



ATTORNEYS AT LAW

A PROFESSIONAL CORPORATION

# Preventing Workplace Fraud

*A Very Important Breakfast Seminar*

Presented by Bruce S. Baron, C.P.A.  
and Lawrence Z. Kotler, Esq.

November 9, 2004 – Park Avenue Club

B | A | R | O | N | & | C | O .

Baron & Company LLP  
Accountants and Consultants

# Fraud – What is it?

- Types of fraud against businesses
- Asset misappropriations
- Cash embezzlement/check tampering
- Billing schemes and payroll fraud
- Accounts receivable scams
- Lack of basic accounting controls
- Condition of books and records
- Covering up

# Who is vulnerable?

- Small businesses are most vulnerable
- Family and closely held organizations
- Companies with one or two employees that handle all financial functions
- Companies with fewer than 100 employees
- Any business, any time.

# What is your accountant's role?

- Prevention
- Regular audits
- Reduce exposure through programs
- Quantify damages to your business
- Provide proof for civil/criminal litigation

# What is your attorney's role?

- Listening to your story
- Determining the culture of the workplace
- Assessing financial impact to the company
- Helping you decide a course of legal action: civil or criminal

# An ounce of prevention...

- Honesty is the best policy – set the example!
- Create and live by a Code of Ethics
- Expense policies
- Employee references
- Bank statements & cancelled checks
- Establishing a positive culture in the workplace

Susan L. Ward, Director of Marketing

Carlin & Ward, P.C.

© 2004, Carlin & Ward, P.C.

B | A | R | O | N | & | C | O .

Baron & Company LLP  
Accountants and Consultants