

Policy number	GP-16
Policy name	Fraud and error
Approved	September 14, 2019
Last reviewed	May 30, 2025
Scheduled review	Q4 2027

## 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, bookkeeper, or accountants, become aware of evidence indicating fraud by an individual, this information must be presented to the Council Chair 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 Executive Director to provide additional information for Council review
-  If fraud has been committed by the Executive Director, a third-party investigation is initiated by Council, as required.
-  Instruct the Executive Director to make the appropriate corrections to an error
-  Take any necessary legal action to rectify 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

Error: an act deviating from what is expected with respect to payment of vendors or cash.



## 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
30/05/25	Review and update	As scheduled