

Fraud Examination Checklist

It is often helpful to prepare “To Do” lists, or “Checklists,” of the documents to be examined and the potential witness to be interviewed. Below you will find a sample checklist. It is not intended to cover all aspects of the examination, but rather to provide the examination team assistance in planning the investigation.

APPENDIX A

FRAUD EXAMINATION CHECKLIST

Case Name: _____

Case No.: _____

	YES	NO
1. Fully debriefed all informants and witnesses?		
2. Documented the allegation in writing?		
3. Identified all possible schemes or indicators of fraud?		
4. Developed fraud theory?		
5. Notified legal counsel and discussed whether to proceed?		
6. Obtained, recorded, and filed all pertinent information and documents in the files?		
7. Determined the potential loss?		
8. Identified potential witnesses?		
9. Determined if error or mistake made?		

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	YES	NO
10. Reviewed internal controls?		
11. Developed an investigative plan?		
12. Determined the type of evidence needed to pursue?		
13. Identified indicators showing intent?		
14. Reviewed payroll records and canceled checks?		
– Identified all bank accounts		
– Identified number of exemptions		
– Identified who might be endorsing checks		
15. Reviewed personal expense reports?		
– Identified unusually high expenses		
– Identified credit card used		

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	YES	NO
- Identified where suspect entertains clients		
- Identified duplicate submissions		
16. Performed background/asset check?		
- Driver's License violations		
- Motor Vehicle Registration records		
- Regulatory licenses		
- Vital Statistics		
- Building permits		
- Business filings		
* Fictitious Names Indices		
* Business licenses		
* Corporate records		
* Limited partnerships		
* SEC filings		

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Case Name: _____

Case No.: _____

	YES	NO
- County and State records		
* Criminal		
* Civil		
* Domestic		
* Probate		
* Real estate records		
- Federal court filings		
* Criminal		
* Civil		
* Bankruptcy		
- Consumer credit records		
- Business reporting services		
17. Determined who should be interviewed?		

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Case Name: _____

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	YES	NO
18. Developed interview approach?		
19. Performed Financial Analysis		
– Vertical Analysis		
– Horizontal Analysis		
– Ratio Analysis		
– Rationalizations		
– Industry Analysis		
– Net Worth Analysis		
20. Will undercover operation be used?		
– Plan developed		
– Approval received		
– Operation completed		

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Case No.: _____

	YES	NO
21. Will surveillance be used?		
– Plan developed		
– Personnel set up		
– Surveillance curtailed		
22. Developed other informants?		
23. Use Mail Covers?		
24. Performed Link Analysis?		
25. Identified computers that might be linked to investigation?		
– Identify expertise needed		
– Data downloaded		
– Data printed		

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Case No.: _____

	YES	NO
26. Performed Forensic Analysis?		
– Handwriting		
– Typewriter		
– Reviewed altered documents		
– Ink analysis		
– Document restoration		
27. Interviews Conducted?		
– Interviews documented		
– Signed statements received		
– Identified other witnesses to interview		
– Interviewee knows how to get in touch with one		
28. Completed documentation and report to management?		

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Case Name: _____ **Case No.:** _____

	YES	NO
29. Notified management?		
30. Employee(s) terminated?		
– Received identification badge or deleted from system		
– Notified Security not to allow access to corporate premises		
– Personal belongings identified and arrangements made for employee to collect		
31. Report written?		
– Heading		
– Summary		
– Memorandum		
– Pertinent correspondence		
– Documentation of interviews		
– Pertinent evidence included		

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Case Name: _____

Case No.: _____

	YES	NO
- Index		
- Cover page		
- Report approved by supervisor		
32. Appointment made with law enforcement agency?		
33. Follow-up contact made with investigators?		

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