

GOVERNMENT DEPARTMENTS AND AGENCIES, CREDIT CARD STATEMENTS, CHECKING

2119. Mrs C.L. Edwardes to the Minister for Consumer and Employment Protection; Indigenous Affairs; Minister Assisting the Minister for Public Sector Management

For each Department and Agency within the Minister's portfolio, including the Ministerial Office -

- (a) are the statements from credit card companies checked against invoices, before being passed on for payment; and
- (b) if not, why not?

Mr J.C. KOBELKE replied:

Department of Consumer and Employment Protection

- (a) Invoices on statements from Credit Card companies are checked wherever practical.
- (b) All invoices and credit-card slips are checked against the credit card statements. However, in some instances there may be charges that appear on the monthly statement for which an invoice or credit card slip has not yet been received by the finance department.

This may occur where an item was charged to a credit card towards the end of the month, or where the invoice or credit card slip has to come from one of the regional offices.

In these instances, given the short payment conditions required under the contracts with the credit card providers, payment is made to the credit card provider before the invoice or credit card slip have been reconciled to the statement.

However, all payments are incurred and authorised, and final checking of all supporting documentation is always completed within a reasonable time frame.

Department of Indigenous Affairs

- (a) No.
- (b) Corporate Credit Card Statements are received at the Department of Indigenous Affairs (DIA) office between the 10th and 12th day of each month. Payment must be effected within 6 – 7 days to avoid interest penalty charges being incurred. DIA pay the monthly charges against a clearing account immediately upon receipt to avoid penalty interest. Individual cardholder statements are then reconciled against the invoices and expenses journaled against relevant operating budgets. There is little risk in this procedure as the card controlling bank, ANZ, allows 60 days after receipt of the monthly statement for the raising of any query or discrepancy in the statement. Any discrepancies being investigated are clearly indicated on future statements until such time as they are resolved and written advice provided as to the resolution of any matters raised.

WorkCover WA

- (a) Yes. However, there have been instances where invoices have been lost or misplaced or staff members that incur invoices have not been available, where the credit card account has been paid by the due date in order to avoid interest being charged. In accordance with agency's accounting procedures the outstanding issues are resolved in the month the credit card statement is received.
- (b) Not Applicable.

Western Australian Industrial Relations Commission

- (a) Yes.
- (b) Not applicable.

Construction Industry Long Service Leave Payments Board

- (a) Yes.
- (b) Not Applicable.

Office of the Minister for Consumer and Employment Protection; Indigenous Affairs; Minister Assisting the Minister for Public Sector Management

- (a) Yes.
- (b) Not Applicable.

