

GOVERNMENT DEPARTMENTS AND AGENCIES, CREDIT CARD STATEMENTS, CHECKING

2127. Mrs C.L. Edwardes to the Parliamentary Secretary to the Minister for Agriculture, Forestry and Fisheries; the Midwest, Wheatbelt and Great Southern

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 F.M. LOGAN 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.

Department of Fisheries

- (a) Yes
- (b) Not applicable

Great Southern Development Commission

- (a) Yes
- (b) Not applicable

Department of Agriculture

- (a) No
- (b) Payment of accounts from the card provider is effected before the due date and prior to the validation of each transaction. However, there are processes and controls in place to minimise the risk of invalid or disputed transactions.

Forest Products Commission

- (a) No.
- (b) Credit card organisations provide the Forest Products Commission with monthly statements against which invoices are checked. Due to time constraints this function is not always completed within the period of the respective credit card company's credit terms. Failure to pay the full amount on the statement results in late payment penalties.

However, any disputes as to amounts appearing on the statements are taken up with the respective credit card company, who then facilitate the deduction of the amount from the following month's statement while the dispute is under investigation.

Midwest Development Commission

- (a) Cabcharge - yes
ANZ Corporate credit cards - no.
- (b) ANZ Corporate credit cards Payment for the total of all of the Commission's ANZ Corporate credit cards is automatically made on or around the 13th of the month via direct debit from the Commission's bank account. The cost of this payment is costed to the "ANZ Corporate Card Clearing" account in the Commission's finance system. Statements for individual staff members are provided to them for their review as soon as they are received. They verify their transactions, provide supporting documentation including invoices and a cost code and brief description for each transaction. Their signed credit card statement is then passed to their manager for review and authorisation. Once approved, the statement is passed to the Finance Officer who enters the expenses against the relevant account codes in the finance system and clears the amount out of the 'ANZ Corporate Card Clearing' account. Any uncleared balances are followed up with the relevant staff member.

Any disputed transactions are referred to ANZ for investigation and where appropriate for crediting off the next statement.

Any transactions without invoices require a written explanation detailing the goods or services purchased, what they were purchased for, and why an invoice hasn't been provided. In some cases, generally where the amounts are significant enough to warrant the effort involved, staff are required to obtain an invoice copy from the supplier.

Wheatbelt Development Commission

- (a) Not applicable
- (b) The Wheatbelt Development Commission has no corporate credit cards.