



Fraud and Misappropriation

Appropriate financial procedures prevent mismanagement, misappropriation, loss and fraud and P&C executive members are responsible for ensuring that appropriate financial procedures are followed.

Appropriate financial procedures include:

Expenditure

- Bank accounts need two people to authorise.
- Payments should only be made when **original** documentation, statement or reimbursement form are provided, and the expenditure is agreed at a general meeting.

Revenue

- Two independent people should be responsible for collecting and counting money
- Money should be banked within two days of receipt or stored securely (no money to be kept at people's homes) e.g. school safe.

General

- Cashbooks/general ledgers to be kept up-to-date and liquid paper must not be used
- Presentation of financial reports (including all subcommittees) at monthly P&C meetings
- Presentation of profit and loss statements for the canteen at monthly P&C meetings
- Regular stock takes

Detection of mismanagement, misappropriation, loss and fraud could be by:

- Financial reports not being presented at monthly P&C meetings
- Canteen operating at a loss

Financial reports for presentation at P&C general meetings should include:

- A schedule of payments to be authorise
- A bank reconciliation balanced to the original bank statement)

If you suspect financial anomalies raise it with the Principal.