



SECTION: Finances

TITLE: Fraud

ADOPTED: October 7, 2021

REVISED:

Fraud	
1. Purpose	The Board expects all Board members, employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with MontcoNEW to act with integrity, due diligence, and in accordance with law in their duties involving the organization's resources. The Board is entrusted with a variety of funds, and no one connected with the organization shall do anything to erode that trust.
2. Definitions	<p>Fraud, financial improprieties, or irregularities include but are not limited to:</p> <ol style="list-style-type: none"> 1. Forgery or unauthorized alteration of any document or account belonging to the organization. 2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document. 3. Misappropriation of funds, securities, supplies, or other assets. 4. Impropriety in handling money or reporting financial transactions. 5. Profiteering because of insider information of MontcoNEW information or activities. 6. Disclosure of confidential and/or proprietary information to outside parties. 7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to MontcoNEW. 8. Destruction, removal, or inappropriate use of MontcoNEW records, furniture, fixtures, or equipment. 9. Failure to provide financial reports to authorized state or local entities. 10. Failure to cooperate fully with any financial auditors, investigators or law

<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>enforcement.</p> <p>11. Other dishonest or fraudulent acts involving MontcoNEW monies and resources.</p> <p>The Board Treasurer shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal irregularities within the organization, subject to review and approval by the Board.</p> <p><u>Reporting</u></p> <p>All individuals are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.</p> <p>Anyone who suspects fraud, impropriety, or irregularity shall immediately report their suspicions to the Board Treasurer.</p> <p>If the report involves the Board Treasurer, the individual shall report their suspicions to the Board President, who shall be responsible to conduct an investigation.</p> <p>Anyone who brings forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an individual shall be subject to disciplinary action.</p> <p><u>Investigation/Disposition</u></p> <p>The Board Treasurer shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.</p> <p>If an investigation substantiates the occurrence of a fraudulent activity, the Board Treasurer shall issue a report to the Board and designated individuals.</p> <p>The final disposition of the matter and a decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board of Directors in consultation with legal counsel.</p> <p>Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.</p>
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