

SCHOOL DISTRICT OF GREEN LAKE POLICY	665 – Fraud Prevention and Reporting
	Fiscal Management

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The Green Lake School District expects all employees, School Board members, consultants, vendors, contractors and other parties maintaining any business relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The Superintendent or designee shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District’s administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

Any District employee who suspects fraud, impropriety or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and/or Superintendent, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the District Administrator, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District’s legal counsel.

1st Read: 10/10/2012
2nd Read: 11/14/2012

Legal References: Wisconsin Statutes Chapter 19, Subchapter III; 120.12(1); 946.12 and Wisconsin Uniform Financial Accounting Requirements (WUFAR); Wisconsin Public School District Auditing Manual