

VIDALIA CITY BOARD OF EDUCATION
Fraud Administrative Regulations
Reporting Suspicion of Fraudulent Activities

Purpose:

To promote and ensure the reporting of suspicion of fraudulent activity, the Vidalia City Board of Education provides employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Vidalia City School System shall not tolerate fraud of any kind, and has an established system for the reporting of suspicious activities.

Definitions:

Fraud is defined as 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 from federal, state, or local grants and funds.

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud shall be investigated. The Vidalia City School System shall not tolerate fraud of any kind. The Vidalia City 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.

Confidentiality:

All reports of suspected fraud shall be handled under the strictest confidentiality. Only those administrators directly involved in the investigation should be given any information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of the alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud, whether it pertains to Federal, State, or Local programs, should report their concerns to the Superintendent of the Vidalia City Board of Education at 301 Adams Street, Vidalia, GA 30474.
2. Any employee with the Vidalia City Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. You are to contact the Superintendent at (912)-537-3088. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Vidalia City Board of Education shall conduct investigations of employees, providers, contractors or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.
5. A hard copy of these Fraud Administrative Regulations shall be posted in a visible location at all schools and facilities.
6. A report should be made to the Chairman of the Vidalia City Board of Education if fraud is suspected of or by the Superintendent.
7. Each employee shall receive a hard copy of this document and will sign attesting that they have received this information and understand its contents.

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I have received and read the Board of Education's Administrative Regulation for Reporting Suspicion of Fraudulent Activities. I understand its content and agree, without reservation, to comply with it.

DATE: _____

Employee's Signature

Employee's PRINTED Name