



Registered Charity : Cumbria Rural
Choirs Number: 1168081

Anti- Fraud Policy

Policy:

This policy establishes the procedures of Cumbria Singers (CS) in its management of fraud and other forms of dishonesty. It applies equally to Trustees, Members, Associates and those contracted to support its objectives.

CS will seek to foster a culture of honesty and integrity and adherence to policies, procedures and best practice, which minimizes the risk of fraud and dishonesty.

CS will strive to ensure that all its processes are reported honestly, accurately, transparently and accountably and that all decisions are made objectively, free from personal interest.

All members and Trustees hold a responsibility for applying these principles and for promptly reporting any breaches. Trustees are expected to deal firmly and fairly with any suspicions and allegations of fraud or corrupt practice. Where there is evidence of criminal activity these will be referred to the police.

Definitions:

Fraud: a deliberate attempt by any Trustee, Members, Associate or Contractor to acquire money or goods dishonestly through the falsification of records or documents.

Theft: an act of dishonestly acquiring, using or disposing of physical or intellectual property belonging to CS or its members,

Misuse of equipment: An act of deliberately misusing materials of equipment belonging to CS for financial or material benefit.

Abuse of position: an act of exploiting a position of trust within CS for financial or material benefit.

Responsibilities: The Trustees are responsible for establishing and maintaining a system of internal controls, to support the achievement of CS's aims and objectives.

These responsibilities include:

- Undertaking a regular review of the fraud risks associated with CS's objectives.
- Establishing anti - fraud responses proportionate to the risks identified.
- Establishing a procedure by which members can report incidents of fraud and ensure that they are aware of their responsibility to do so.
- Minimising the risk of any previous incidences re-occurring.
- Liaising with CS appointed auditor.

Members are expected to use CS assets and funds correctly and as previously agreed.

They should:

- immediately report to the Trustees any incidents of suspected fraud or suspicious acts.
- co-operate with any policy reviews, internal checks and fraud investigations.

Review:

This policy will be reviewed every three years.

Approved: 2023

Next review: 2026.