Geenen & Kolean, PC
Certified Public Accountants

Business Fraud Checklist

All Bank Accounts

- [ ] Frequent reconciliation of accounts.
- [ ] Perform daily review of all transactions.
- [ ] Set maximum limits on checking accounts.
- [ ] Keep an independent record of received checks to ensure they are all posted and deposited.
- [ ] Reconcile cash sales, receipts and deposits.
- [ ] Use an outside accounting firm to reconcile statements.
- [ ] Use internet banking as an easy way to review accounts.
- [ ] Only use credit cards(not your debit card) or online purchases.

Workload Diversification

- [ ] Separate responsibility for reconciling payables, receivables and statements.
- [ ] Have different people open the mail, record receivables and handle deposits.
- [ ] Limit employee access to your online account statements.
- [ ] Institute dual controls for key positions.

Credit Lines

- [ ] Limit who is authorized to request advances.
- [ ] Limit access to credit lines.
- [ ] Authorize different people to write checks and request cash advances.

ACH Transactions

- [ ] Employ ACH blocks and filters to help prevent electronic transaction fraud.

Payables

- [ ] Use Positive Pay services for payables.
- [ ] Cancel invoices and vouchers to make sure they are not paid twice.

Checks

- [ ] Never sign blank checks.
- [ ] Keep all blank checks locked away and audit them monthly.
- [ ] Place stop payments on all missing checks.
- [ ] Destroy unused checks from dormant accounts.
- [ ] Reduce use of paper checks by making and accepting electronic payments.
- [ ] Know and understand the security features of your check vendor.
- [ ] Use electronic banking to pay bills online.
- [ ] Limit use of vendor automatic debits on your accounts.