

From: Hayley Byrnes
To: Stuart Hobbey; Cr Alison Harris
Subject: FW: Credit Card Receipts
Date: Friday, 30 August 2024 10:16:46 AM
Attachments: 058_line_9bae9502-1e3a-48a3-ba5e-34ed9c44185.png
websiteicon_1c08ade4-eb5c-4deb-ae06-eeef0c601dab.png
facebook_b6d0c752-c77a-43ae-9e91-754dda6e264.png
058_line_9bae9502-1e3a-48a3-ba5e-34ed9c44185.png
websiteicon_1c08ade4-eb5c-4deb-ae06-eeef0c601dab.png
facebook_b6d0c752-c77a-43ae-9e91-754dda6e264.png
058_line_9bae9502-1e3a-48a3-ba5e-34ed9c44185.png
websiteicon_1c08ade4-eb5c-4deb-ae06-eeef0c601dab.png
facebook_b6d0c752-c77a-43ae-9e91-754dda6e264.png
Hayley Invoice - 2203.pdf
30082024101208-0001.pdf

Good morning Stuart and Alison,

As mentioned in yesterday's email, Please find attached a copy of the Invoice raised by Brooke and copy of receipt for payment made this morning.

Thank you

Hayley Byrnes

Deputy Chief Executive Officer



SHIRE OF CUNDERDIN

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From: Hayley Byrnes <hayley.byrnes@cunderdin.wa.gov.au>
Sent: Thursday, August 29, 2024 3:44 PM
To: Stuart Hobbey <stuart.hobbey@cunderdin.wa.gov.au>; Cr Alison Harris <craharris@cunderdin.wa.gov.au>
Subject: FW: Credit Card Receipts

Hi Stuart and Alison,

I just wanted to bring this to your attention sooner rather than later, Ash has sent me the below email this afternoon asking for Credit Card receipts and it appears that Paypal has reverted to the Shire credit card for some of my personal purchases. I will get Brooke to raise an invoice to me in the morning and process payment straight away and do a report to go to council with the credit card statement explaining the reason behind the error and with details of the invoice and repayment being made straight away.

I have checked with the bank for any other transactions since then so that these could be corrected at the same time, the only ones are the ones below on the credit card statement (attached):

16/07/2024 – Paypal Computer Software \$139
28/07/2024 – Paypal Stan \$16
29/07/2024 – Paypal Coles - \$145.23
07/08/2024 – Paypal Canva - \$19.99

Total \$ 320.22

The Shire card had been used through Paypal for transactions on the internet when I had concerns for security as they were unknown sites and there was no other options for purchasing (invoice or in store).

I have ensured the card is no longer in the Paypal system and in future to avoid this I will make any purchases that I feel need to be utilising Paypal (for security) using my personal account and submit applications for reimbursement.

I apologise that this has happened and will update you both as soon as the repayment has been made to the Shire.

Thank you

Hayley Byrnes

Deputy Chief Executive Officer



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From: Ashlei Otway <ashlei.otway@cunderdin.wa.gov.au>
Sent: Thursday, August 29, 2024 2:45 PM
To: Hayley Byrnes <hayley.byrnes@cunderdin.wa.gov.au>
Subject: Credit Card Receipts

Hey Haylz,

When you get a moment can you please see if you have the following Receipts

16/07/2024 – Paypal Computer Software \$139

28/07/2024 – Paypal Stan \$16
29/07/2024 – Paypal Coles - \$145.23
07/08/2024 – Paypal Canva - \$19.99

Thank you

Ashlei Otway
Finance Officer



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