

# SAFEGUARD YOUR CHARITY FROM CHEQUE FRAUD

Recent research has shown that more than 90 per cent of charities issue cheques on a regular basis, in payment for goods and services. Follow the advice below to help safeguard your charity from cheque fraud.

**ALWAYS:**

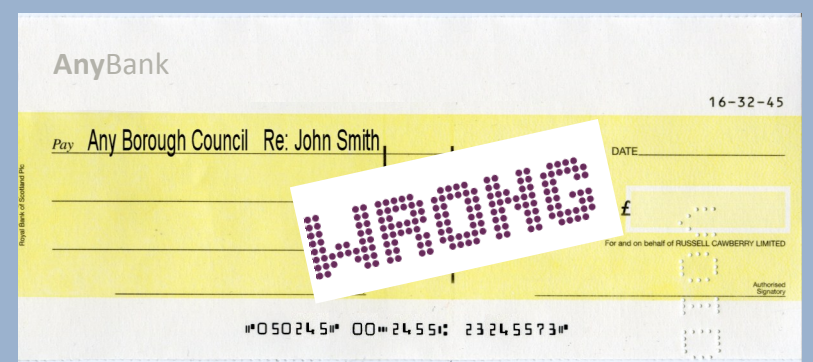
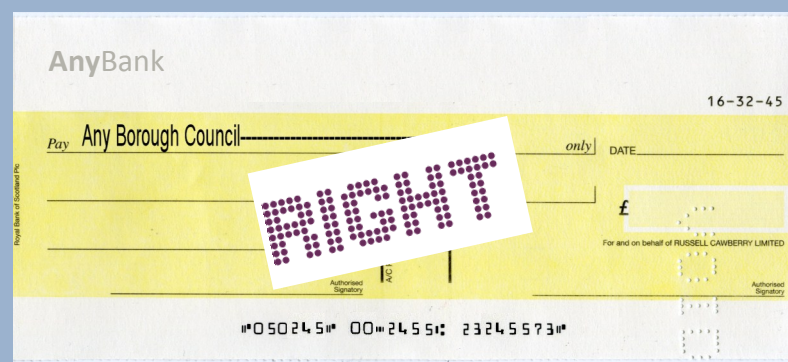
**OBTAIN  
AUTHORISATION  
FROM YOUR BANK  
BEFORE  
PERSONALISING  
YOUR CHEQUES**

**Source your  
cheques from  
a C&CCC  
accredited  
printer**

*Make regular  
checks on the  
quality of codeline  
printing*

**Submit  
samples for  
quality  
checking on a  
monthly basis**

**Draw a line through  
or infill all unused  
space after both  
the payee name  
and the amount.  
(Or someone could add  
their own name, see right)**



**USE AN  
APPROVED  
PRINTER AND  
TONER AND  
STORE PAPER  
APPROPRIATELY**

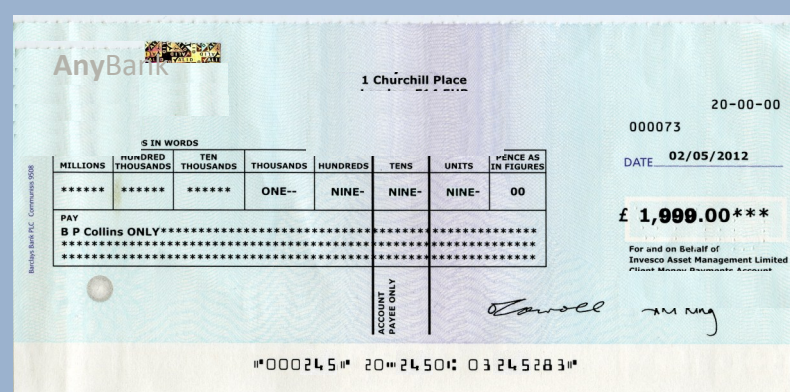
*Complete all sections  
of the cheque in  
permanent black or  
blue ink*

**Sign against any  
corrections if you  
make an error or,  
better still destroy  
the cheque and  
issue another**

**MAKE SURE  
THERE IS AS  
LITTLE SPACE  
AS POSSIBLE  
BETWEEN WORDS**

*Store cheques  
securely*

**Use the word  
ZERO rather  
than NIL  
(NIL can be changed to  
NINE, see right)**



**Undertake  
regular audits of  
cheque stock  
and working  
cheque books**

**Use envelopes  
that do not reveal  
the contents if  
sending cheques  
by post**

**CHECK YOUR  
STATEMENTS**

**NEVER:**

**SIGN A  
CHEQUE AND  
LEAVE THE  
PAYEE BLANK**