Fraud Prevention Initiative
Preventing Fraud at the Urbana Park District

Help the Urbana Park District uphold ethical values and minimize fraud risks. Any concern reported will be investigated promptly. Your disclosure is protected by the Whistleblower Act (740 ILCS 174).

Definition of fraud: Wrongful or criminal deception intended to result in financial or personal gain.

Common examples of fraudulent activities include:

- Theft of cash or inventory
- Use of business assets for personal gain
- Falsifying of time sheets
- Creation of, and payments to, fictitious vendors
- Payment for goods not received or services not performed
- False or inflated expense or reimbursement claims
- Theft or use of customer information
- Misrepresentation or concealment of material facts

To learn more about fraud, please visit the Association of Certified Fraud Examiners:
http://www.acfe.com/fraud-resources.aspx

How to Report A Concern
You can choose to report fraud anonymously or not. All reports are confidential. Your disclosure is protected by the Whistleblower Act (740 ILCS 174).

If you choose to be anonymous, please

- Anonymous: Click link to "Fraud Prevention Initiative" on the intranet to submit a report
- Anonymous: Drop concerns into the Registration/Suggestions box to the left of the Phillips Recreation Center front desk

For confidential reporting that is not anonymous, please

- Directly contact any of the following people:
  Tim Bartlett, Executive Director, tabartlett@urbanaparks.org, 217-367-1536 x246
  Laura Orcutt, Finance Manager, crroland@urbanaparks.org, 217-367-1536 x242
  Alex Ivanova, Human Resources Manager, aivanova@urbanaparks.org, 217-367-1536 x240
- Send email to confidential@urbanaparks.org
- Call the Urbana Park District Fraud Prevention Hotline at 217-239-9198 and leave a message with your concern

Please complete the form below to submit a concern anonymously. Press submit when you are finished. Thank you.

After submission: Thank you. Your concern has been submitted and will be investigated promptly.

To Update Fraud Prevention Hotline Message:
The Fraud Prevention Greeting is in Box 260. To access:

1. Call back-door number 531-9562.
2. When voice mail answers and starts speaking, press the #-Key.
3. When prompted for mailbox number, enter 260 followed by #-Key.
4. When prompted for password, enter 4282.
5. Press 3 for Personal Options.
6. Press 2 for personal greeting.
7. Press 1 for default greeting.
8. Now you can either press 2 to listen to current greeting or press 3 to record new.

"Thank you for calling the Urbana Park District Fraud Prevention Hotline.
Please leave a message with your concern.
Confidentially is important to us and your concern will be investigated immediately.
If you wish to submit an anonymous report, click the link to the "Fraud Prevention Initiative" on the intranet to submit a report, or drop concerns into the red Registration/Suggestions box to the left of the Phillips Recreation Center front desk.
Help us prevent fraud at the Urbana Park District."