Diocesan Fraud Policy

Policy Statement:
The prevention of fraud is the responsibility of all priests, religious, lay employees, Parish Finance Council members, Parish Pastoral Council members, volunteers and parishioners of the Catholic Diocese of Richmond. Fraud is not tolerated. Persons participating in fraudulent acts will be subject to disciplinary action, up to and including termination and civil and criminal prosecution. The Catholic Diocese of Richmond promotes honesty, integrity and accountable stewardship in relation to the gifts from God provided to the Diocese.

Definition:
Fraud: The deliberate and/or unlawful deception, misrepresentation or concealment of facts committed to secure unauthorized personal advantage, benefit or gain and to cause loss to another, specifically, the church, school or Diocesan location. Prohibited acts include but are not limited to:

1. theft of any assets (money, tangible property, etc.);
2. authorizing/receiving compensation for goods not received, services not performed, or hours not worked;
3. bribery, kickbacks, or rebates (given or received);
4. alteration or the falsification of documents;
5. misappropriation, misapplication, destruction, removal or concealment of Church money, property or other assets;
6. embezzlement (any loss resulting from the misappropriation of assets);
7. intentional misrepresentation or distortion of facts, financial records or financial statements;
8. improper use of Church staff involving non-church property and assets.

Reporting of Suspected Fraud:
Suspected fraud should be reported as soon as possible. Failure to promptly report suspected fraud claims may jeopardize the diocese’s ability to recover stolen funds and/or property. Please report a suspected fraud to the proper Diocesan Officials:

1. Complete the Diocesan Report of Suspected Fraud form located on the diocesan website under the Finance Office section. The report should be forwarded to the Vicar General and the Chief Financial Officer, via fax, email or the U.S. mail.
2. Designated staff in the Finance Office thoroughly and expeditiously investigates any reported cases of suspected fraud per internal investigation procedures. The person submitting the report is expected to maintain confidentiality concerning the suspected fraud. This individual may or may not be contacted during the course of the Diocesan investigation.
3. Should facts arise that indicate fraud exists, the proper governmental agencies will be notified including but not limited to the Virginia State Police, the
Commonwealth Attorney of the appropriate City/County, and/or the Federal Bureau of Investigation (FBI) if deemed appropriate.

The Diocese does not investigate anonymous reports of fraud. Please make sure to include your name and contact information. The Diocese maintains this contact information in the strictest of confidence.