



FLITWICK TOWN COUNCIL Anti-Fraud Policy

1. Purpose

This policy is designed to guide Officers and Members on the operational procedures to prevent fraud.

This policy should be read alongside the Council's Adopted Financial Regulations, Standing Orders, and other financial-related policies, such as those for General Reserves, Cash Handling, and Credit Card Usage.

2. Scope

The Council qualifies as a 'Super Council' since its Precept exceeds £1m. As the Council has its traded service from the Rufus Centre and over the past three financial years, this has generated income above £100,000, robust internal controls must be in place to ensure the Council's financial position is maintained and not compromised.

3. Authorisation & Internal Process

Projects

The Council's major projects will include a Risk Register to assess and manage specific financial risks and prevent fraud.

Risk Management Scheme

The Council is legally required to review its Risk Management Scheme annually. A copy is attached as an Appendix to this Anti-Fraud Policy, which details the role of internal audit, internal procedures, and account management to mitigate the risk of fraud.

Payments

Orders for payment drawn on the bank account in accordance with the schedule created shall be signed by two members of Council.

There is dual authorisation on the Council's bank account. Where internet banking arrangements are made with any bank, the Town Clerk/Responsible Finance Officer (RFO) shall be appointed as the Service Administrator. The bank mandate approved

by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts (dual authorisation on all transactions).

4. Audit

The Council is required to have three internal audits in any financial year (the third is part of the Annual Return process at Year End). Internal audits include an external person viewing the financial processes of any aspect of the Council's accounts. The purpose of these visits is to check the internal controls in place and it would identify any fraudulent activity.

The Council is also required to have an external audit as part of the Year End process. Similarly to the internal audit, an external auditor would pick up fraudulent activity through any anomalies picked up in their assessment of the data supplied.

5. Responsibility

The RFO will be responsible for ensuring this policy is followed.

Copies of this policy will be circulated to the Deputy RFO, Finance Team employees and Members of the Finance Scrutiny Working Group.

6. Review

This policy will be reviewed annually in line with the review of the Council's Financial Regulations.

The Finance Scrutiny Working Group is responsible for reviewing this policy annually and shall recommend any amendments to the Council.