

FY 2024

Year	Month	Month end date	Invoice to cover from	Invoice to cover to week ended	Contractor invoice to be received by below dates - Unless BCTI	Payment date
2023	Apr	30 Apr 2023	1 Apr 2023	30 Apr 2023	Thursday, 4 May 2023	9 May 2023
2023	May	31 May 2023	1 May 2023	31 May 2023	Tuesday, 6 Jun 2023	9 Jun 2023
2023	Jun	30 Jun 2023	1 Jun 2023	30 Jun 2023	Wednesday, 5 Jul 2023	10 Jul 2023
2023	Jul	31 Jul 2023	1 Jul 2023	31 Jul 2023	Friday, 4 Aug 2023	9 Aug 2023
2023	Aug	31 Aug 2023	1 Aug 2023	31 Aug 2023	Tuesday, 5 Sep 2023	11 Sep 2023
2023	Sep	30 Sep 2023	1 Sep 2023	30 Sep 2023	Wednesday, 4 Oct 2023	9 Oct 2023
2023	Oct	31 Oct 2023	1 Oct 2023	31 Oct 2023	Monday, 6 Nov 2023	9 Nov 2023
2023	Nov	30 Nov 2023	1 Nov 2023	30 Nov 2023	Tuesday, 5 Dec 2023	11 Dec 2023
2023	Dec	31 Dec 2023	1 Dec 2023	31 Dec 2023	Thursday, 4 Jan 2024	9 Jan 2024
2024	Jan	31 Jan 2024	1 Jan 2024	31 Jan 2024	Monday, 5 Feb 2024	9 Feb 2024
2024	Feb	28 Feb 2024	1 Feb 2024	28 Feb 2024	Wednesday, 6 Mar 2024	11 Mar 2024
2024	Mar	31 Mar 2024	1 Mar 2024	31 Mar 2024	Thursday, 4 Apr 2024	9 Apr 2024

NOTES TO CONTRACTORS:

- Contractor deadlines and invoices are due as per the dates listed above
- Hours not approved will not be paid until the following month. Therefore, in accordance with your agreement, weekly timesheets should be submitted by Monday to allow time for approval by your approving manager
- Invoices should meet the following requirements:
 - All invoices should be made out to Madison Recruitment Limited
 - Invoices must be in the same unit as the timesheet submission (for example: if you submit your timesheet in hours, your invoice should be in hours. If you submit your timesheet in days, your invoice should be in days)
 - Invoices should have an invoice number and current invoice date
 - If you are not GST registered, you must put "Not GST registered" on the invoice
- Incorrect invoices cannot be processed, and payment will be delayed to the following month
- If invoices are received after due date, payments will not be processed until the following month
- Payment date reflects the date when we will process the payment to your bank account, but it may appear on your bank accounts the next day (as banks can process payments overnight)