

FRAUD POLICY & PROCEDURES

WALKWAY COMMUNITY ASSOCIATION

FRAUD POLICY

Introduction

The purpose of this policy is to demonstrate Walkway Community Association's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corruption.

Walkway Community Association requires all staff at all times must have and be seen to have, personal and high standards of honesty, propriety and integrity in the exercise of their duties. Walkway Community Association will not accept any level of fraud or corruption; consequently, any case will be thoroughly investigated and dealt with appropriately. Walkway Community Association is committed to ensuring that opportunities for fraud and corruption are reduced to the lowest possible level of risk.

What is Fraud?

No precise legal definition of fraud exists; many of the offences referred to as fraud are covered by the Theft Act (Northern Ireland) 1969 and the Theft (Northern Ireland) Order 1978. The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion.

"Fraud" is usually used to describe depriving someone of something by deceit, which might either be straight theft, misuse of funds or other resources, or more complicated crimes like false accounting and the supply of false information. In legal terms, all of these activities are the same crime-theft.

Avenues for Reporting Fraud

Walkway Community Association has in place avenues for reporting suspicions of fraud. Staff should report such suspicions to their line manager or if this is not possible they contact the Chairperson. All matters will be dealt with in confidence. Vigorous and prompt investigation will be carried out into all cases of actual or suspected fraud discovered or reported.

Responsibilities

Walkway Management Committee is responsible for:

- Developing and maintaining effective controls to protect against fraud;
- Making sure that all staff are aware of the organisation's anti-fraud policy and know what their responsibilities are in relation to combating fraud;
- Ensuring that vigorous and prompt investigation are carried out if fraud occurs or is suspected;
- Taking appropriate legal and/or disciplinary action against perpetrators of fraud;
- Taking appropriate disciplinary action against supervisors where supervisory failures have contributed to the commission of fraud;
- Taking appropriate action to recover assets;
- Ensuring that appropriate action is taken to minimise the risk of similar frauds occurring in future.

Centre Manager is responsible for:

- Ensuring that an adequate system of internal control exists within their areas of responsibility and that controls operate effectively;
- Preventing and detecting fraud;
- Assessing the types of risk involved in the operations for which they are responsible;
- Reviewing and testing the control systems for which they are responsible regularly;
- Ensuring that controls are being complied with and their systems continue to operate effectively;
- Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place.

Every Member of Staff is responsible for:

- Acting with propriety in the use of official resources and the handling and use of funds whether they are involved with cash or payments systems, receipts or dealing with suppliers;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;
- Reporting details immediately through the appropriate channel if they suspect that a fraud has been committed or see any suspicious acts or events;
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

Conclusion

The circumstances of individual frauds will vary. Walkway Community Association takes fraud very seriously. All cases of actual or suspected fraud will be vigorously and promptly investigated and appropriate action will be taken.

