



SUBJECT: Financial Affairs

Policy: 501.2 Fiscal Misconduct

Effective: November 2014 **Revised:**

Reviewed: September 2019

Introduction and Purpose

This policy establishes the procedures for reporting and resolving instances of known or suspected fiscal misconduct in order to protect the assets and interests of the state.

Policy

Any employee or student associated with Great Falls College MSU who knows of or suspects fiscal misconduct should promptly notify the Director of Operations, who shall notify the CEO/Dean, the MSU President and Vice President for Administration and Finance of the report.

Upon a receipt of a report of suspected fiscal misconduct, the members of the fiscal misconduct committee, comprised of the Director of Operations and Executive Director of Human Resources, will determine the procedures to be used and the appropriate team to review or investigate the allegations. The investigative process may include other University employees as needed and will keep the CEO/Dean apprised of the investigations.

The director of the affected department shall be informed of the allegation by the fiscal misconduct committee. The committee will provide guidance on any immediate personnel actions or procedural changes that may be necessary to proceed with the investigation or protect College resources during the investigation. The committee will keep the director or department head informed of the on-going investigation and its results. At the completion of any investigation, the department director or head is responsible for implementing changes in policy and procedures for improved internal controls to prevent a reoccurrence.

The affected director or department head shall not attempt to conduct an independent investigation or audit, nor shall they confront or question the individual(s) accused of misconduct. Rather, the affected director shall cooperate and coordinate with the investigative team.

Members of the fiscal misconduct committee and affected department employees shall use discretion and not discuss the circumstances with persons not involved in the incident or with persons without an essential need-to-know.

If evidence of alleged fiscal misconduct is found, the individual(s) will be subject to such disciplinary actions as may be appropriate under the MSU, Board of Regents, and State personnel policies and such civil or criminal actions that may be appropriate.

The CEO/Dean of each campus shall notify the Attorney General and the Legislative Auditor in writing upon the discovery of any theft, actual or suspected, involving state monies or property as required by MCA 5-13-309.

The CEO/Dean and Director of Operations of GFC MSU will determine the degree to which Institutional Audit & Advisory Services will be involved in a campus investigation. At a minimum, the Director of Operations will keep Institutional Audit & Advisory Services regularly apprised of a campus investigation's progress, outcome, reporting and resulting internal control changes.

Definitions

Fiscal Misconduct includes embezzlement; misappropriation of goods, services, or resources; diversion of assets; conflict



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of interest situations, violation of state or college fiscal policies and procedures and use of college facilities and equipment for personal gain; and any activity related to intentional wrongdoing and improper behavior related to state financial matters.

Standards of Practice Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.

Responsible Party Individual, title, position or group responsible for authority and review of policy or standard of practice.