

Credit Card Reconciliation
Direct Debit Payment made on 3/09/2024 **Aug-24**

| Card Holder | Date of Transaction | Supplier | Description | Account Code | Amount | GST |
|------------------------|---------------------|---------------------|---|--------------|------------------|----------------|
| Joanne Soderlund - CEO | 30/07/2024 | Caltex Tammin | Food for CEO recruitment interviews | 145129 | \$ 83.70 | \$ 7.61 |
| | 7/08/2024 | Perth Ascot Central | Accommodation for Teresa to attend OHS course in Welshpool from 11/11/2024 - 15/11/2024 | 145107 | \$ 872.00 | \$ - |
| Credit Limit: \$10,000 | 12/08/2024 | Shire of Tammin | Reprint of registration papers 1JF1045 | P17.130.4017 | \$ 6.90 | \$ - |
| | 13/08/2024 | Caltex Tammin | Milk for office | 145122 | \$ 4.95 | \$ - |
| | | | Subtotal | | \$ 967.55 | \$ 7.61 |

| Card Holder | Date of Transaction | Supplier | Description | Account Code | Amount | GST |
|-----------------------|---------------------|--|--|---------------|--------------------|----------------|
| Racheal King - MFC | 30/07/2024 | BP Cunderdin Roadhouse | Fuel for 2TN | P1.130.4018 | \$ 84.64 | \$ 7.69 |
| Credit Limit: \$5,000 | 5/08/2024 | Department of Water and Environment Regulation | Tammin Refuse Disposal site Fee for 2024/25 16896/1997/10 | TIPT.147.4720 | \$ 2,172.50 | \$ - |
| | 12/08/2024 | Dropbox | Monthly subscription + international fee | 145120 | \$ 19.25 | \$ 1.70 |
| | 19/08/2024 | Spotlight Pty Ltd | Gift card for Cheryl Button | 142108 | \$ 100.00 | \$ - |
| | 26/08/2024 | Caltex Tammin | Milk for office | 145108 | \$ 4.50 | \$ - |
| | 26/08/2024 | Moray & Agnew | Refund for LG Governance training on 05.09.24 for Racheal King | 145107 | \$ 165.00 | \$ - |
| | 28/08/2024 | NAB | Monthly card fee | 032102 | \$ 9.00 | \$ - |
| | | | Subtotal | | \$ 2,224.89 | \$ 9.39 |

| Card Holder | Date of Transaction | Supplier | Description | Account Code | Amount | GST |
|-----------------------|---------------------|----------------------------|--|----------------|--------------------|------------------|
| Bevan Klein - MWS | 1/08/2024 | Lloyds Earthmoving Northam | 6m3 vegmix | TAMST.115.4620 | \$ 701.39 | \$ - |
| Credit Limit: \$5,000 | 2/08/2024 | Geveko Markings Australia | White markings for Admin driveway | ABSM.164.4620 | \$ 571.94 | \$ 51.48 |
| | 6/08/2024 | Kellerberrin Pharmacy | Hayfever and allergy tablets for Depot | 142106 | \$ 29.99 | \$ - |
| | 12/08/2024 | Caltex Tammin | 8.5kg gas exchange | TOVM.139.4005 | \$ 39.00 | \$ 3.95 |
| | 19/08/2024 | Caltex Tammin | Milk for depot | 142108 | \$ 12.00 | \$ - |
| | 26/08/2024 | Bunnings Midland | Shed 2.25x1.44m & treated pine | PT019.139.4674 | \$ 683.00 | \$ 62.09 |
| | 26/08/2024 | Bunnings Midland | Ratchet tie down, mulch and fertiliser | IVG.115.4000 | \$ 242.79 | \$ 22.06 |
| | 28/08/2024 | NAB | Monthly card fee | 032102.580 | \$ 9.00 | \$ - |
| | | | Subtotal | | \$ 2,289.11 | \$ 139.18 |
| | | | Total | | \$ 5,481.55 | \$ 156.18 |

| Credit Card Register | Amendments Made | Comments | Credit Card Statement |
|----------------------|-----------------|------------|---|
| Opening Card Holders | | | Balance from previous statement |
| Joanne Soderlund | N/A | No Changes | Payments and other credits |
| Racheal King | N/A | No Changes | Purchases, cash advances and other debits |
| Bevan Klein | N/A | No Changes | Interest & other charges |
| | | | Closing Balance |
| | | | \$ 4,236.53 |
| | | | \$ 4,401.53 |
| | | | \$ 5,627.99 |
| | | | \$ 18.56 |
| | | | \$ 5,481.55 |

3 x monthly card fee & international transaction fee.

Prepared By: Kelsey Pryer
 Finance Officer
 Date: 20/9/24

Authorised By: Racheal King
 Manager of Finance & Corporate Services
 Date: 26/9/24



Statement for
NAB Business Visa
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



/54587
 TAMMIN SHIRE
 PO BOX 53
 TAMMIN WA 6409

Statement Period 30 July 2024 to 28 August 2024
 Company Account No: 4557 0499 0110 7462
 Facility Limit: \$20,000

Your Account Summary

| | |
|---|----------------------|
| Balance from previous statement | \$4,236.53 DR |
| Payments and other credits | \$4,401.53 CR |
| Purchases, cash advances and other debits | \$5,627.99 DR |
| Interest and other charges | \$18.56 DR |
| Closing Balance | \$5,481.55 DR |

**YOUR DIRECT DEBIT PAYMENT OF \$5,481.55 WILL BE
 CHARGED TO ACCOUNT 000086732- 0000508368965 ON
 03/09/2024 AS PER OUR AGREEMENT.**



0008057 241/4557049901107462 / E-54587 S-89519 I-179037

see reverse for transaction details

Transaction record for: Billing account

| Date | Amount A\$ | Details | Reference |
|-------------------------------|----------------------|---------------------------|-------------|
| 5 Aug 2024 | \$4,236.53 CR | DIRECT DEBIT PAYMENT | 74557044215 |
| 12 Aug 2024 | \$0.56 | NAB INTNL TRAN FEE - (SC) | 74557044225 |
| Total for this Period: | \$4,235.97 CR | | |



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billers Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

| Cardholder account | Cardholder name | Credit limit | Payments and other credits (A) | Purchases and cash advances (B) | Interest and other charges (C) | Net Totals (B + C - A) |
|----------------------------|------------------------|--------------|--------------------------------|---------------------------------|--------------------------------|------------------------|
| 4557-0455-3820-4615 | MRS JOANNE MAREE SOD | \$10,000 | \$0.00 | \$987.55 | \$0.00 | \$987.55 |
| 4557-0455-3833-9270 | MISS RACHEAL MAREE K | \$5,000 | \$165.00 | \$2,380.33 | \$9.00 | \$2,224.33 |
| 4557-0455-3839-2634 | MR BEVAN JAMES KLEIN | \$5,000 | \$0.00 | \$2,280.11 | \$9.00 | \$2,289.11 |
| 4557-0499-0110-7462 | BILLING ACCOUNT | \$0 | \$4,236.53 CR | \$0.00 | \$0.56 DR | \$4,235.97 CR |
| | | | \$4,401.53 CR | \$5,627.99 DR | \$18.56 DR | \$1,245.02 DR |

Transaction type

Purchase

Annual percentage rate
0.000%

Daily percentage rate
0.000000%

HOW TO QUERY A TRANSACTION
IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.
TO QUERY A CHARGE, CALL 13 10 12. A DELAY IN NOTIFYING NAB MAY IMPACT NAB'S ABILITY TO QUERY A TRANSACTION ON YOUR BEHALF. FOR MORE INFO, SEE NAB.COM.AU/QUERYATRANSACTION



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Cardholder Details

Cardholder Name: MRS JOANNE MAREE SODERLUND
Account No: 4557 0455 3820 4615
Statement Period: 30 July 2024 to 28 August 2024
Cardholder Limit: \$10,000

Transaction record for: MRS JOANNE MAREE SODERLUND

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-----------------|---------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 30 Jul 2024 | \$83.70 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454211 |
| 7 Aug 2024 | \$872.00 ✓ | PERTH ASCOT CENTRAL PERTH | | | | | 01449437120 |
| 12 Aug 2024 | \$6.90 ✓ | SHIRE OF TAMMIN TAMMIN | | | | | 74940524221 |
| 13 Aug 2024 | \$4.95 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454225 |
| Total for this period | \$967.55 | | Totals | | | | |

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: _____

Date: _____



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Cardholder Details

Cardholder Name: MRS JOANNE MAREE SODERLUND
 Account No: 4557 0455 3820 4615
 Statement Period: 30 July 2024 to 28 August 2024
 Cardholder Limit: \$10,000

Transaction record for: MRS JOANNE MAREE SODERLUND

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-----------------|---------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 30 Jul 2024 | \$83.70 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454211 |
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| 12 Aug 2024 | \$6.90 ✓ | SHIRE OF TAMMIN TAMMIN | | | | | 74940524221 |
| 13 Aug 2024 | \$4.95 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454225 |
| Total for this period | \$967.55 | | Totals | | | | |

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: *Joanne Soderlund*

Date: *27/9/2024*



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Cardholder Details

Cardholder Name: MISS RACHEAL MAREE KING
 Account No: 4557 0455 3833 9270
 Statement Period: 30 July 2024 to 28 August 2024
 Cardholder Limit: \$5,000

Transaction record for: MISS RACHEAL MAREE KING

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-------------------|-----------------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 30 Jul 2024 | \$84.64 ✓ | BP CUNDERDIN ROADHOU CUNDERDIN | | | | | 01633252046 |
| 5 Aug 2024 | \$2,172.50 ✓ | DWER - WATER PERTH | | | | | 74940524215 |
| 12 Aug 2024 | \$18.69 ✓ | Dropbox TK3SWBLEWH54 db.ti/cchelp | | | | | 74987504222 |
| 19 Aug 2024 | \$100.00 ✓ | SPOTLIGHT PTY LTD STH MELBOURNE | | | | | 74611554228 |
| 26 Aug 2024 | \$4.50 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454236 |
| 26 Aug 2024 | \$165.00 CR | TICKETS MORAY AGN BELROSE | | | | | 74611554235 |
| 28 Aug 2024 | \$9.00 | CARD FEE | | | | | 74557044241 |
| Total for this period | \$2,224.33 | | Totals | | | | |

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

[Signature]

Cardholder signature:

Date: 26/9/2024



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Cardholder Details

Cardholder Name: MR BEVAN JAMES KLEIN
 Account No: 4557 0455 3839 2634
 Statement Period: 30 July 2024 to 28 August 2024
 Cardholder Limit: \$5,000

Transaction record for: MR BEVAN JAMES KLEIN

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-------------------|-----------------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 1 Aug 2024 | \$701.39 ✓ | Lloyds Earthmoving and Northern | | | | | 74186084213 |
| 2 Aug 2024 | \$571.94 ✓ | REFLECTIVE ROAD SA DANDENONG SOU | | | | | 01521298886 |
| 6 Aug 2024 | \$29.99 ✓ | KELLERBERRIN PHARMAC KELLERBERRIN | | | | | 74564454218 |
| 12 Aug 2024 | \$39.00 ✓ | CALTEX TAMMIN TAMMIN | | | | | 74564454222 |
| 19 Aug 2024 | \$12.00 * | CALTEX TAMMIN TAMMIN | | | | | 74564454230 |
| 26 Aug 2024 | \$683.00 ✓ | BUNNINGS 591000 MIDLAND | | | | | 74940524237 |
| 26 Aug 2024 | \$242.79 ✓ | BUNNINGS 591000 MIDLAND | | | | | 74940524237 |
| 28 Aug 2024 | \$9.00 | CARD FEE | | | | | 74557044241 |
| Total for this period | \$2,289.11 | | Totals | | | | |

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature:

Date: 03-10-2024