



## Fraud and theft information checklist

### When you report an incident consider the following

If it's a fraud, do you know what type of fraud it is?

If it's a theft, what was stolen?

What is the estimated value of the loss?

When did the charity first become aware of it?

How was it discovered – via the charity's own internal controls, its auditors or professional advisers, or perhaps via the bank?

What happened and over what time period? Try to summarise the circumstances of the incident without omitting key detail

Were your charity's internal policies and procedures followed?

Have you taken appropriate action to deal with the incident – has a report been made to Action Fraud or the Police (if theft) and a crime reference number been obtained?

Have you recovered, or are trying to recover, the lost funds?

Are you pursuing or considering civil recovery of the funds?

Are your charity's losses covered by insurance?

Is the suspect involved in the charity as a trustee, employee or volunteer?

Is the suspect in a senior position (for example Chair, Chief Executive or Director?)

Is the suspect responsible for safeguarding the finances (for example Treasurer or Finance Director)?

Is this an isolated incident or have a series of connected incidents occurred over a period of time?

Are the funds lost from a public appeal, collection or from grant funding – if so, can the activity still go ahead?

Are there signs of public interest or significant media attention – do you have agreed 'lines' or a media plan ready?

Will you need to take action against an individual (for example disciplinary procedures or suspension)?

Do you know if the accused is involved with any other charities?

Have lessons been learned and will you review your internal financial controls and procedures as a result?