

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2013-2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Credit Cards

Senator: Ludwig

Question reference number: 187

Type of question: Written

Date set by the committee for the return of answer: 17 January 2014

Number of pages: 2

Question:

- 1) Provide a breakdown for each employment classification that has a corporate credit card.
- 2) Please update details of the following?
 - a) What action is taken if the corporate credit card is misused?
 - b) How is corporate credit card use monitored?
 - c) What happens if misuse of a corporate credit card is discovered?
 - d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - e) What action is taken to prevent corporate credit card misuse?

Answer:

Q1. All staff who are required to travel are provided with a credit card for travel specific expenditure (eg taxis and accommodation). In addition 10 staff have been issued with a corporate purchasing card. The breakdown of each employment classification that has a credit card is provided in the below table:

APS3	APS4	APS5	APS6	EL1	EL2	SES	Total
10	13	14	28	58	85	35	243

Q2

- a. If there is misuse of any corporate credit cards (ie not in accordance with the ANAO Procedural Rules for the 'Use of Credit Card') proceedings may be instigated against the staff member under section 60 of the Financial Management and Accountability Act 1997. If found guilty, they may be liable for a fine and/or imprisonment and/or dismissal from office.

- b. The Card Issuing Officials are responsible for maintaining a record of the details of all credit cards issued and of credit cards that are cancelled or reported as lost or stolen. Management reports on credit cards issued, cancelled etc, provided by the card company are sufficient for this purpose. The Card Issuing Official is also required to monitor the usage of individual credit cards to confirm the ongoing need for them and recommend to the CFO the cancellation of under utilised credit cards. Card holders are also provided with periodic statements for endorsement, and where appropriate endorsement by the cardholder's supervisor.

- c. If there is a misuse of a corporate credit by an ANAO staff member it must be immediately reported to the CFO who will take the appropriate action as outlined in the FMA Act.

- d. There have been no instances of corporate credit card misuse for period 17 September 2013 to 30 November 2013.

- e. All staff members that are issued with an ANAO corporate credit card must first read the procedural rules for the 'Use of Credit cards' which makes up our Auditor-General's Instructions and Procedural Rules. Prior to handing over the credit card the Card Issuing Officials ensure that they read and sign the cardholder agreement and acknowledgement of the receipt of credit card which outlines their responsibility of being a card holder. The Card Issuing Officials also ensure that the Cardholder has been briefed on the requirement for financial delegation (ie approval to have been made) before use of the credit card and must ensure that cardholders are appropriately briefed or receive training in the use of the credit card