



# FRAUD PREVENTION POLICY

## Introduction

Fraudulent activity may include the physical theft of monies or other property, deliberate falsification of statements or documents, concealment, improper use of information, conflict of interest and destruction or use of falsified documentation.

All members of staff and volunteers engaged in financial or non-financial activities share responsibility to prevent, detect and report fraudulent behaviour in their area of responsibility.

## Definition

Fraud is the obtaining of money, assets or a financial advantage, for oneself, or for another person, through dishonesty or deception.

## Policy Statement

Penola Catholic College is committed to the protection of its assets, revenue and expenditure. This policy has been implemented to ensure that they are used for the purpose for which they are intended.

## Guiding Principles

All individuals and organizations associated with the College are expected to act with integrity and honesty and reflect the organisation's values. It is a role of the Principal, the Finance Committee, and the Business Manager to mitigate the effect of fraudulent activity by ensuring that appropriate and effective preventative internal control systems are in place.

The Principal, all members of the Finance Committee and Business Manager should ensure mechanisms are in place to:

- Identify, assess, control and monitor the risk of fraud
- Educate employees and volunteers about fraud prevention and protection
- Facilitate the reporting of suspected fraudulent activities

## Implementation Guidelines

The College is committed to communicating and reinforcing the fraud prevention policy and procedures to all staff and volunteers. It is the purpose of this policy to:

- Establish fraud prevention systems, processes and procedures to provide structure and reasonable assurances that assets and records accurately reflect school financial activities
- Ensure that responsibility and accountability is delegated to individuals and associated organisations for the implementation and monitoring of the fraud prevention policy.
- Ensure all assets and transactions are safeguarded by physical security measures and procedures are documented for the release and acquisition of assets.
- Ensure that all assets and expenditure transactions are authorized and recorded in a timely manner to identify unauthorized transactions.
- Ensure accounting reconciliations are performed properly, compared to independent data and completed on a regular basis.
- Ensure the recording and verification of assets and investigate discrepancies between actual assets and accounting records.
- Implement an effective review and monitoring process where unauthorized and inaccurate transactions are detected.
- Ensure instances of actual, attempted or suspected impropriety are investigated and appropriate action taken.
- Ensure internal procedures and controls are monitored on an ongoing basis with external reviews regularly carried out by an independent party such as the College Auditors.