut-off	15	16
17 Tell IPSA if you suspect fraudulent transactions on your Payment Card	18	19 Remember to reconcile Payment Card spend	20 Bi-monthly publication - MP preview	21 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	22	23
24	25 Check your pay slips and let IPSA know about any issues	26 Check the staff budget report to avoid overspends	27	28 Pay day	29	30

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J U L Y 2 0 2 4

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1	2	3	4 Bi-monthly publication - deadline for queries	5 Payment card spend for June available Phonelines closed for staff training	6	7
8 May Payment Card deadline	9	10	11 Bi-monthly publication - Feb 24/March 24	12 Battle of the Boyne (NI only)	13	14
15 Payroll cut-off	16	17 Tell IPSA if you suspect any fraudulent activity on you Payment Card	18	19	20	21
22 Remember to reconcile Payment Card spend	23 House rises	24	25 Check your pay slips and let IPSA know about any issues	26 Check the staff budget report to avoid overspends	27	28
29	30	31 Pay day	1	2	3	4

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AUGUST 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2 Phonelines closed for staff training	3	4
5 Summer Bank Holiday (Scotland only)	6	7 Payment Card spend for July available	8 June Payment Card deadline	9	10	11
12	13 Remember to reconcile Payment Card spend	14	15 Payroll cut-off	16	17	18
19 Tell IPSA if you suspect any fraudulent activity on your payment card	20	21	22 Bi-monthly publication - MP preview	23	24	25
26 Bank holiday	27 Check your pay slips and let IPSA know about any issues	29 Check the staff budget report to avoid overspends	29	30 Pay day	31	1

NOTES



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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 Bi-monthly publication - deadline for queries	6 Phonelines closed for staff training	7	8 July Payment Card deadline
9	10	11	12 Bi-monthly publication - Apr 24/May 24	13 Payroll cut-off	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 Check your pay slips and let IPSA know about any issues	27 Run a staff budget report - check the data to avoid overspends	28	29
30 Pay day	1	2	3	4	5	6

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OCTOBER 2024

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

30	1	2	3 Payment Card spend for September available	4 Phonelines closed for staff training	5	6
7	8 August Payment Card deadline	9	10	11	12	13
14 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	15 Payroll cut-off	16	17	18	19	20
21	22 Remember to reconcile Payment Card spend	23	24 Bi-monthly publication - MP preview	25 Check your pay slips and let IPSA know about any issues	26	27
28	29	30	31 Pay day	1	2	3

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N O V E M B E R 2 0 2 4

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

28	29	30	31	1 Phonelines closed for staff training	2	3
4 Payment Card spend for October available	5	6 <i>Check the data IPSA holds is correct, including budgets, addresses, and staff</i>	7 Bi-monthly publication - deadline for queries	8 September Payment Card deadline	9	10
11	12	13	14 Annual publication	15 Payroll cut-off	16	17
18 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	19	20	21 Bi-monthly publication - Jun 24/Jul 24	22 Remember to reconcile Payment Card spend	23	24
25	26 Check your pay slips and let IPSA know about any issues	27 Run a staff budget report - check the data to avoid overspends	28	29 Pay day	30	1

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DECEMBER 2024

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



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JANUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1 Bank holiday	2	3 Phonelines closed for staff training	4	5
6 Payment Card spend for December available	7	8 November Payment Card deadline	9 Bi-monthly publication - query deadline	10	11	12
13	14 Remember to reconcile Payment Card spend	15 Payroll cut-off	16 Bi-monthly publication - Aug 24/Sept 24	17 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	18	19
20	21	22	23	24 Year-end - guidance published	25	26
27 Check your pay slips and let IPSA know about any issues	28 Run a staff budget report - check the data to avoid overspends	29 Pay day	30	31	1	2

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F E B R U A R Y 2 0 2 5

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

3	4 Payment Card spend for January available	5	6	7 Phonelines closed for staff training	8 December Payment Card deadline	9
10	11	12	13	14 Payroll cut-off	15	16
17 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	18	19 Remember to reconcile Payment Card spend	20 Bi-monthly publication - MP preview	21	22	23
24	25 Check your pay slips and let IPSA know about any issues	26 Run a staff budget report - check the data to avoid overspends	27	28 Pay day	1	2
3	4	5	6	7	8	9

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MARCH 2025

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

3 <i>Check for annual changes to the Scheme and update the office</i>	4 Payment Card spend for February available	5	6 Bi-monthly publication - deadline for queries	7 <i>Phonelines closed for staff training</i>	8 January Payment Card deadline	9
10	11 <i>Check your pooled services are set up correctly and that IPSA is paying the right fees</i>	12	13 Bi-monthly publication - Oct 24/Nov 24	14 Payroll cut-off	15	16
17	18 <i>Forecast staffing spend and contact payroll about any issues or for advice</i>	19	20	21 Tell IPSA if you suspect any fraudulent transactions on your Payment Card	22	23
24 Remember to reconcile Payment Card spend	25	26 Check your pay slips and let IPSA know about any issues	27	28	29	30
31 Pay day	1	2	3	4	5	6

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Contact us

Visit our website

If you are a Member of Parliament or if you work for an MP, the quickest and easiest way to find answers to general queries is by visiting our website –

www.ipsaonline.org.uk

You can find the rules of the Scheme, view guidance, download forms and follow step-by-step instructions on how to complete IPSA tasks.

Call the support team

Call us on **020 7811 6400** if you are an MP or an MP's staff member.

Your call will be answered by a member of the team, but not necessarily your Account Manager or Payroll Officer. They will try to resolve your issue or will forward it to a member of the team. If you are not an MP or MP staff member and you have a query, please email info@theipsa.org.uk.

Email

If you have a query for your dedicated Account Manager or Payroll Officer, you can email info@theipsa.org.uk or payroll@theipsa.org.uk. Your email will be directed to your team. Our aim is to respond within five working days.

Tax issues

If you have a query about your tax code, please contact HMRC directly first on **03000 534 720** (staff) or **03000 581 588** (MPs) as they can advise on why the code has been allocated and if it is correct.

Account managers

Region	AM	Payroll	HOST
Scotland	Peter / Phil	Claire	Fiona
Northern Ireland	Gina	Tracy	Fiona
Wales	Gina	Fahmida	Rory

**Scotland, Wales,
& Northern
Ireland**

Manager: Craig

South

Manager: Kate

Region	AM	Payroll	HOST
South West	Aaron	Fahmida	Dhruv
South East	Lynn / Shila	Rachel	Angie
London	Rachel	Sarb	Dhruv

Region	AM	Payroll	HOST
North West	Ann / Alyn	Alex	Beth
North East	Helen	Katie	Beth
Yorkshire & Humber	Kirsty	Katie	Rory

North
Manager: Joanne

IPSA

Central
Manager: Owen

Region	AM	Payroll	HOST
West Midlands	Adam	Tracy	Kyle
East Midlands	Paul	Carmen	Kyle
Eastern	Kira	Carmen	Angie

