

Charity Fraud Awareness Week is an opportunity to empower not-for-profit sectors and charities to raise awareness and share good practices for tackling fraud.

MannionDaniels is fund director of UK Aid Direct and UK Aid Match - Foreign, Commonwealth & Development Office funds supporting civil society organisations. This Charity Fraud Awareness Week our Fiduciary Risk team at MannionDaniels share some lessons and tips for grant holders to help minimise fraud in their organisations.

## Lessons and tips for small charities to minimise fraud



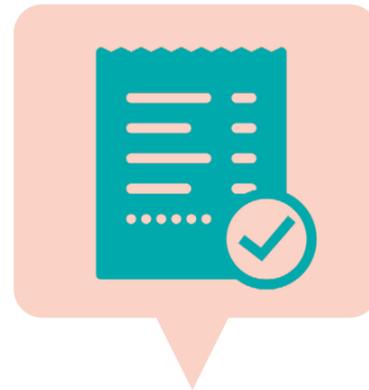
### 01 Theft of cash

- Minimise the need for cash payments;
  - Introduce mobile money transfers
  - Pay suppliers by bank transfer or cheque
  - Use a registered financial agency to facilitate cash payments when unavoidable, rather than relying on staff
- Put a cap on cash withdrawals
- Ensure you reference check all staff members.



### 02 Theft of assets

- Introduce additional security measures, including limiting the number of key holders, employing security guards, and increasing premise security
- Provide all staff with refresher fraud training
- Ensure all laptops are handed in and secured in an office location whilst staff are on annual leave
- Carry out a physical verification of all assets (including stock) on a monthly basis.



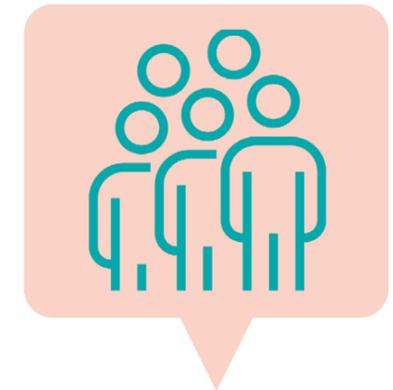
### 03 Unsupported expenditure

- Scrutinise internal controls during all future partner due diligence, including segregation of duties
- Offer refresher training to staff to reinforce compliance with partner monitoring controls and procedures
- Ensure monthly finance reports are submitted by partners with full supporting documentation
- Enhance the security of partner expenditure claims, including the verification of supporting documents.



### 04 Ghost/ineligible beneficiaries

- Require additional levels of spot check and/or audits of payment lists prior to authorisation
- Require dual authorisation of payment lists
- Replace cash payments with mobile transfers
- Have an independent person or staff member physically attend events to validate the number of beneficiaries attending.



### 05 Salary and allowance

- Reduce the use of cash advances
- Revise travel and subsistence policies, requiring all claims for allowances to be supported by receipts
- Re-emphasise to all staff on the zero tolerance to fraud and code of misconduct
- Negate the need for personal reimbursement by increasing central administration and payment to suppliers (including hotel accommodation).

Learn more about Charity Fraud Awareness Week by visiting the [fraud advisory panel](#).

To show your commitment to tackling fraud within your organisation consider signing up to the [fraud pledge](#). You can also [download social media assets](#) to share within your networks and on your social channels, raising awareness of the importance of Charity Fraud Awareness Week.