

037

HON IGNAZIA GRACE MP

C/- [REDACTED]

PO BOX 15185

CITY EAST QLD 4002

**HON IGNAZIA GRACE MP**

Facility number [REDACTED]

Statement period 8 Dec 2020 - 6 Jan 2021

Next statement end date 5 Feb 2021

**ENQUIRIES 13 1576**

24 hours a day, 7 days a week



**Balance summary**

Opening balance	\$24.00
New transactions and charges	\$0.00
Payments/refunds	\$24.00-
Interest charge	\$0.00
Closing balance	\$0.00

**No payment required.**

Your account has a nil balance and you do not need to make a payment on this statement.

**Account summary**

Facility credit limit	\$40,000.00
Total number of accounts	1
Accounts active this period	0

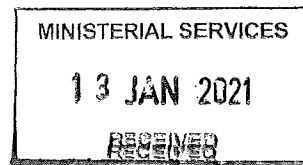
**Transactions**

Date	Transaction details	Total Amount (\$)
29 Dec	AUTO PAYMENT - THANK YOU	24.00-
	Interest on purchases	17.990%
	Interest on cash advances	17.990%

----- End of statement -----

\*# 103.208.1.2 ZZ396.0913 CH.CR.S101.D006.LV01.00.03

Released under RTI/DFC



## **Important Information**

### **Tips on how to keep your money safe.**

#### **Protecting your codes such as PINs and Passwords.**

- Memorise your codes and destroy any letters advising you of new ones.
- Don't tell anyone your codes, including friends, family, account access services or businesses.
- Don't write down your codes, keep them on or with devices such as a phone or computer or keep them in or with articles kept together which are liable to loss or theft simultaneously (for example, in a briefcase or wallet or in different drawers of one item of furniture).
- Avoid letting anyone see you enter your codes during a transaction, or accessing internet or mobile banking.
- If you choose your own codes, don't select anything easily guessed such as your birthday, name, phone number or numbers which form a pattern.
- Watch out for scams, where a criminal, claiming to be from a legitimate business or bank, sends you an email, SMS or calls asking for your account details. Do not click on any links or provide any details. Forward emails to [hoax@cba.com.au](mailto:hoax@cba.com.au) immediately for investigation.

#### **Keeping your cards and devices safe.**

- Sign your card as soon as you receive it and regularly check it is still in your possession.
- Don't let anyone else use your card or devices or hold them for you.
- Take your cash, cards, devices and receipts with you after every transaction.
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#### **Chargebacks and reporting possible mistakes in statements.**

- Keep all receipts and transaction records and check the details on each statement when you receive it.
- In some circumstances, when you make a purchase using a Debit Mastercard, Credit Card or Travel Money Card we may be able to exercise our chargeback rights.



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- Chargeback rights don't apply to BPAY payments from your Debit Mastercard account or Credit Card however we will do our best to try to recover the payment from the Biller or any other person who received it.
- To find out more, please visit [commbank.com.au/chargeback](http://commbank.com.au/chargeback)

### **Contact us immediately if:**

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**Important Information:** It is important to remember that if you don't follow your terms and conditions, protect your cards or devices or make a reasonable attempt to disguise your codes such as PINs and passwords or prevent others from accessing them, you will be liable for any unauthorised transactions. This information is a guideline only. For a copy of your account terms and conditions, or to notify us of any account security issues, simply call 13 1576.

Commonwealth Bank of Australia ABN 48 123 123 124 AFSL and  
Australian credit licence 234945.

### **Important Notice**

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Information on property insurance can also be found on [moneysmart.gov.au](http://moneysmart.gov.au)

Released under RTI 524

037

HON YVETTE D'ATH MP  
 MINISTERIAL SERVICES  
 PO BOX 15185  
 CITY EAST QLD 4002

**HON YVETTE D'ATH MP**

Facility number [REDACTED]  
 Statement period 7 Nov 2020 - 7 Dec 2020  
 Next statement end date 6 Jan 2021

**ENQUIRIES 13 1576**  
 24 hours a day, 7 days a week

**Balance summary**

Opening balance	\$1,120.00-
New transactions and charges	\$1,120.00
Payments/refunds	\$0.00
Interest charge	\$0.00
Closing balance	\$0.00

**No payment required.**

Your account has a nil balance and you do not need to make a payment on this statement.

**Account summary**

Facility credit limit	\$40,000.00
Total number of accounts	1
Accounts active this period	0

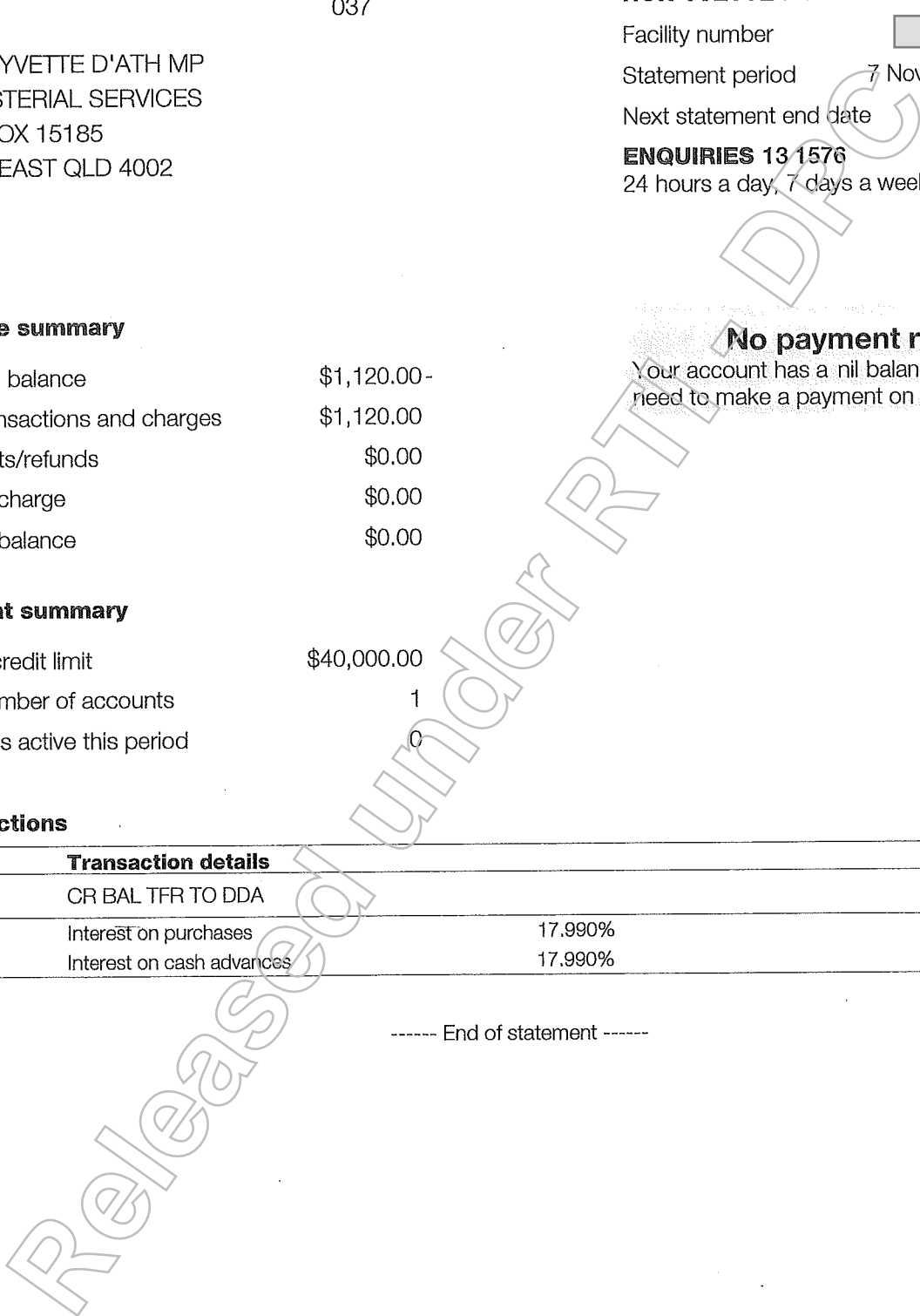
**Transactions**

Date	Transaction details	Total Amount (\$)
07 Nov	CR BAL TFR TO DDA	1,120.00
	Interest on purchases	17.990% / 0.00
	Interest on cash advances	17.990% / 0.00

----- End of statement -----



\*# 81.168.1.2 ZZ396 0913 CH.CR.S101.D342.L.V01.00.03



## **Important Information**

### **Tips on how to keep your money safe.**

#### **Protecting your codes such as PINs and Passwords.**

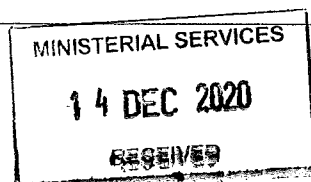
- Memorise your codes and destroy any letters advising you of new ones.
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- Avoid letting anyone see you enter your codes during a transaction, or accessing internet or mobile banking.
- If you choose your own codes, don't select anything easily guessed such as your birthday, name, phone number or numbers which form a pattern.
- Watch out for scams, where a criminal, claiming to be from a legitimate business or bank, sends you an email, SMS or calls asking for your account details. Do not click on any links or provide any details. Forward emails to [hoax@cba.com.au](mailto:hoax@cba.com.au) immediately for investigation.

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### Important Notice

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Released under RTI/DOC



037

HON IGNAZIA GRACE MP  
 C/- [REDACTED]  
 PO BOX 15185  
 CITY EAST QLD 4002

**HON IGNAZIA GRACE MP**

Facility number [REDACTED]  
 Statement period 7 Nov 2020 - 7 Dec 2020  
 Next statement end date 6 Jan 2021

**ENQUIRIES 13 1576**  
 24 hours a day, 7 days a week



**Balance summary**

Opening balance	\$0.00
New transactions and charges	\$24.00
Payments/refunds	\$0.00
Interest charge	\$0.00
Closing balance	\$24.00

**Your payment**

Your AutoPay amount of \$24.00  
 will be deducted from your account  
 [REDACTED] on 30 Dec 2020.

**Account summary**

Facility credit limit	\$40,000.00
Total number of accounts	1
Accounts active this period	1

**Transactions**

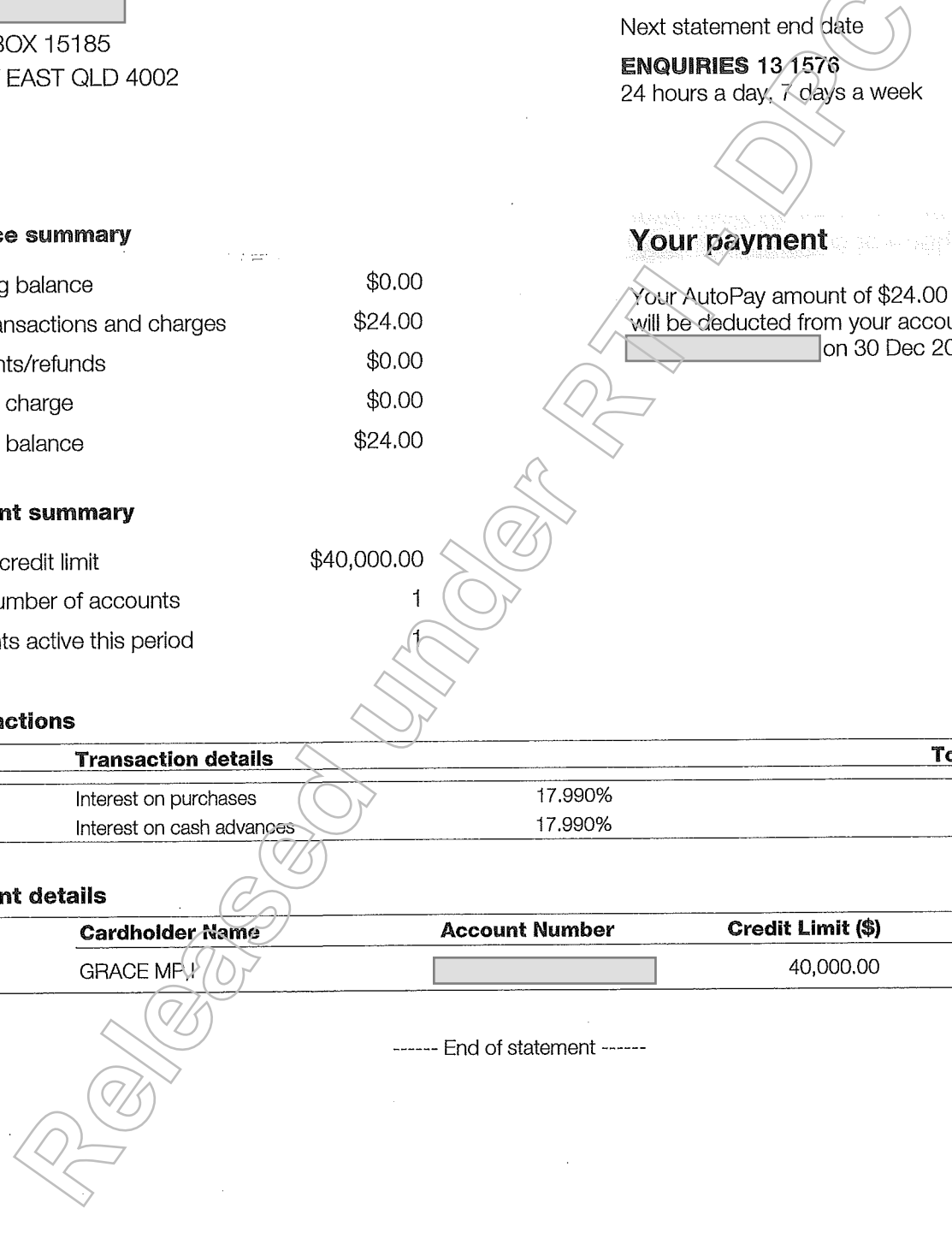
Date	Transaction details	Total Amount (\$)
	Interest on purchases	17.990% 0.00
	Interest on cash advances	17.990% 0.00

**Account details**

Cardholder Name	Account Number	Credit Limit (\$)	Balance (\$)
GRACE MP	[REDACTED]	40,000.00	24.00

----- End of statement -----

\*# 82.165.1.2 ZZ396.0913 CH.CR.S101.D342.LV01.00.03



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Released under RTI/DOC

037

HON IGNAZIA GRACE MP  
 C/- [REDACTED]  
 PO BOX 15185  
 CITY EAST QLD 4002

**HON IGNAZIA GRACE MP**

Cardholder name HON I GRACE MP  
 Account number [REDACTED]  
 Statement period 7 Nov 2020 - 7 Dec 2020  
 Credit limit \$40,000.00

**ENQUIRIES 13 1576**  
 24 hours a day, 7 days a week

**Account balance**

Opening balance	\$0.00
New transactions	\$24.00
Payments/refunds	\$0.00
Closing balance	\$24.00

**Payment Arrangement**

Payment will be automatically deducted in terms of the agreement.

**Transactions**

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
01 Dec	ANNUAL FEE			24.00

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

\* \* \* \* \*

**I confirm the above expenditure.**

[REDACTED SIGNATURE]

**Signature of cardholder**

[REDACTED AUTHORITY]

**Expenditure authorised**

**IMPORTANT GST INFORMATION**

# Transaction shown with this symbol may indicate a mixed transaction. The GST has been calculated as if the transaction was wholly taxable at 1/11<sup>th</sup> of the price. You will need to obtain a tax invoice or adjustment note before claiming an input tax credit in relation to this transaction or adjustment.



\*# 419.966.1.2 ZZ396.0913 CH.CS.S101.D942.LV01.00.03

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MINISTERIAL SERVICES

14 DEC 2020

RECEIVED





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Released under RTI-DOC

**ACCOUNTING DOCUMENT UPLOAD (NEW)**

Comment rows have 2 asterisks in the first column. They are ignored.  
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.  
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement

**Instructions to complete template:**

All PINK highlighted fields may need populating.  
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc. i.e. 1234567.89.  
 If copying data into template, use Edit, Paste Special, Values.  
 Template is a set format for loading into SAP ECC. No modifications are required.  
 To insert more rows, highlight and copy an entire row. Then select Insert Copied Cells. This ensures formatting remains consistent throughout.  
 Restrict journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.  
 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

SAP ECC GENERAL UPLOAD JOURNAL - PROCESS VIA "YFIACDOC"

1042

TEMPLATE VERSION NS11 (created 6th December 2014)

Document Number: 100019979

Purpose of Journal: \_\_\_\_\_  
 To transfer charges from Bank Account to General Ledger for statement 07DEC20- MINISTERS STATEMENTS

Prepared By: \_\_\_\_\_ Name: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Position: Mgr Finance & Admin  
 Date: 5/02/2021 Phone: 300 39074  
 Date: 5/02/2021 Phone: 30039070

Total DR	24.00
Total CR	24.00
Total Variance	-

GL	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKeyZ	Correspondence Type
GL	HDR	1042	07/12/2020	31/01/2021	SA	AUD	CBA07DB220	EDUCATION	7		Assignment
GL	ITM	1	101104	4200	InternalOrder	WbsElement	PF			Item Text	TradingPartner
GL	ITM	1	590002	4207031						Mastercard 07Dec20 Grace Education	OWN959
										Annual C/C Fee 01/11/20 Grace Education	PFEZ18
										24.00 DR	
										24.00 CR	

Processed by: \_\_\_\_\_ Date: 5/02/2021  
 Journal Validation: Please refer to SAP Transactional Analysis Report

https://dpcqld.sharepoint.com/sites/DPC-MinisterialFinance/Shared Documents/Upload GL/CBA2020-21/Ministers Upload\_Mastercards\_07\_12\_20-163(1).xlsx

Document Number: \_\_\_\_\_

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: **EDUCATION**

Financial Year: 2020/21

Urgent payment required by: 1 / 20

Return Cheque to: \_\_\_\_\_

Phone: \_\_\_\_\_

PAYG: Yes/No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
CBA MASTERCARD	Annual credit card fees for: Hon Ignazia Grace MP	\$ 24.00
<b>APPROVAL TOTAL:</b> (GST Inclusive)		<b>\$ 24.00</b>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of or reason for the expense claim, including any travel or entertainment is provided above and related to official business (unless specifically detailed);
- Where Charter travel has been taken, documents showing booking purpose and requirement to Charter are attached; and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date: 05/02/2021

---

PREPARED BY: Name (please print) \_\_\_\_\_ Date: 05/02/21

Phone \_\_\_\_\_ Ext. 39074

**MINISTERIAL SERVICES OFFICER:**

I certify:

<ul style="list-style-type: none"> <li>* approval provided by competent authority;</li> <li>* verification of goods supplied/services rendered;</li> <li>* price or rate of charge is correct;</li> <li>* discounts/allowances are correct;</li> </ul>	<ul style="list-style-type: none"> <li>* figures are arithmetically correct;</li> <li>* claim is not previously paid;</li> <li>* claim aligns to Ministerial Handbook;</li> <li>* invoices/requisitions are attached; and</li> <li>* expenditure is recorded against the correct codes.</li> </ul>
--	--

Signature: \_\_\_\_\_

\_\_\_\_\_



037

HON IGNAZIA GRACE MP  
 C/- [REDACTED]  
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**HON IGNAZIA GRACE MP**

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Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
01 Dec	ANNUAL FEE			24.00

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

\* \* \* \* \*

**I confirm the above expenditure.**

[REDACTED]

**Signature of cardholder**

[REDACTED]

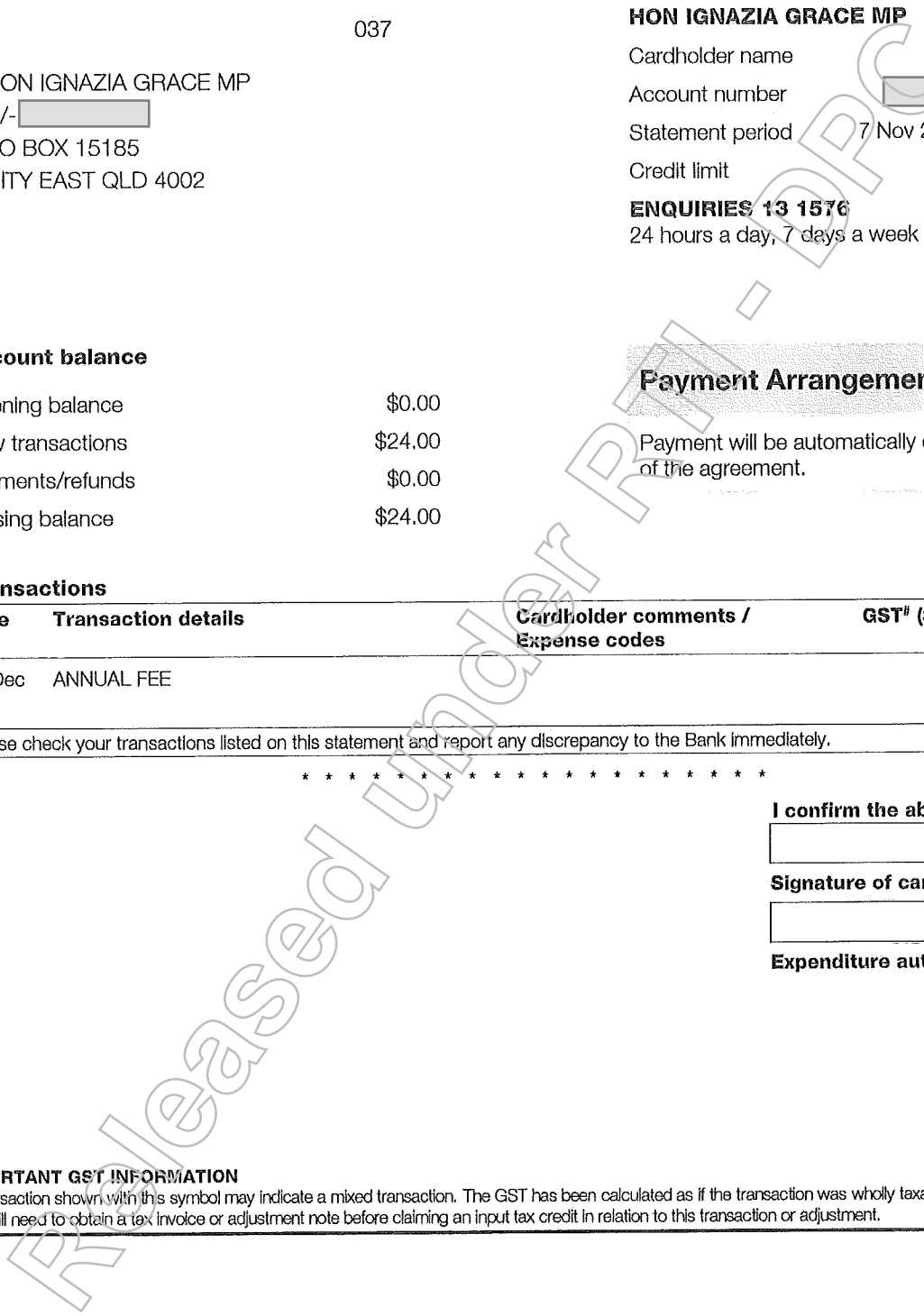
**Expenditure authorised**

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# 419.966.1.2.ZZ396.0913.CH.CS.S101.D942.LV01.00.03



[Redacted]

**From:** [Redacted]  
**Sent:** Friday, 5 February 2021 1:31 PM  
**To:** [Redacted]  
**Subject:** FW: Credit Card - Ministers  
**Attachments:** ministers upload\_mastercards\_07.12.20.xls; Annual CC Fee - Grace (003).pdf

Journal checked and approved, for processing.

Expenditure approval voucher approved for processing, signature provided on form and i have changed the office up the top from State Development to Education. [Redacted] do you agree?

Kind regards



[Redacted]  
A/Manager - Finance and Administration  
**Ministerial Services Branch**  
Department of the Premier and Cabinet  
P 07 3003 9070  
1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002

**From:** [Redacted]@premiers.qld.gov.au>  
**Sent:** Friday, 5 February 2021 12:54 PM  
**To:** [Redacted]@premiers.qld.gov.au>  
**Subject:** Credit Card - Ministers

[Redacted]

Could you please approve the following:

- Expenditure approval voucher for the credit card fee for Hon Grace MP
- Journal to transfer the costs

Thanks



[Redacted]  
Finance Officer  
**Ministerial Services**  
Department of the Premier and Cabinet  
P 07 3003 9074  
1 William Street, Brisbane QLD 4000  
PO Box 15185, City East, QLD 4002