

Project Report on Theft or Misappropriation of Funds

Please complete this form in its entirety. Information will be kept strictly confidential. At the project, a hard copy of the report should be kept in a locked cabinet. An electronic copy should be password protected. Only those with a business need to know should have access to this report.

- 1. Name of project: _____
- 2. Date(s) or period during which theft or misappropriation occurred: _____
- 3. Amount, or estimated amount, of misappropriation or theft: _____
Amount recovered, if any : _____
How is amount being recovered? _____

4. How was the misappropriation or theft discovered and by whom?

5. Description of theft or misappropriation:

6. Who was believed to be involved in the theft or misappropriation?

	<u>Name</u> (including those outside the project)	<u>Position</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

7. Action taken with each person involved:

- a. _____
- b. _____
- c. _____
- d. _____

8. Was a police report filed? Yes: _____ No: _____. If no, why not? _____

9. What internal controls failed or were lacking with regard to this incident? Please be specific.

10. What procedures or internal controls have been changed to guard against a similar incident?

11. Any other information that is pertinent to the incident:

Submitted by: _____ Date submitted: _____

----- For use by Unbound-Kansas-----

Reviewed by regional team: _____ Date reviewed: _____

Forwarded to:

International Department Director _____
International Administrative Director _____
International Finances Director _____