

**Attachment A
Purchase Card Audit Summary**

Period	1 July – 30 September 2023	Report no:	31
Transactions			526
Audited transactions			30
Issues with audited transactions			0
Transactions with process/coding issues identified as part of monthly review			19

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 sample of 10 sensitive expenditure transactions per month were selected as all transactions are checked for accuracy of coding monthly and all account and/or GST coding errors are corrected as part of the month end process which is performed by the Assistant Financial Accountant.

Transactions were classified as having either:

- a. no issue
- b. use issue (private without being reimbursed)
- 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:

- Nineteen instances of an incorrect account and/or GST classification were noted during the monthly checks. These included coding GST on international supplier invoices and on gift voucher purchases.
- All transactions greater than \$50 had the appropriate supporting tax invoice.
- These errors were all corrected as part of the month-end process and are therefore not an area of concern. P-card holders are notified of those with relevant explanations to minimise future mistakes. For those with regular processing errors finance will assess whether there is a need to start temporarily blocking staff Pcards to reiterate the importance of complying with the Pcard policy.
- All 30 sensitive expenditure transactions that were tested as part of this Committee report had correct receipts and were for appropriate business expenses.

Figure 1: Overview of Results

