

KEY RISK INDICATORS THAT COULD PUT YOUR CLUB AT RISK OF FRAUD.

- Small number of administration staff
- Little focus on segregation of duties
- Concentration of responsibilities in too few staff
- Little or no review function of accounting workpapers
- Mainly cash-based sales

HERE THE AREAS OFTEN TARGETED BY FRAUDSTERS AND THE QUESTIONS YOU SHOULD CONSIDER.

Payroll

- Is your payroll processed and reviewed by separate employees?
- Are timesheets submitted by employees checked against the agreed roster?

Cash Floats / Tills / Bankings

- Do you perform safe reconciliations on a regular basis and are these reconciliations reviewed by a different person?
- Do you carry out surprise cash accounts?
- Do you review bank reconciliations to ensure that no unusual transactions are being carried forward as unrepresented or outstanding?

Purchases and Payments

- Are all payments supported by original documentation (invoices/ statements)?
- Are staff obtaining 'kickbacks' by favouring certain suppliers?
- Do you put large contracts to tender?
- Do your staff adhere to their authorised purchasing limits?
- Do you look at Secretary Manager/CEO credit card statements?

Petty Cash

- Do you only use petty cash for incidental items?
- Do you maintain petty cash on an imprest system where cash expenditure is monitored through allocation to expense accounts?

Information technology

- Do you utilise passwords to restrict access to certain applications?
- Do you change passwords on a regular basis?
- Do your staff know each other's password?
- Do you know which staff can access each accounting system?

Inventory

Do you use external stocktakers and are variance reports investigated?

Do you maintain bar, restaurant and promotional stock in an area that is restricted to specific employees?

Vouchers

- Do you maintain a register of gift vouchers purchased, printed, redeemed or outstanding?
- Are your vouchers stored in a secure location with restricted access?

LESS TICKS = MORE RISK.

To find out more about our full FRAUD Review, call 02 4928 8500 and speak to Ian Neale or Nick Nancarrow.