

**BRANSON/LAKES AREA TOURISM
COMMUNITY ENHANCEMENT DISTRICT
(TCED or Tourism District)**

FRAUD PREVENTION POLICY

Adopted for the Tourism District by the Board of Directors on May 27, 2010

PURPOSE:

This policy establishes a framework in which fraud or corrupt conduct is not tolerated and encourages all staff and volunteers to be vigilant in the on-going development of a culture espousing the highest ethical and professional standards.

BACKGROUND:

The TCED is required to comply with certain legislation that deals with fraud and corruption control, including the American Institute of Certified Public Accountants' standards. In addition, fraud and corruption control is an essential element of the TCED's governance responsibility.

In addition to internal prevention of fraud, TCED employees and volunteer leadership are to use their best efforts and reasonable resources to assist the Missouri Department of Revenue and other tax collecting entities in efforts to identify any and all businesses within our District required to collect and remit the TCED tax.

This policy will assist in assuring compliance with relevant legislation and in promoting an ethical and honest special district for the benefit of all stakeholders, including employees, volunteers, contractors, vendors and Tourism District constituents.

STATEMENT OF POLICY:

1. Definitions:

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files, etc.)

- Improprieties in the handling or reporting of financial transactions
- Misappropriation of funds, supplies or any other asset, including assets of the TCED, its contractors, vendors, suppliers, constituents or others with whom it has a business relationship
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payment for hours not worked or expenses not accrued and documented

Corrupt Conduct is defined as follows:

- Conduct of any person (volunteer or employee) that adversely affects the honest performance of the TCED's role and responsibilities;
- Performance of an employee or volunteer in a dishonest manner; or that amounts to a breach of public trust or the misuse of information or material acquired in the course of the performance of their official functions; or
- A conspiracy or attempt to engage in the above conduct.

2. Consequences of Fraud and Related Misconduct

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Volunteer leadership found to have participated in such conduct will be subject to removal from the council or committee on which they serve. For members of the Board of Directors, official notification of their misconduct and a recommendation to remove will be provided in writing to the governmental body responsible for their appointment.

3. Reporting of Fraud and Protection from Reprisal

Any TCED employee or volunteer who knows or has reason to know of fraud or related misconduct shall report that to the President of the TCED. If the President is involved in fraud or related misconduct, that shall be reported to another TCED officer, the Financial Oversight Committee, or any of the governmental bodies responsible for TCED Board of Director appointments.

TCED employees and volunteers are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any reprisal against a reporting individual because that individual, in good faith, reported a violation, is strictly forbidden.

4. Fraud Investigation and Reporting

When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be

conducted in accordance with applicable laws and Tourism District procedures. All employees and volunteers necessary to the investigation will cooperate fully in the investigation.

Employees and volunteers should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the President of the TCED as appropriate.

Once the investigation is completed, the TCED Board of Directors will take appropriate action to minimize recurrence and report the results of the investigation to the government bodies responsible for Board appointments.

Any accused may appeal a decision of the TCED Board to the Missouri Ethics Commission, and any written determination of such Commission shall be final and binding on the TCED and its Board of Directors.

In addition to the foregoing, TCED employees and volunteers shall use their best judgment to avoid any appearance of impropriety, recognizing that public perception of the impartiality, fairness and integrity of the TCED is vitally important to its effective functioning and reputation in the community.

DISCLOSURE:

I have reviewed the Fraud Prevention Policy and agree to abide by it.

Acknowledged and agreed to by: _____
Print first and last name above

Who is serving the TCED in the following manner: _____
Note Board, Committee or employment status

X _____
TCED Volunteer or Employee Signature _____ *Date*