



## **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 recent 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 Corporate Risk Register 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

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 retrospectively 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 reviewing any aspect of the Council's financial processes. The purpose of these visits is to check the internal controls in place and to identify any fraudulent activity.

The Council is also required to undergo an external audit as part of its year-end process. Similar to an internal auditor, an external auditor would identify fraudulent activity by detecting anomalies in their assessment of the supplied data.

#### **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 & General Purposes (GP) Committee.

#### **6. Review**

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

The Finance & GP Committee is responsible for reviewing and adopting this policy annually.