

# Attachment A: Purchase Card Audit Summary

## Attachment A Purchase Card Audit Summary

Period	1 January to 31 March 2024	Report no:	32
Transactions			674
Audited transactions			30
Issues with audited transactions			0
Transactions with process/coding issues identified as part of monthly review			39

### 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:

- Thirty nine 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

