**Principle**

At Little Buds, management recognise the importance of having proper and adequate internal financial controls in place.

**Policy**

A policy on dealing with financial irregularities has been agreed and implemented within Little Buds to ensure that the management team, staff and volunteers know how to report their concerns within the organisation. This also includes concerns about the conduct of committee members or senior managers. If members of the management team, staff or volunteers know or suspect an individual is misusing the funds from Little Buds, for their own purpose or misappropriating funds, they should take immediate and appropriate action to resolve the issue.

If it is known or suspected that Little Buds is a victim of financial crime, then this should be reported to the police, the management team and as a matter or best practice if a charity, to the Charity Commission NI immediately. It would also be important to notify your insurance company.

**Procedure**

The management team of Little Buds are committed to developing and maintaining effective controls to prevent fraud, and to ensuring that if it does occur, it will be detected promptly;

* All alleged incidents must be reported to the whole management team at the earliest possible time and documented.
* All cases of reported fraud or related concern must be dealt with in the strictest confidence.
* The management team will do the utmost to protect the accounting records from loss or destruction.
* Any cases of fraud which do occur shall be vigorously and promptly invested with the necessary legal and/or disciplinary action taken.
* All necessary system changes shall be made to ensure that similar frauds cannot occur in future.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it

remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed :………………………………………………………………………….

(on behalf of the management team)

Position: ………………………………………………………………………………….

Date: ………………………………………………………………………………….

Reviewed on:

Date: ……………………... Signed: ………………………………………….

Date: ……………………... Signed: ………………………………………….

Date: ……………………... Signed: ………………………………………….