

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

FRAUD PREVENTION AND REPORTING

The Board of Education is committed to protecting the financial assets of the District. The District expects all employees, Board of Education members, any contracted entity or vendor, or any other individual maintaining any business relationship with the District to act with integrity, due diligence, and in accordance with all applicable laws and District policies and procedures in matters involving District fiscal and property resources.

The District Administrator and District Business Official/Bookkeeper shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District. Every member of the District's administrative and supervisory team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility. Fraudulent behavior includes, but is not limited to: theft, embezzlement, lying, or providing false information to obtain a material benefit including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with District funds, and inappropriate personal use of District property.

Any District employee who suspects fraud, impropriety, or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and/or the District Administrator who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the District Administrator, the concern shall be brought to the attention of the Board President.

Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved shall keep information about the investigation confidential. The failure of an employee to report known fraudulent actions or actions that reasonably appear to be fraudulent will be grounds for disciplinary action. Any employee or other person who reports fraud in good faith shall not be subject to any recrimination for having made the report.

The District Business Official/Bookkeeper will review fiscal procedures and related internal controls for accuracy, relevancy, and effectiveness on an annual basis. S/he shall also conduct periodic internal audits of processes identified as high risk for fraud potential.

Legal References: Wisconsin Statutes §§ 946.10, 946.12, 946.13; WUFAR (Wisconsin Uniform Financial Accounting Requirements); Statement of Auditing Standard (SAS) 99

Cross References:

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Date Revised:

Date Reviewed: 1/23/2017