



Clonard Monastery Fraud Policy

Clonard Monastery Youth Centre requires all of its Committee Members, staff and volunteers to act at all times with honesty and integrity and to safeguard the resources for which they are responsible.

Fraud is an ever-present threat to these resources. Clonard Monastery Youth Centre will ensure that steps and procedures are in place to prevent acts of fraud and will review annually the sections that should be taken if fraud is discovered or suspected.

Definition of Fraud :-

Deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, concealment, collusion and false representation.

Persons outside as well as inside an organisation can perpetrate fraud and attempt fraud, this will be treated as seriously as accomplished fraud. Computer fraud is where information technology equipment manipulates programmes or data dishonestly, or where the use of an IT system is a material factor in the perpetration of fraud. Theft or fraudulent use of computer time and resources is included in this definition.

Actions and Procedures

Clonard Monastery Youth Centre has in place a number of policies and procedures to maintain controls in areas of risk and to ensure that where fraud is suspected reporting procedures are robust and accessible.

As part of the review of this policy secondary checks will be undertaken to ensure that procedures exist and are followed in the following high risk areas:

- Cash Handling
- Payment Systems
- Computer Systems
- Purchasing



If fraud is discovered or suspected the person should report the concern in confidence;

1 – To their line manager

2 – If this is not appropriate as the concern relates directly to that line manager they should report to the Chairperson of Clonard Monastery Youth Centre for the time being.

3 - If this is not appropriate as the concern relates directly to that person, they should report to the Treasurer of the Management Committee for the time being.

Review and Monitoring

Clonard Monastery Youth Centre is committed to monitoring the operation of our policy and reviewing our policy and good practice annually.

Current Chairperson Geraldine Stinson

Current Treasurer Brendan Dineen

Adopted 2019