

# Top Ways to Protect Your Organization Against Embezzlement

**Everyone knows honesty is the best policy.**

But, given the right circumstance, it's possible that anyone could give in to temptation and take what isn't rightfully theirs – including funds from your organization.

While we provide insurance to protect you in the event someone embezzles funds, here are **the best ways to prevent that from ever happening:**

- 1** Never take money belonging to the Organization home.
- 2** Deposit money into the bank daily, even if a project is on-going.
- 3** Two people should always count the money and sign the receipt verifying the amount
- 4** Never sign a blank check or a check made out to "cash."
- 5** All bills should be paid by check or card, never cash.
- 6** Give an officer without check signing authority access to the bank account and have them review and approve monthly bank statements.
- 7** Conduct an annual audit/financial review of the books.
- 8** Purchase a Bond Policy and follow the requirements.