

Policy number	GP-16
Policy name	Fraud and error
Approved	September 14, 2019
Last reviewed	November 18, 2022
Scheduled review	Q4 2023

## **POLICY**

The College of Alberta Denturists Fraud and Error Policy relates to matters of fiscal fraud or inadvertent fiscal error relating to the College's funds.

This policy provides the Council and the College management with guidelines as to the procedures to be taken in the event of fraud or error.

### **Evidence of error**








If the error is significant, that being greater than \$5000.00, a special meeting of the Council must be arranged as soon as reasonably possible, or the information must be provided to the Council members for immediate consideration.

### **Evidence of Fraud**

If the Council, Executive Director & Registrar, bookkeeper, or accountants, become aware of evidence indicating fraud by an individual, this information must be presented to the Council for review and consideration as soon as reasonably possible.

### **Actions**

Upon review of the information presented to the Council, Council may do one or more of the following:

-  Interview the individual who is purported to have committed fraud or error
-  Instruct the Registrar to provide additional information for Council review
-  Instruct the Registrar to make the appropriate corrections to an error
-  Take any necessary legal action to rectify the fraud or error
-  Place restrictions on the authority of the individual with regard to matters of finances of the College
-  Where appropriate, terminate the employment of the individual if found guilty of fraud or gross error; and
-  In consultation with legal counsel and/or an accountant, take any other remedial steps required, including a forensic audit when appropriate.

Upon findings of fraud or error, the Council may provide management with instruction as to preventative measures to be taken in order prevent future recurrences of such a situation.

## **DEFINITIONS**

none

## **APPENDICES**

none



## REFERENCES

none

## DOCUMENT HISTORY

Date	Action	Rationale
14/12/09	Initial approval	N/A
18/02/11	Review	
10/05/13	Review	
14/09/19	Review	
10/09/21	Review	As scheduled
18/11/22	Review	As scheduled