

**Attachment A  
Purchase Card Audit Summary**

<b>Period</b>	<b>1 May – 30 June 2020</b>	<b>Report no:</b>	<b>27</b>
Transactions			307
Audited transactions			40
Non-work related transactions			0
Transactions with process issues identified			7
Coding corrections – incorrect account and/or GST classification			14

**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 20 sensitive expenditure transactions per month was selected as all transactions are checked for accuracy of coding on a monthly basis and all account and/or GST coding errors are corrected as part of the month end process which is performed by the Financial Accountant.

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:

- Twenty 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. Pcard holders are notified of the errors with relevant explanations to minimise future errors.
- One transaction in the audit sample was incorrectly coded to staff training instead of staff expenses. However all transactions had correct receipts, were appropriately approved given sensitive expenditure nature and any for private use were coded to the balance sheet and subsequently reimbursed eg. Personal contribution to a staff leaving present.

**Figure 1: Overview of Audit Results**

