***Early Warning Signs of Fraud***

Combating fraud before it occurs is vital. Taking the opportunity to consider, enact, and improve measures to detect, deter, and prevent fraud is essential to all organizations. It requires a combined effort at all levels of an organization.

The following are a few examples which may indicate potential fraudulent activity and actions you can take to mitigate the risks:

* Accounting records that do not balance or cannot be reconciled
* Too much control or ownership of records or processes by one individual
* Missing or altered documentation
* Employee living beyond their means, lifestyle is inconsistent with known income
* Long-term or “model” employees, who never take vacation or sick leave
* Unexplained changes in an employee’s work behavior
* Employees receiving calls at work from creditors or collection agencies
* Employees who appear to have unusually close relationships with customers or vendors

Steps to take to mitigate risks:

* Be aware of your surroundings and daily activities
* Ensure your area has proper internal controls and segregation of duties
* Document what you observed
* Report your concerns to your immediate supervisor, Dean/Chair, or The Office of Internal Audit
* **DO NOT INVESTIGATE POSSIBLE FRAUD YOURSELF!**