

GOVERNMENT DEPARTMENTS AND AGENCIES, CREDIT CARD STATEMENTS, CHECKING

2120. Mrs C.L. Edwardes to the Minister for the Environment

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?

Dr J.M. EDWARDS replied:

Ministerial Office

- (a)-(b) Credit card statements are paid in full on receipt of the statement without reference to invoices. This practice avoids interest rate penalties. Cardholders subsequently provide supporting information when acquitting individual cardholder statements. This practice meets with Office of the Auditor General approval and was a practice under the Coalition Government.

Department of Conservation and Land Management

- (a) No.
- (b) The Department is bulk-billed by the credit card companies on a monthly basis. In order to meet the deadline before late payment penalties are applied, the Department pays the amount owing and then individual officers check their section of the bulk bill against invoices on a line by line basis with any discrepancies or adjustments advised to the card company and rectified in the following month.

Department of Environment

(Please note: Department of Environment entails Department of Environmental Protection, Water and Rivers Commission, Keep Australia Beautiful Council and the Swan River Trust)

- (a) Yes, all monthly credit card statements are being checked against the supporting invoices, to ensure the transaction amount corresponds to the statement amount, before being passed on for payment.
- (b) Answered by (a).

Office of Water Regulation

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

Perth Zoo

- (a) All amounts on statements from credit card companies are supported by invoices. Prior to payment and as part of the monthly credit card reconciliation process, these invoices are checked against the amounts appearing on the credit card statements. The supporting invoices are also required to establish the GST component of charges and to support the claiming of input tax credits associated with the GST.
- (b) Not applicable as all statements are checked against invoices.

Botanic Gardens and Parks Authority

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