



Help Minimize Embezzlement Risk

1. Don't give others signing privileges on your accounts.
2. Check the bills that are being paid. Are they legitimate?
3. Don't provide employees with credit cards unless no other way. Collect receipts. Check the statements.
4. Double check payroll, rates, and employee taxes.
5. Double check cash and bank reconciliations.
6. Number invoices and check for missing ones, or use a cash register with a procedure for errors.
7. Separate bill paying from account balancing duties.
8. Understand your accounting system and keep it up to date.
9. Make your bookkeeper take a vacation.
10. Run and review financial software reports at least monthly and check them against paper account statements.

Revised 06/23/21 BL

THIS CONTENT IS PROVIDED FOR GENERAL INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE ANY ADVICE WHATSOEVER, INCLUDING BUT NOT LIMITED TO LEGAL ADVICE OR TAX ADVICE. THE INFORMATION MIGHT NOT BE UP-TO-DATE, COMPLETE, OR ACCURATE, SO PLEASE UNDERTAKE DUE DILIGENCE, INCLUDING TALKING WITH A QUALIFIED LAWYER, CPA, OR OTHER PROFESSIONAL.

ISBDC@LCSC.edu 208-792-2465 IdahoSBDC.org