



Fraud Prevention Checklist

1. Financial Controls

- I separate business and personal accounts.
- Two people authorise payments and bank transfers.
- I reconcile bank statements regularly.

2. Cybersecurity

- I use secure passwords and change them regularly.
- I keep software and antivirus tools updated.
- I back up important data securely and test restorations.

3. Employee Awareness

- Staff are trained to spot phishing or social engineering.
- I have a clear policy for reporting suspicious activity.
- I monitor changes to supplier or payment details.

4. Supplier & Customer Verification

- I verify new suppliers and large customers before doing business.
- I confirm any bank detail changes directly by phone.

5. Ongoing Monitoring

- I review financial reports for unusual activity.
- I have insurance that covers fraud or cyber incidents.
- I regularly review fraud prevention measures.