



# ANTI-FRAUD POLICY

## 1. The Policy

- 1.1 This policy applies to all staff and members of the Board (Trustees).
- 1.2 Staff and Board. Every endeavour will be made to prevent fraudulent trading, that is actual dishonesty, in the running of the Foundation.
- 1.3 It is the duty of Board and staff to make any suspicion of fraud known to the appropriate authority.
- 1.4 New Trustees will be required to complete a Declaration of Eligibility. From time to time existing trustees will be asked to renew these declarations.
- 1.5 Every endeavour will be made by Trustees to ensure that a potential trustee is bona fide and suitable to act in that role having regard to the requirements of this policy, inter alia.
- 1.6 Trustees are reminded that it is fraudulent to incur a debt by the Foundation, when knowing there is little prospect of repayment.
- 1.7 Personal contact will be made with referees for potential employees.
- 1.8 This Anti-Fraud Policy will be adhered to by all staff and all members of the Board.

## 2. Applications for Grants

- 2.1 The assessment process for applicants will be reviewed after consultation with the Chairman of the Grants Committee and updated as needed.
- 2.2 In light of the number of grants awarded annually it will never be possible for the Foundation to check all applicants thoroughly.
- 2.3 Checks will be made as far as possible to ensure that applicants are bona fide. Where practicable, relationships will be built with applicants by the office staff, Outreach services, or the Grants Administrator.
- 2.4 The applicant organisation's Bank account details will be requested by the Foundation. Where appropriate, these will be verified by the sight of an original bank statement which will be requested at the time of application, photocopied to the file and then returned to the applicant.

### **3. Evaluation of grant awards**

- 3.1 Monitoring of some projects is carried out by visits from staff, Panel members and trustees. In this respect attention is drawn to the requirements of the Foundation's Child Protection Policy here. No-one other than those who have been fully Criminal Record Bureau checked should attend such a visit unless accompanied by another adult who has been so checked.
- 3.2 All grant recipients are required to report on the outcomes of the grant award.
- 3.3 Failure to return evaluation forms or closure reports is followed up by the Foundation.

### **4. Actions to be taken in the event of suspected fraud**

- 4.1 The Chief Executive will lead the subsequent actions.
- 4.2 The Chairman of the Board will be made aware of the situation at the earliest possible moment.
- 4.3 The Foundation will notify the police.
- 4.4 Advice will be taken from the Auditor.
- 4.5 Consideration will be given to protecting bank accounts.
- 4.6 All paper and electronic material relevant to finance will be placed in safe custody with urgency in order to preserve potential evidence.
- 4.7 The Foundation will co-operate fully with any police enquiry.

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