



Virginia Task Force 2

1.18 Credit Card Internal Audit
Procedures

Urban Search and Rescue

March 2019

Administrative Manual

VATF-2 Credit Card Internal Audit Procedure

Issue Statement

To provide an internal auditing procedure for VA-TF2 Credit Card statement reconciliation

Required Action

Credit card transactions are accessible via the Bank of Ameca WORKS automated system. The cardholder receives weekly banking alerts when purchases have been posted to their account.

- The monthly Billing Cycle ends the 28th of each month. The cardholder accesses the Works system to verify, comment, attach receipts, and approve transactions weekly as necessary. Cardholder completed final sign off of all transactions within 3 days after the billing cycle ends.
- The VATF 2 Program Manager accesses the Works system to review, verify, and sign off on transactions approved by the cardholders. The Program Manager will complete final sign off within 2 days of Cardholder final approval.
- If the Program Manager is a cardholder, the Division Chief will access the Work system, audit, and approve their transactions.
- The Grants Manager accesses the Works system to audit all transactions weekly. All Cardholders are notified of outstanding transactions upon the close of the billing cycle.
- Grants Manager audits approved transactions by verifying that the transaction details, receipts, and approvals have been completed. The Grants Manager will input the proper account code for the transactions to be paid from.
- If there are discrepancies found with the transactions in the Works system, the Program Manager/Division Chief and Grant Manager will work collectively to request the cardholder correct the problem and make note of the finding. If the discrepancy is not resolved, the Division Chief with Task Force oversight will be notified for further action.
- The Grants Manager has the final approval before closing the transactions for the current billing cycle. The Grants Manager closes all open transactions and CVB Finance Department posts expenditure to the grant.