



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: THEFT AND FRAUD PREVENTION

"If disappointed don't say harsh things. Only think a little, pray a little, and try to remember that God will bring about what is best in God's own time" St Mary MacKillop

RATIONALE

Fraud refers to an intentional act by one or more individuals among management, employees, or third parties intended to deceive others. Fraud may involve:

- 1) Manipulation, falsification or alteration of records or documents;
- 2) Suppression or omission of the effects of transactions from records or documents;
- 3) Recording of transactions without substance;
- 4) Misapplication of accounting policies;
- 5) Misrepresentations in a financial report; or
- 6) Misappropriation (theft) of assets
- 7) The responsibility for the prevention and detection of fraud and error rests with management through the implementation and continued operation of adequate internal control systems. These systems reduce but do not eliminate the possibility of fraud and error. Boards should note that it is not the responsibility of auditors to detect or prevent fraud. In the course of their work auditors may uncover evidence of fraud, and if that is the case they bring this evidence to the attention of the Board. However, responsibility for prevention and detection of fraud lies with the Board and Principal.

GUIDELINES

In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:

- 1) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this section.
- 2) So far as it is possible and within 24 hours:
 - a) Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - b) Request a written statement from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - c) Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
 - d) Inform the Board Chairperson of the information received and consult with them as appropriate.
- 3) On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- 4) The Principal shall then carry out the following procedures:
 - a) Investigate the matter further in terms of these procedures;



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- b) If a prima facie case is thought to exist to continue with their investigation;
 - c) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - d) Lay a complaint with the New Zealand Police;
 - e) If necessary, commission an independent expert investigation;
 - f) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - g) Seek legal advice; or
 - h) Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
- 5) Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- 6) If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
- a) Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - b) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them. **If the person declines to meet, advise the person in writing of the processes to be involved from this point on.**
 - c) **Obtain a verbal or preferably a written response to the allegation(s) at the meeting** (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - d) Advise the person in writing of the processes to be involved from this point on.

<u>MAY Review (Even Year)</u>			
COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten			
Year	Comment	Action	Signed
2021			
2022			
2023			
2024			
2025			

This policy will be reviewed according to the Board's Effectiveness Review Programme

Chairperson

Date