Fraud, COSO Internal Controls & Risk:

(Thoughts for Building Better Mouse Traps in Government)

Presented by:

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Today's Agenda

- Risk
- Managing Risk Through Controls
- Fraud and Internal Control
- Bringing it all Together: Tips, Strategies & Best Practices











Definition of Internal Control

Internal control is a process - effected by those charged with governance, management, and other personnel - designed to provide reasonable assurance about the achievement of entity's objectives with regard to:

- Reliability of financial reporting
- Effectiveness and efficiency of operations, and
- Compliance with applicable laws and regulations

Source: AICPA SAS 115 3

Definition of Risk Assessment

Risk analysis involves a careful, rational process of estimating the significance of a risk, assessing the likelihood of its occurrence, and considering what actions and controls are necessary to manage it.

Risk analysis involves estimating the cost to the agency if an unexpected risk actually occurs.

Risk – What Is It?



- Anything bad that might happen and prevent us from achieving our objectives.
- Why should you care?

Because every manager is a risk manager.

A Real Life Example – Nov. 18, 1999





- 12 Dead and 27 Injured in Bonfire Collapse.
- "....panel found that organizational failure contributed to the bonfire accident."
- Texas A&M today

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Possible Responses to Risk



- 1. Avoid it.
- 2. Live with it.
- 3. Share it (or transfer it to someone else).
- 4. Attempt to manage it.

Managing Our Risks

 Through ensuring we have <u>adequate</u> <u>internal controls</u> in our processes and organization.

COSO Model

Use a Fraud Risk Assessment Tool (good example in JOA, March 2013)

Internal Control A Brief History

- Term was first used in 1949 by the AIA (now AICPA) and revised in 1972 yet...
- Internal Control like things have been going on since ancient times.
- As society changed so did the need for more advanced control.

Ancient Control

Tally Sticks



Ezra



Pacioli



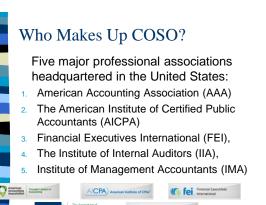
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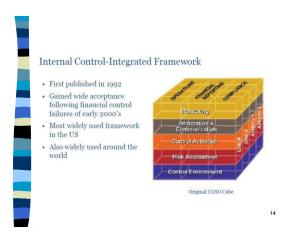
Milestone Foreign Corrupt Practices Act

- In mid 70's over 400 US companies involved in bribery
- Congress's response
 - Unlawful to bribe
 - Accounting Provisions
 - Must keep good books
 - Must maintain an adequate system of Internal Controls.

COSO (aka Treadway Commission)

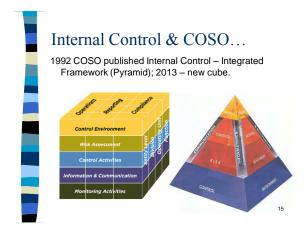
 COSO was organized in 1985 to sponsor the National Commission on Fraudulent Financial Reporting, an independent private-sector initiative that studied the causal factors that can lead to fraudulent financial reporting.

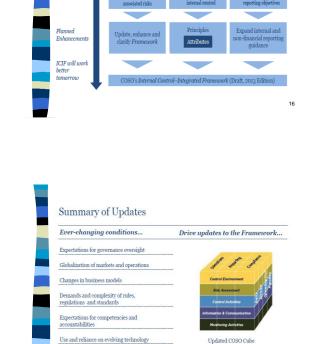




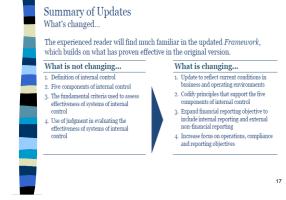
Why Update What Works

ICIF works well today





Expectations for preventing and detecting fraud



Internal Control Is Affected by those charged with Governance – an Entity's Board of Directors, Management, & Other Personnel.

The Establishment of Internal Control Is

MANAGEMENT'S

Responsibility.

Those Charged With Governance:

is defined as: "the person(s) with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity. This includes overseeing the financial reporting and disclosure process."

In most entities, governance is a collective responsibility....

Internal Control, No Matter How Well Designed and Operated, Can Only Provide REASONABLE Assurance

to Management and the

Board of Directors Regarding Achievement of an Entity's Control Objectives. COSO 2013 Internal Control Framework Consists of 5 Interrelated Components (and, 17 Principles):

- Control environment
- Risk assessment
- Control activities
- Information and communication
- Monitoring

Summary of Updates
Codification of 17 principles embedded in the original Framework

Control Environment

1. Demonstrates commitment to integrity and ethical values
2. Exercises oversight responsibility
3. Establishes structure, authority and responsibility
4. Demonstrates commitment to competence

Risk Assessment

Control Activities

Identifies and analyzes significant change
 Selects and develops control activities
 Selects and develops general controls over

on & 13. Uses relevant informat cation 14. Communicates interna

Conducts ongoing and/or separate evaluation
 Evaluates and communicates deficiencies

Value Proposition

Enhance performance with greater agility, confidence and clarity

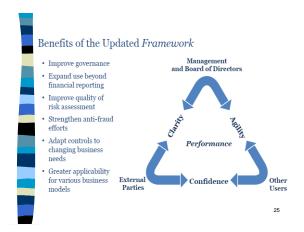
The updated Framework better supports efforts to design and adapt systems of internal control:

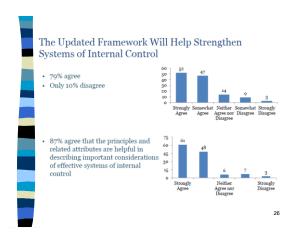
- $\boldsymbol{Agility}$ Adapt to increasing complexity and pace of change
- · Confidence Mitigate risks to achieve important objectives
- Clarity Provide reliable information to support sound decision making

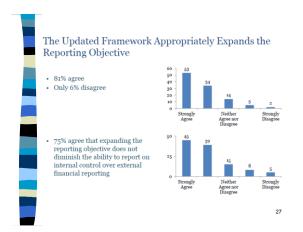
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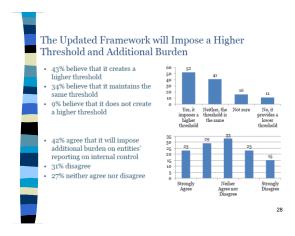
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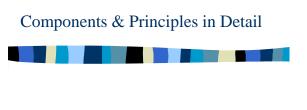
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Control Environment

The control environment sets the <u>tone of</u> <u>an organization</u> influencing the control consciousness of its people.

It is the <u>foundation</u> for effective internal control, providing discipline and <u>structure</u>.

Management's Philosophy and Operating Style

Management philosophy is the set of shared beliefs and attitudes characterizing how the agency handles everything it does, from developing and implementing strategy to day-to-day activities. This philosophy reflects the agency's values, influencing its culture and operating style, and affects how well fiscal programs can implement, maintain, and enforce control.

MAAPP Manual Section 30 31

Management's Philosophy and Operating Style

Management philosophy appears in policy statements, oral and written communications, and decision-making. Management reinforces the philosophy more with everyday actions than with its words.

MAAPP Manual Section 30 32

Management's Philosophy and Operating Style

- Approach to taking and monitoring business risks
- Attitudes and actions toward financial reporting (conservative or aggressive application of GAAP, conscientiousness and conservatism when developing accounting estimates)
- Attitude toward information processing and accounting functions and personnel

Risk Assessment

 Involves the forward look at what could prevent the organization from achieving it's objectives.

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Risk Assessment

- Inherent by the very nature of the organization
- Direct as a result of actions taken by management or employees
- Internal affected by actions within the organization
- External affected by actions outside the organization

External Influences Contributing to Risk:

- Economic Conditions
- Social Conditions
- Political Conditions
- External Regulation
- Natural Events
- Supply Sources
- Technological Changes

Source: AICPA SAS 109 36

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Internal Influences Contributing to Risk:

- · Changes in personnel duties
- Availability of funds for new initiatives or continuation of key programs
- Employee relations
- Information systems
- Data processing
- Cash management activities
- Asset protection and preservation

Source: AICPA SAS 109 37

This Guy Assesses Risk

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Managing Risk...

- Can you identify internal and external risks?
- Which risks are significant?
- Do you have a thorough risk analysis process?
- Can you adequately anticipate the risk associated with change (self-imposed or as a result of external infliction)?

What Are Some Common Organizational Risks?

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Control Activities

- Involves things that most people commonly call internal controls:
- Separation of duties,
- Approvals & Authorization,
- Documentation
- Physical control over assets
- Independent checks on performance.

Control Activities...

...Are the Policies and Procedures That Help Ensure Management Directives Are Carried Out and Necessary Actions Are Taken to Address Risks that Threaten the Achievement of the Entity's Objectives.

Organizational Structure

- Appropriate framework for necessary planning, execution, control, and review of entity wide objectives
- Adequately defined key areas of authority and responsibility; and, appropriate lines of reporting
- Appropriate organization structure depends upon size, complexity, and nature of activities

Assignment of Authority and Responsibility

- · How responsibility assigned
- How authority delegated
- Appropriate business practices
- Knowledge and experience of key personnel
- Appropriate resources provided for carrying out duties
- Policies and communications so all personnel understand entity's objectives, know their roles and how they will be held accountable

Human Resource P&Ps

- Relate to recruitment, orientation, training, evaluation, counseling, promoting, compensating, and remedial actions
- Adequate background checks (educational background, prior work experience, past accomplishments, evidence of integrity & ethical behavior)
- Adequate retention and promotion criteria (continued education; performance appraisals; code of conduct guidelines)

Communication & Enforcement of Integrity & Ethical Values

- Codes of conduct (behavioral statements)
- Policies and procedures regarding:
 - Acceptable business practices
 - Conflicts of interest
 - Expected standards of ethical and moral behavior
- How communicated & reinforced

Communication & Enforcement of Integrity & Ethical Values

- Dealings with employees, suppliers, customers, investors, creditors, insurers, competitors, and auditors
- Pressures to meet unrealistic performance targets

Information & Communication

- Involves the <u>timely</u> flow of information both directions <u>up and down</u>.
- <u>Expectations</u> must flow as well as feedback.
- Best policies are <u>completely worthless</u> if the users don't know they exist (or how to interpret/use them).

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An illustration of ineffective communication

Monitoring

- Involves the ongoing assessment to ensure controls are functioning as intended.
- Paying attention to what is happening.

Happily Ever After!

With the implementation of the COSO integrated framework there have been no further problems with financial reporting frauds or material misstatements. REALLY???







But lets face it.....



For most people that is well.......

BORING and an ineffective way to communicate controls.

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Exclusive photo from the last time an auditor discussed COSO Model with non-auditors:





Simoout for

Timeout for...
The Mystery of Internal Controls



"Everyone has a <u>personal internal</u> <u>control system (PICS)."</u>

Risk Assessment a Practical Illustration



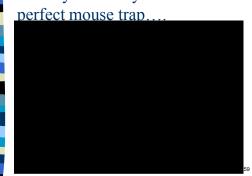
PICS

- Your House <u>locking</u> <u>doors</u>
- Debit Cards pin numbers
- Bank Accounts monthly reconciliations
- Your Car <u>maintenance</u>, <u>insurance</u>.
- Yourself <u>seat belts</u>, <u>exercise</u>, <u>insurance</u>.
- Anything you do in your personal business to protect yourself and achieve objectives.

Paradigm Shift "Educator"— You have a role in helping put controls in a language nonaccountants can understand. Evaluating Controls – Not a One Time Thing...

Processes change, positions are not replaced, budget reductions, new threats emerge.....

When you think you have the



Epic Failure in Controls

Remember: internal controls will only work if you actually use them and use them correctly.



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10 Suggestions for Internal Control

Following these simple suggestions will greatly improve the controls in your area.



10 Suggestions

- Set a strong example for the expectation of ethical behavior, compliance with laws/policies, and communicate your expectations routinely to your unit's personnel.
- Never sign something you don't understand.
- Limit signature authority and don't let anyone sign your name (an employee should sign their own name). Never use a signature stamp.

10 Suggestions

- If something doesn't make sense ask questions about it until you do. Pay attention to what your employees are doing.
- Be familiar with state policies and procedures. Be willing to call and ask auestions.
- 6. Consider unique risks your unit may have (i.e. cash collections, contracts and grants, etc.) and ensure additional oversight is provided.

10 Suggestions

- 7. Ensure accounts are reconciled monthly and review this reconciliation for any unusual transactions. (This should include a review of payroll and leave reports.)
- Don't let one employee have complete control of any process.
- Keep offices and labs locked to protect property, data, and other resources. (Remember to shred paper documents with identifying information.)
- Ensure state assets are used for state business.

Avoid the Myths...

- "We will send it through and if it is processed, if it is, then it's okay." Fiduciary responsibility rests with you if you send something through you are saying it's okay.
- "It is our money anyway, we can spend it however we want." State and federal law dictate what is allowable - you are a steward of funds.
- "If the law doesn't address it, then we can do it." Just because the law doesn't address it doesn't mean it's okay...

why this matters...

- For every <u>dollar</u> you lose to a compliance failure and its remediation, it's a dollar lost to your primary mission.
- For every dollar you lose to fraud and its remediation, it's a dollar lost to your primary mission.
- This doesn't even factor in morale effects of a substantial event.

And you must remember

Focus on Fraud

Controls matter in preventing and detecting fraud. Because of this strong correlation, we will now talk about specific fraud risks.



Fraud Defined

In *criminal law*, **fraud** is the crime or offense of deliberately <u>deceiving</u> another in order to damage them – usually, to obtain property or services unjustly.



ACFE 2014 Report to the Nation

The term "occupational fraud" may be defined as:

The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets."

Measuring the Cost of Occupational Fraud:

At the outset, it should be clear to anyone who has spent time dealing with the subject of occupational fraud that attempts to accurately measure the frequency or cost associated with occupational fraud in the United States will be, at best, incomplete.



The Fraud Triangle Perceived pressure facing individual Perceived opportunity to commit fraud

Person's ability to rationalize or lack of integrity

Pressure



- Key is that the pressure is nonsharable.
- Typical pressures include
- 1. Debt
- 2. Addictions: alcohol, gambling, drugs
- 3. Family problems: health, marital

Rationalization

Perceived pressure facing individual Person's ability to commit fraud Person's ability to rationalize or lack of integrity

- They don't pay me enough.
- I'm only borrowing.
- Everyone else is doing this.
- This is a corrupt organization.

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Opportunity



- Access to <u>funds</u>
- Access to inventory
- · Ability to process transactions

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Fraud Quick Facts:

- Most fraud is found by <u>employees & managers</u> simply paying attention to what is going on.
- Perception of <u>detection</u> is the best deterrent to fraud.
- All employees have a role in ensuring ethical business dealings of the institution.
- When fraud occurs it has implications: donors, legislators, research, etc...

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"Never trust the people you cheat with. They will throw you under the bus." Marianne M. Jennings

"Three people can keep a secret if two are dead." Ben Franklin

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An economic down turn increases our risk of fraud

(ACFE 2009 Study on Fraud & Economy)



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Impact of Economy on Fraud

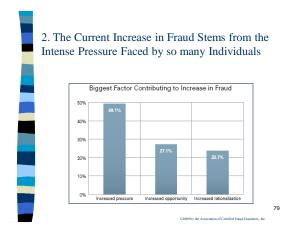
Results of ACFE 2009 Research:
Occupational Fraud: A Study of the Impact of an Economic Recession:
507 responses between February & March 2009

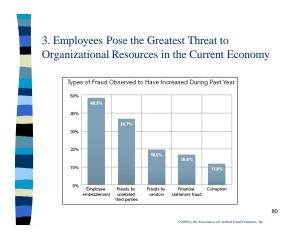
Series of questions asked regarding participant's observations of and opinions about fraud in a weakened economy

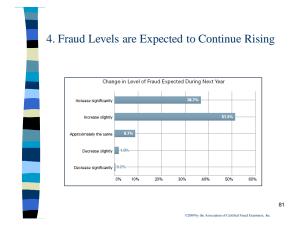
Charge in Number of Fracts Observed During Last Year

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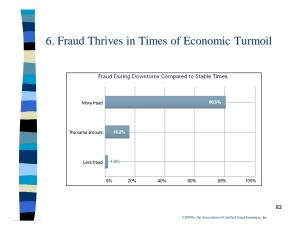
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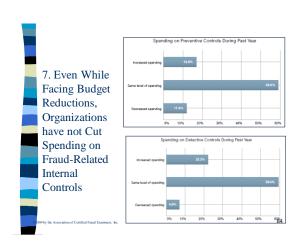


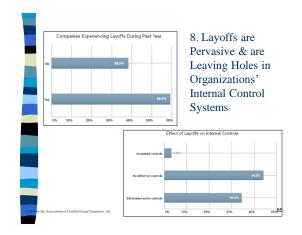
















In place you might not expect...

Fraud Trivia

Results of ACFE 2014 Report to the Nations on Occupational Fraud and Abuse:

1,483 actual cases of occupational fraud investigated between Jan. 2012 & Dec. 2013

Cases from 105 Nations; ~52% non-US

Median loss - \$145,000

Median duration – 18 months

~22% of cases - \$1M or more

10.3% (141) of cases were in government organizations (median loss ~ \$64,000)

Cost of Fraud and Abuse

\$3.7 trillion potential annual world wide

5% of GWP revenues (\$73.87T)

Most commonly victimized sectors:

Banking/financial services

Manufacturing

Government/public administration

ervices administration.

Damages to Victims go Beyond Dollars & Cents

- Reputation
- Loss of Public Confidence
- Detrimental to attracting new potential customers, legislators, employees, donors & volunteers
- Damage to relationships
- Sagging staff morale
- Distraction from the mission

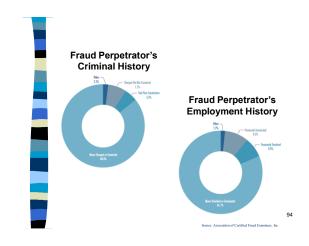
Fraud Trivia – **2014** 2012 [2010] {2008} (2006) 53.9% 55.2% [57.2%] {59%} (61%) - Male 46.1% 44.8% [42.8%] {41%} (39%) - Female 46.5% 43% [42.1%] {39.7%} (41.2%) - Employee; 31.9% 34.3% [41.0%] {37.1%} (39.5%) - Manager; 17.3% 18.5% [16.9%] {23.3%} (19.3%) - Executive Fewer cases involving older individuals; but, larger \$\$ The higher the degree, the fewer cases; but, more \$\$ involved

Fraud Trivia, cont..... Tenure - 2014 2012 [2010] {2008} (2006): ■ 10 years+ - 25.4% 25.3% [25.4%] {27.5%} (37.7%) • 5-10 years - 23.2% 27.2% [23.2%] {24.6%} (26.3%) ■ 1-5 years – **45.7%** 41.5% [45.7%] {40.5%} (25.7%) ■ Under 1 year – **5.7%** 5.9% [5.7%] {7.4%} (10.2%) Criminal History - 2014 2012 [2010] {2008} (2006): Never charged or convicted before –

86.6% 87.3% [85.7%] {87.4%} (87.9%)

■ Prior conviction(s) – **5%** 5.6% [6.7%] {6.8%} (7.7%)

 Charged but not convicted – **7.2%** 5.9% [7.7%] {5.7%} (4.4%)







Red Flags: Behavioral

- Never takes a vacation
- Comes in early, leaves late
- <u>Lifestyle doesn't seem to match salary</u> or a lifestyle that suddenly increases substantially.
- High personal debt
- Behavioral change

Note - partial list on red flags.

Red Flags - Organizational

- Lack of ethical tone at the top.
- Lack of documented policies and procedures.
- Low employee morale.
- High employee turnover.
- Lack of cooperation with auditor.

Financial Document Red Flags

- · Missing documents
- Information only provided after unreasonable delay
- Only photocopies, faxes, or scanned documents available
- Alterations and discrepancies in documentation
- Handwritten documents are provided instead of computerized documents
- Invoices not folded for envelope
- · Unusual billing addresses
- Address of employee same as vendor
- Questionable handwriting or authorization
- Duplicate payments
- Odd, unusual or different transactions

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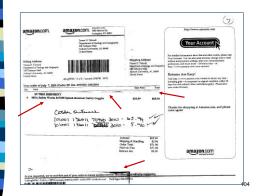
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The Demise of "Paper Checks"...A Fraudster's Dream as Opportunities of Duplicate Payments Increase!!!

- Wire Transfer
- ACH Fraud
 - Use Positive Pay
 - Use ACH Filter/Block (blocks debits)
- P-Cards
- · Paying from Statements
- Petty Cash
- Payment of Travel Reimbursements

The Demise of "Paper Checks" Best Practices...

- · Limit payment type from statements (i.e.: P-Card only)
- Make sure POs are extinguished whenever a payment is made.
- Make sure invoices are entered in a standard coding format
- Make sure standard coding format is used for vendor name & invoice when field is not long enough
- Standard payment timing policy adhered to by everyone
- Use technologies...(i.e.: 3-way match invoices to POs to receiving documents; duplicate invoice # to date to vendor name/address)

How the Georgia Tech Case "Looked" on TV

Hotline (Tip Line) Characteristics...

- Tip Input
- Anonymity
- Availability
- Multilingual

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- Case Management
- Compliance Monitoring
- Internal Control Review
- Employee Awareness
- Organizational Placement
- Responsibility for Follow-up
- Audit Trail

Source: LeBlanc, JOA, August 2013 108

Key Points:



- The "right choice" is sometimes obscured by considerations never before faced by our professional predecessors
- Often, there is no obvious line between "right and wrong"

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Key Points:

- We find ourselves on a "slippery slope" when it comes to finding the best course of action
- Rules can't always be relied upon to supply the answer
- New ethical issues emerge every day in this "information age"



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Key Points:



- Public trust in our financial systems and profession depends on keeping high standards of conduct among those who handle financial affairs.
- Without basic trust in our government, economy, currency, and business practices, the system would collapse.

Key Points:

- Adherence to ethical standards secures the greater good of the industry and ensures that the ethical behavior of the individual member is above reproach.
- Psychologists tell us people naturally act in their own best interests. Therefore, it is in the best interest of the professional to be aware of the ethical codes that should guide his or her behavior.



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Types of Ethical Dilemmas:

Developed and listed in **Exchange**, the magazine of BYU School of Business

- Taking things that don't belong to you
- Saying things you know are not true
- Giving or allowing false impressions
- Buying influence or engaging in conflict of interest
- Hiding or divulging information
- Taking unfair advantage

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Types of Ethical Dilemmas:

Developed and listed in **Exchange**, the magazine of BYU School of Business

- Committing acts of personal decadence
- Perpetrating interpersonal abuse
- Permitting organizational abuse
- Violating rules
- Condoning unethical actions
- Balancing ethical dilemmas

How We Avoid Ethical Dilemmas – We Call it Something Else:

- Downloading music instead of "copyright infringement" we call it "peerto-peer file sharing"
- Juggling numbers in financials instead of "falsifying numbers" we call it "smoothing earnings", "finance engineering", "good finance strategy" or "cooking the books" (Jennings, 2008)

Rationalizing Dilemmas Away:

- · "Everybody else does it"
- "If we don't do it, someone else will"
- "That's the way it has always been done"
- "We'll wait until the lawyers tell us it is wrong" or "The law doesn't say we can't do it"

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Rationalizing Dilemmas Away:

- "It really doesn't hurt anyone"
- "The system is unfair"
- · "It's a gray area"
- "I was just following orders"
- · "We all don't share the same ethics"

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Benefits of Internal Control...

A Well-designed & Well-functioning Internal Control System Can Help an Entity Achieve Its Performance and Profitability Targets

It Can
Help Prevent
Loss of Resources,
Help Ensure Reliable
Financial Reporting, and
Help Ensure That the Entity
Complies With Laws and Regulations

In Other Words, Internal Control Systems Can Help an Entity Get to Where It Wants to Go and Avoid Pitfalls and Surprises Along the Way

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Best Practice Tips:

- Define employee theft
- Track fixed assets
- Background checks
- Surprise audits
- Anonymous reporting tip line
- Checks and balances
- Monitoring of Internet activities
- Comprehensive policy regarding employee theft

Limitations of Internal Control

- Not a cure all
- Suitability of objectives used in establishing IC system
- Cannot ensure entity's success or survival
- Cannot ensure entity will achieve operation, financial reporting, and compliance objectives

Everyone in an Organization Has Some

Responsibility for Internal Control;

However, **MANAGEMENT** Is

- Effectiveness limited by human judgment, hasty & faulty decision making
- External events beyond entity's control

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- System can breakdown due to misunderstandings, mistakes in judgment, or errors committed due to carelessness, distraction, or fatigue
- Only as effective as the people who are responsible for its functioning
- Collusion can result in control failure
- Limited resources (cost/benefit)
 - excessive control is costly & counterproductive
 - too little control presents undue risk to entity

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Responsible!

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- 10. Weak Internal Controls
- 9. Lack of or Poor Assessment of IC by Management
- 8. Personal Pressures
- 7. Environmental Changes
- 6. Audit Deficiencies
- 5. Inadequate, Limited, or Reduced Training Resources
- 4. Related Party Transactions
- 3. Management's Override of Internal Controls
- 2. Negative Work Environment Poor Tone at the Top
- 1. Blind Trust

Most Common Reason Fraud Occurs

<u>complete control</u> of the financial process without any oversight or monitoring from the supervisor or department head.

(simply signing does not = oversight)

In a time of budget cuts be careful to consider the internal control impact.





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Three Things To Remember...

...even if you forget most of what we've discussed today...

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...the #1 deterrent to fraud is...

...the <u>perception of</u> detection....

raise this and you lower your risk of fraud.



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#2 thing to remember...

...controls matter in deterring fraud and achieving success.

You are an educator for internal controls.

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#3 thing to remember...
...the "Tone at the Top" (and middle)
really does matter, but what you do matters
more than what you say or a written policy.



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The Survivor

In Africa every morning, a gazelle awakens knowing it must outrun the fastest lion if it wants to stay alive.

Every morning, a lion awakens knowing it must run faster than the slowest gazelle or it will starve to death.

It makes no difference whether you are a lion or a gazelle; when the sun comes up, you better start running.

~Author Unknown~



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