

FY 2023

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
2022	Apr	30 Apr 2022	01 Apr 2022	30 Apr 2022	Wed 04 May 2022	09 May 2022
2022	May	31 May 2022	01 May 2022	31 May 2022	Fri 03 Jun 2022	09 Jun 2022
2022	Jun	30 Jun 2022	01 Jun 2022	30 Jun 2022	Wed 06 Jul 2022	11 Jul 2022
2022	Jul	31 Jul 2022	01 Jul 2022	31 Jul 2022	Thur 04 Aug 2022	09 Aug 2022
2022	Aug	31 Aug 2022	01 Aug 2022	31 Aug 2022	Mon 05 Sep 2022	09 Sep 2022
2022	Sep	30 Sep 2022	01 Sep 2022	30 Sep 2022	Thur 06 Oct 2022	10 Oct 2022
2022	Oct	31 Oct 2022	01 Oct 2022	31 Oct 2022	Fri 04 Nov 2022	09 Nov 2022
2022	Nov	30 Nov 2022	01 Nov 2022	30 Nov 2022	Mon 05 Dec 2022	09 Dec 2022
2022	Dec	31 Dec 2022	01 Dec 2022	31 Dec 2022	Thur 05 Jan 2023	09 Jan 2023
2023	Jan	31 Jan 2023	01 Jan 2023	31 Jan 2023	Fri 03 Feb 2023	09 Feb 2023
2023	Feb	28 Feb 2023	01 Feb 2023	28 Feb 2023	Mon 06 Mar 2023	09 Mar 2023
2023	Mar	31 Mar 2023	01 Mar 2023	31 Mar 2023	Thur 06 Apr 2023	10 Apr 2023

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 the Client Approving Contact.
- 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).