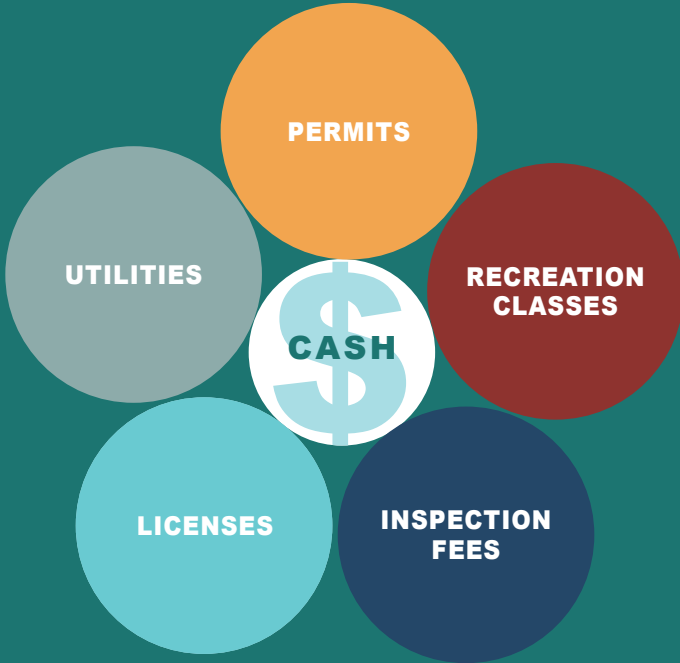


THEFT OF CASH

Is fraud happening in your department?



The City has a variety of operations where cash is accepted as payment for fees and services, and theft can occur.



How does it occur?



How can you prevent it?

- Buddy system: have two employees present when handling cash
- Different employees receive, verify and deposit cash
- Supervisor approval of voids, discounts and refunds
- Supervisor review of daily transactions
- Supervisor conducts surprise cash counts

WHAT ARE RED FLAGS?



One person accepts, records and prepares payments for deposit



Employee not willing to go on a vacation, take days off or share duties



Excessive access to cash such as sharing register passwords or keys to safes



Employee is working from an open cash register



Customers are not provided receipts



Employee has personal financial problems or sudden lifestyle changes (i.e., buying expensive cars and homes)



REPORT TIPS ANONYMOUSLY 24/7

HELP FIGHT FRAUD WASTE & ABUSE

Call or visit our website now. The more information you provide, the better the investigation. Include in your tip >>>

**WHO
WHAT
WHERE
WHEN**

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FRAUD
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CityAuditorLauraDoud.com**