

Attachment A

Purchase Card Audit Summary

Period	1 July 2019 – 31 December 2019	Report no:	25
Transactions			1140
Audited transactions			90
Non-work related transactions			0
Transactions with process issues identified			4
Coding corrections – incorrect account and/or GST classification			55

Preamble

The audit process checked individual transaction details, specifically receipt information and user comments, including if products or services purchased were work related and in compliance with relevant policies. A random sample of 15 transactions per month was selected as all transactions are checked for accuracy of coding on a monthly basis. All account and/or GST coding errors are corrected as part of the month end process which is performed by the Finance team.

Transactions were classified as having either:

- a. no issue
- b. use issue
 - private
- c. process issue
 - no tax invoice for purchases > \$50
 - not in accordance with policy

The monthly review of coding identifies:

- a. GST issue; and/or
- b. account coding issue

Results

The following issues were noted:

- Fifty-five instances of an incorrect account and/or GST classification were noted during the monthly checks. These errors were corrected as part of the month end process and are therefore not an area of concern. Pcardholders are notified of the errors with relevant explanations to minimise future errors.
- Four transactions in the audit sample did not have an appropriate tax invoice attached for GST purposes. One of these have subsequently been provided to Finance prior to finalisation of this report, with three still being followed up.

Figure 1: Overview of Audit Results

