

Contractor Calendar

FY2025

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
2024	Apr	30 Apr 2024	1 Apr 2024	30 Apr 2024	Friday, 3 May 2024	9 May 2024
2024	May	31 May 2024	1 May 2024	31 May 2024	Friday, 7 Jun 2024	10 Jun 2024
2024	Jun	30 Jun 2024	1 Jun 2024	30 Jun 2024	Friday, 5 Jul 2024	9 Jul 2024
2024	Jul	31 Jul 2024	1 Jul 2024	31 Jul 2024	Wednesday, 7 Aug 2024	9 Aug 2024
2024	Aug	31 Aug 2024	1 Aug 2024	31 Aug 2024	Thursday, 5 Sep 2024	9 Sep 2024
2024	Sep	30 Sep 2024	1 Sep 2024	30 Sep 2024	Friday, 4 Oct 2024	9 Oct 2024
2024	Oct	31 Oct 2024	1 Oct 2024	31 Oct 2024	Thursday, 7 Nov 2024	11 Nov 2024
2024	Nov	30 Nov 2024	1 Nov 2024	30 Nov 2024	Thursday, 5 Dec 2024	9 Dec 2024
2024	Dec	31 Dec 2024	1 Dec 2024	31 Dec 2024	Tuesday, 7 Jan 2025	9 Jan 2025
2025	Jan	31 Jan 2025	1 Jan 2025	31 Jan 2025	Wednesday, 5 Feb 2025	10 Feb 2025
2025	Feb	28 Feb 2025	1 Feb 2025	28 Feb 2025	Wednesday, 5 Mar 2025	10 Mar 2025
2025	Mar	31 Mar 2025	1 Mar 2025	31 Mar 2025	Friday, 4 Apr 2025	9 Apr 2025

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).