

# OLTON AND DISTRICT U3A – POLICY FILE

## Policy Fraud Action Plan – Approved Version3 – 3 February 2024

The Trustees are responsible for the effective administration of Olton and District u3a and have a legal duty to safeguard its assets. If Olton and District u3a falls victim to financial crime resulting in trustees not putting adequate financial controls in place, then the Trustees will have failed to meet their legal duties.

### Types of Fraud

**Internal:** Involving members of Olton and District u3a. For example

- Intercepted cash or donations
- Claiming false or inappropriate expenses
- Misuse of Olton and District u3a cheque book or debit cards

**External:** Involving non-members. For example

- Presentation of false invoices and expenses claims
- Identity fraud by phishing Olton and District u3a emails or member details
- Hijacking Olton and District u3a bank account
- Unauthorized fund raising in the name of Olton and District u3a

### Prevention

Please refer to Policy Financial and Related Matters for details of prevention measures.

The Membership Secretary will keep securely a full copy of membership records. Details of these records can be released to members on a need to know basis, such as to Group Facilitators in relation to their group members.

Bcc should be used when sending out an email communication to several members at the same time.

Membership records and accounts will be entered on to Beacon online facility for managing membership, groups and finance. Access will also be controlled here on a need to know basis.

### How to Raise a Concern

If any Trustee or other member of Olton and District u3a has any suspicion of fraud they should let this be known as early as possible. If that person is unsure whether a particular act constitutes fraud, or he/she should raise this with the Chair, Treasurer, Membership Secretary or any other Committee member as appropriate.

## **Responding To Fraud Issues**

Olton and District u3a Committee have the primary responsibility of swiftly investigating and acting on any suspicions of fraud. This should involve at least three appropriate Committee members initially and all Committee members should be involved as soon as possible.

The Committee should decide whether the suspicions should be communicated to other bodies such as National Office, The Police or The Bank.

If Olton and District u3a debit card fraud or any other fraud is suspected affecting Olton and District u3a banking, this should be reported immediately by one of the three approved signatories to The Bank and in the interests of protecting the Bank funds, this could be carried out before informing the rest of the Committee.

The person(s) raising a suspicion of fraud should be given feedback of the outcome(s) in whatever detail is deemed appropriate by the Committee.

## **Protection**

People who raise concerns or report another's wrongdoing are sometimes worried about possible repercussions. It is Olton and District u3a's policy that such people will not suffer retaliation or harassment for reporting in good faith any compliance concerns. Olton and District u3a aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Policy review date: Feb 2027