

Putnam County Charter School System

Title: Fraud, Waste, Abuse, and Corruption

Responsible: All employees
Consultants
Vendors
Contractors

Reason for Policy: All parties maintaining a business relationship with the district will act with integrity and due diligence in matters involving local, state, and federal funds.

Reason for Procedure: To ensure that employees, clients, and providers of goods and services to the Putnam County Charter School System report fraudulent activities.

Time Frame: Fiscal year: July 1 through June 30

Fraudulent Activity Policy:

- Fraud refers to a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.
- The Putnam County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken.
- All reports of suspected fraud must be handled under the strictest confidentiality. Only those directed involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.
- Anyone suspecting fraud should report their concerns to the Putnam County Board of Education School Superintendent or Finance Director at 706-485-5381.
- Any employee with the Putnam County Board of Education (temporary staff, full-time staff and contractors) who suspects fraudulent activity must report this information within the next business day. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
- The Putnam County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.

Procedures for disseminating the Fraudulent Activity Policy:

- During preplanning of each school year, all employees/staff members are given a copy of these procedures and are trained on fraud, waste, abuse, and corruption and how to report suspected fraud, waste, abuse, and corruption. Those employees/staff members absent for this training will be provided with an opportunity to attend makeup training within the first two months of the school year.

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Procedure Established: May 30, 2013

Procedure Reviewed: May 16, 2016