



## FRAUD AWARENESS POLICY

An active [Fraud Awareness Program](#) saves valuable resources by identifying illegal, inefficient and wasteful practices. It also benefits the district by making funds available for other and better uses. Reducing and eliminating fraud, waste and abuse are not possible without the help of conscientious school personnel.

### WHAT IS FRAUD?

*Fraud* is any intentional deception designed to unlawfully deprive the School District of something of value or to secure for an individual a benefit, privilege, allowance or consideration to which he or she is not entitled. Some examples of fraud include:

- Misappropriation of funds, supplies, or other assets
- The offer, payment or acceptance of bribes or gratuities
- Making false claims or submitting false statements
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
- Collusion with others to circumvent internal controls
- Impropriety in the handling or reporting of money or financial transactions

### WHAT IS WASTE AND ABUSE?

*Waste* is the extravagant, careless or needless expenditure of school district funds. *Abuse* occurs when taxpayer resources are used in a manner contrary to the rightful or legally intended use.

### REPORTING PROCEDURES

All District employees should be vigilant and report suspicions of fraud. Any individual who believes that an act of fraud, waste or abuse has occurred or is occurring shall report such allegations using the [Fraud Reporting Form](#) on the district website. The reporting individual:

- May use the fraud reporting form anonymously.
- Is only to report such allegations in good faith and without malicious intent.
- Shall not contact the suspected individual or share information about the report with anyone inside or outside the organization.
- Make all reasonable efforts to ensure the preservation of evidence relevant to an investigation.

### INVESTIGATION

The Superintendent and/or designee will investigate every allegation thoroughly and appropriately. The Board President becomes the investigating party if the Superintendent is involved in the allegation. The investigating party may consult with the school attorney, engage forensic auditors, or collaborate with other appropriate specialists when necessary.

### SUSPENSION/TERMINATION

Staff members found to have engaged in fraud, waste or abuse will be disciplined, up to and including discharge. The district will also seek to recover any wrongfully obtained assets from the employee.