

# CHARLTON COUNTY SCHOOL SYSTEM

## Fraud Administrative Regulations

### Reporting Suspicion of Fraudulent Activities

#### **Purpose:**

To ensure that the reporting of suspicion of fraudulent activity the Charlton County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.

#### **Definitions:**

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

#### **Statement of Administrative Regulations:**

Charlton County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

#### **Confidentiality:**

All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

#### **Procedures and Responsibilities:**

1. Anyone suspecting fraud should report their concerns to the Charlton County Board of Education School Superintendent or Finance Director at [912.496.2596](tel:912.496.2596).
2. Any employee with the Charlton County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are able to contact Internal Investigations at [912.496.2596](tel:912.496.2596). Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Charlton County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Communication through employee handbooks emphasizes the responsibilities and channels to report suspected fraud.