

VLS ETHICS AND FRAUD AWARENESS WORKSHOP SERIES

**A POWERFUL AND PRACTICAL TRAINING PROGRAM FOR
SCHOOL AND COLLEGE PROFESSIONALS**

For more than 50 years, the professionals of VLS Fraud Solutions have been working side-by-side with school and college leaders and teams—helping California educational institutions prevent, detect and stop fraud in schools and colleges statewide.

VLS Fraud Solutions presents a new, hands-on Ethics and Fraud Awareness Workshop Series for school and college professionals to better understand, prevent, detect and stop fraud in the educational environment.

FRAUD STEALS: Recent reports confirm that educational fraud schemes steal your reputation, credibility and precious educational resources – with a median loss of \$100,000 in cases investigated from 2004 through 2005 – fraud just steals from everyone. VLS Fraud Solutions Ethics and Fraud Awareness Workshop Series is a practical and effective step to building a frontline defense system against fraud.

VLS FRAUD SOLUTIONS ETHICS AND FRAUD AWARENESS WORKSHOP SERIES includes seven highly-practical and fast-paced 2-4 hour sessions and delivers dramatic, real-life insights to educational fraud schemes and activities common to college and school organizations today. Tailored to your specific organization, participants learn to directly apply working concepts to their specific situation with concrete, take-away measures and tools to reduce fraud and promote an ethical environment. Training includes expert speakers, interactive instruction, video presentations, interaction, group discussions and role-play exercises.

VLS FRAUD SOLUTIONS: ETHICS & FRAUD AWARENESS WORKSHOP SERIES

INTRODUCTION TO FRAUD AND ETHICS

101: An Overview of Ethics and Fraud
102: Six Essentials to Building a Fraud Prevention & Ethics Program
103: Five Ways to Detect Fraud and Minimize Your Fraud Losses

APPLICATION OF FRAUD TOOLS

201: Assessing Your School for Fraud
202: Hotline Essentials and Other Anonymous Report Mechanisms
203: The Ideal Internal Audit Function

INVESTIGATION OF FRAUD

301: Your Role and Responsibilities in Fraud Investigations

VLS FRAUD SOLUTIONS is uniquely qualified to deliver timely, experienced and useful help. You may know the CFE (Certified Fraud Examiner) professionals at Vicenti, Lloyd & Stutzman LLP. They are business consultants and CPAs who are recognized Fraud experts – so they know their business. Plus, they know the business of education, too. They work with academic professionals throughout the state on a daily basis to stop fraud from stealing from our education system.

CONTACT VLS FRAUD SOLUTIONS ADVISORS AT 626-857-7300

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VLS FRAUD SOLUTIONS, a professional service of Vicenti, Lloyd & Stutzman LLP, provides a suite of affordable services to promote a fraud-free and ethical environment in your organization. VLS Fraud Solutions services are conducted by a multi-disciplinary team including CPAs, Certified Fraud Examiners and former law enforcement investigators including the FBI.



VLS FRAUD SOLUTIONS A PROFESSIONAL SERVICE OF VICENTI, LLOYD & STUTZMAN LLP

Working together to build a culture of integrity and productivity within your workplace

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ESTABLISH YOUR FRONTLINE FRAUD DETECTION AND PREVENTION PROGRAM

SECTION I: INTRODUCTION TO FRAUD AWARENESS AND ETHICS

101: An Overview of Ethics and Fraud

A foundation course about educational fraud schemes, including real-world examples of fraud in schools and colleges nationwide. Includes the definition and most common types of fraud, warning signs, fraud detection, the three factors of the “fraud triangle,” characteristics of who, when and why fraud is most likely, how fraud impacts your organization, action steps to promote a fraud-free environment, ways to establish and extend a culture of ethics and integrity.

102: Six Essentials to Building a Fraud Prevention & Ethics Program

This course presents the essential elements to establish and sustain an effective fraud prevention and ethics program, beginning with ways to create a culture of honesty and high ethical standards. Specific measures and tools include examples of existing Anti-fraud Programs, standards and requirements (Statement on Audit Standards 99, Sarbanes-Oxley Act, US Sentencing Guidelines); oversight (audit committee, board of directors, management, internal auditors, independent auditors and certified fraud examiners); and evaluation of anti-fraud processes and controls.

103: Five Ways to Detect Fraud and Minimize Your Fraud Losses

The five most effective ways to detect fraud and minimize losses are presented, including various methods of detection that can apply to fraud perpetrated at different levels in the organization. This workshop presents an introduction to the role of the internal audit department, and other organizational sections, in detecting fraud including external auditors’ responsibilities concerning fraud and errors, and practical application steps that external auditors perform during the course of an external audit.

SECTION II: APPLICATION OF FRAUD TOOLS

201: Assessing and Minimizing Your School 's Risk of Fraud

This is a hands-on workshop about self-assessment steps to evaluate fraud and ethics controls, along with internal control strengths and weaknesses, including the most common warning signs of fraud. This includes all key areas such as payroll, cash receipts, purchasing, payables, and student organizations. You will conduct practical exercises to identify warning signs, profile potential perpetrators, and assessment of vulnerabilities for common fraud schemes. Participants will be introduced to the Association of Certified Fraud Examiner’s (ACFE) Fraud Assessment Check-up – a vulnerability test tool to help identify major potential fraud gaps and measures to correct deficiencies.

202: Hotline Essentials and Other Anonymous Report Mechanisms

A practical workshop about one of the most effective tools to prevent and detect fraud: hotline anonymous reporting. This program presents the how-and-why of a 24/7 hotline program, includes discussion of various program types, operational theory and a detailed “how-to” for establishing an effective hotline with specific steps for implementation, communications and publicizing. This workshop also presents information about legal and ethical obligations for establishing an Anonymous Reporting Mechanism, and factors in determining if an investigation is warranted.

203: Internal Auditing – Why, Who and How

A key element in any anti-fraud program is internal auditing. This course provides an understanding of the role, importance and goals of an internal audit function. The role of an audit committee will also be discussed in relation to oversight responsibilities for fraud prevention and detection. Best practices for education agencies will be presented.

SECTION III: INVESTIGATION OF FRAUD

301: Your Role and Responsibilities in Fraud Investigations

This course provides insightful information about the institution’s responsibilities when an allegation of fraud is received and what happens when an allegation is investigated. This course presents the “who, what, when, where, why, and how” of investigations of fraud. Material includes answers to questions such as: When does an allegation turn into an investigation? When and how is the matter turned over to law enforcement? How is the potential “crisis management” handled?