



Safeguard assets with internal control:

Construction is one of the hardest hit industries for Fraud and Embezzlement.

Safeguard your company's cash, tools, inventory, services and supplies. Always be aware of the warning signs and know the steps to take to keep good internal control.

Warning signs:

Employee behavior:

- Refuses to take vacation or sick time.
- Will not let anyone else help with the job.
- Increased defensiveness, irritability or drinking.
- Checking accounts do not reconcile
- Missing documents
- Complaints by other employees
- Excessive voids
- Duplicate payments
- Loans out of balance
- Ghost employees, vendors or jobs
- Inventory shortages
- Write-off of receivables
- Suspicious workers' compensation claims

Top steps to take to minimize fraud:

- Owner open and review the bank statement
- Separate duties
- Give proper authorization for purchasing and receiving
- Cross train employees
- Good record keeping
- Use an outside consultant to perform certain tasks including bank reconciliation
- Limit access to blank checks, tools, supplies
- Check employee references



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