## Fraud Risk Management Policy

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| **Version:** 001 |
| **Date approved:**  |
| **Date of review:**  |
| **Authority to amend: Board**  |
| **Context and standard links***ACNC Governance Standards* |
| *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* |

The purpose of this policy is to:

* Ensure that ABCD Board members, staff and volunteers are aware of their responsibilities for preventing fraud, detecting fraud and acting if there is fraud.
* Ensure controls and procedures for fraud prevention and detection.
* Provide guidance for action to be taken where there is suspected fraud.
* Provide assurance that suspected fraudulent activity will be fully investigated.

### Policy

Fraud prevention and detection controls shall be incorporated across ABCD financial management and risk management systems.

The ABCD Board of Management has ultimate responsibility for the prevention and detection of fraud and for ensuring that effective internal control systems are in place.

All staff and volunteers share in the responsibility for the prevention and detection of fraud and must report suspected fraudulent activity to the Manager or Chairperson of the Board.

Complaints of suspected fraud will be investigated by the officer receiving the complaint and reported to the Board, who may undertake further investigations.

Where a prima facie case of fraud has been established, ABCD will refer the matter to the police.

Financial fraud by any staff member shall constitute grounds for dismissal.

### Responsibilities

The Treasurer has the responsibility of ensuring financial fraud control mechanisms are in place and advising the Board on areas requiring review.

The Manager is delegated the responsibility of maintaining appropriate mechanisms to:

* assess the risk of fraud
* educate staff and volunteers about fraud prevention and detection
* ensure policies and procedures are properly followed
* facilitate the reporting of suspectedfraudulent activities.