

Detecting and Preventing Fraud, Theft and Embezzlement in Tribal Organizations

March 22-23, 2012 - Las Vegas, NV

CLASS ID: F1051LASVE

REGISTRATION FORM

Name: _____ Title: _____

Department: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

METHOD OF PAYMENT Check Credit Card Card Type: _____

Card Number: _____ Exp. Date: _____ Security Code: _____
3 digit code on back of MC/VISA or 4 digit code on front of AmEx

Cardholder Name (Please print): _____ Signature: _____

Cardholder Billing Address (Please print): _____

City: _____ State: _____ Zip: _____

Individual Tuition Rate (U.S. funds only) \$779 \$ _____
Significant group discounts available! Call 1-800-992-4489 for details.

Please send me manual only* Quantity: _____ @ \$195 \$ _____

TOTAL \$ _____

* Orders will be shipped upon course completion.
VA residents please add 4.5% sales tax for manuals only.

VIP CODE: PB103F1051-

HOW TO REGISTER

Phone: Call 1-800-992-4489, Monday-Friday, 9:00 a.m.-5:30 p.m. EST.

Fax: Complete the registration form and fax to 703-352-2323 anytime. Payment must be received at our office prior to the start of the session.

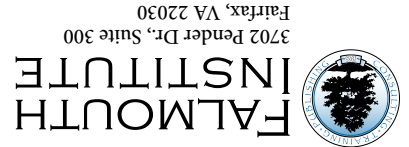
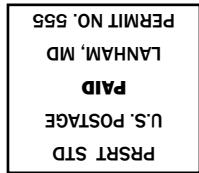
Mail: Return registration form and payment to:
Falmouth Institute
3702 Pender Dr., Suite 300
Fairfax, VA 22030.

Online: At www.falmouthinstitute.com

E-mail: info@falmouthinstitute.com

For complete registration policies, please visit www.falmouthinstitute.com or call 1-800-992-4489.

Advanced payment by credit card or check is required. Purchase orders do not constitute payment. Registrations must be received 10 business days before the class start date. After this date, registrations will be taken on a space-available basis and a \$25 late registration fee will be charged.



This captivating class will be taught by Harold Rivkin,* a licensed private investigator and law enforcement expert.

Detecting and Preventing Fraud, Theft and Embezzlement in Tribal Organizations

MARCH 22-23, 2012 • LAS VEGAS, NV

During this important class, you'll explore ways to:

- › Identify various types of purchasing fraud
- › Develop internal controls to prevent theft
- › Use forensic audits to detect evidence of crime within your audits
- › Detect fraud related to payroll, travel, housing and other areas
- › Investigate potential instances of employee theft
- › Deal with special circumstances and cultural issues

Are your internal controls up to par? Protect your ARRA money!



To register, visit www.falmouthinstitute.com or call 1-800-992-4489.



FALMOUTH INSTITUTE

Detecting and Preventing Fraud, Theft and Embezzlement in Tribal Organizations

MARCH 22-23, 2012 • LAS VEGAS, NV

This class is perfect for tribal administrators, internal auditors, treasurers, finance managers, department managers, accountants and supervisors.

Theft of all types is a significant problem in Indian Country, particularly for tribal casinos and governments. Sometimes even seemingly-trustworthy employees can be suspect. Purchasing, travel, housing, payroll and illegal gratuities are among the common trouble spots.

Consider purchasing fraud. Tribes spend billions of dollars each year purchasing products and services. Statistics show that purchasing-related fraud is the single most common type of white-collar crime; however, tribes rarely have the structures in place

that are necessary to detect and prevent this type of crime.

How vulnerable is your organization? Probably more vulnerable than you realize. This two-day class will show you common schemes dishonest employees might use to defraud your tribe of thousands or even millions of dollars completely undetected. More importantly, it will teach you simple steps that you can take to prevent this problem from ever developing, potentially saving your tribe millions.

**Instructor subject to change.*

TOPICS INCLUDE

Overview

- What is employee theft?
- Types of theft, including:
 - Purchasing fraud
 - Travel policy violations
 - Illegal gratuities

- Inflated pricing
- Phony documents
- Kickbacks

Red Flags

- Warning signs

- Conflicts of interest

Investigating Fraud

- Keeping it quiet
- Steps in the process
- Building your file
- Federal law in Indian Country
- Case study

Gain the information and tools that you need to keep your tribal organization free of employee theft.

- Housing issues
- Payroll fraud
- Embezzlement
- Federal policy
- How vulnerable are you?

- Checklist

Developing Your Systems

- Segregation of duties
- Purchasing policies and procedures
- Internal control review
- Ethics code
- Internal controls

Purchasing Fraud

- Types of fraud, including:
 - Shell companies
 - Short shipments
 - Product substitutions

Cultural Issues

- Receiving gifts
- Entertainment

Establishing Authority

- Construction contracting
- Sealed bidding

Prevention

- Danger signals
- Hiring procedures and background checks
- Forensic audits
- Ongoing background checks
- System design
- Reader timecards
- Vendor checks

Topics subject to change.

ON-SITE TRAINING AND TECHNICAL ASSISTANCE

Falmouth can provide on-site training and technical assistance to help with all of your tribal Finance needs. By providing customized answers to the issues and challenges of your organization, we'll be able to create solutions to give you the financial literacy and confidence to manage your communities' resources.

Looking to provide this information to your entire team? Bring this session or any combination of our other tribal finance sessions right to your office. Spend less time on

the road, cut back on travel costs and give everyone the knowledge they need to succeed.

Our team is also able to provide technical assistance and hands-on support to help guide you through the complex processes you're facing. Do you need to plan and prepare for your upcoming audit? Is your IDC proposal due? Do you have bookkeeping issues? We can provide support and assistance to help manage any of your federal grants or contracts.

Visit www.falmouthinstitute.com or call 1-800-992-4489 x119 for more information on our customized on-site training and technical assistance solutions.

To register, visit www.falmouthinstitute.com or call 1-800-992-4489.