



## Tips to Help Reduce Opportunities for Fraud

1. Keep printed checks securely locked away.
2. Always promptly open and review all bank statements.
3. Maintain copies of checks in numerical order.
4. Change passwords frequently.
5. Ensure that person writing checks is not the same person doing bank reconciliations.
6. Maintain up to date off-site back-ups.
7. Maintain separation of accounting duties.
8. Review FedEx and other vendor invoices.