

## Appendix “A”

### Fraud Prevention and Minimization Policy

#### Policy

The board of directors is pro-active and committed to protecting the revenue, property, information and other assets of *the housing provider* from any attempt, either by members of the public, contractors, property management, tenants/members, its own employees or any board member, to gain by deceit, financial or other benefits.

The board is responsible for taking all reasonable steps to prevent and detect fraud, misappropriation and other irregularities.

#### Scope of this Policy

The responsibility for fraud prevention falls with the board of directors along with property management, staff, and tenants/members.

#### Fraud Prevention

The board of directors will ensure that internal controls are in place. The board will:

- have clear rules and explicitly review them with staff and others
- always have an independent board member receive and review the monthly bank statement and cheques
- receive rental arrears and vacancy reports monthly and an independent board member will review the details and back-up that was used to create the report
- approve the budget for the corporation and ensure that it matches the NRH approved budget
- compare the budget to actual report monthly and receive a written explanation for any variances over 5%.
- hire honest people by doing criminal checks, ensure the person is bondable, check references
- continually monitor the segregation of duties within the organization
- ensure computer back-ups are done according to policy
- have an internal audit committee and conduct internal audits on records, repairs, placement of tenants/members, files etc.
- discuss fraud prevention with the auditor
- look for fraud, don't wait for it to happen
- the board of directors must have an 'open door' policy and be receptive to hearing from individuals that have information concerning possible fraudulent activity

#### Fraud Prevention Checklist

The board will:

- complete the Fraud Prevention check list at least annually (Appendix “A”)
- based on the results of the checklist, take action to create any policy or procedure required to prevent or minimize the corporation's risk of fraud