

ATTACHMENT A Purchase Card Audit Summary

Period	1 January – 31 March 2021	Report no:	29
Transactions			525
Audited transactions			60
Issues with audited transactions			1
Transactions with process/coding issues identified as part of monthly review			61

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 20 sensitive expenditure transactions per month were 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 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-six instances of an incorrect account and/or GST classification were noted during the monthly checks and twenty-five transactions did not have 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 the errors with relevant explanations to minimise future errors.
- One transaction in the audit sample was for a Koha donation which as per the sensitive expenditure policy specifically requires General Manager or CEO approval and did not. This approval was subsequently sought.
- 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.

Figure 1: Overview of Audit Results

