



The District is committed to responsible business practices. Staff and community are encouraged to report any suspected fraud, waste or abuse.

If You Witness or Know of Fraud, Waste, or Abuse – Reporting Procedures

CALL: 831-385-0606 Menu Option 7

WEB: www.wetip.com or

MAIL TO: State Administrator 800 Broadway St. King City CA 93930

Hotline to Report Financial Fraud, Waste, or Abuse Operates 24/7/365 South Monterey County Joint Union High School District (SMCJUHS D) encourages any concerned individual to report financial fraud, waste, or abuse. Financial fraud consists of ways by which SMCJUHS D employees or vendors use their employment status or vendor relationship to take funds for themselves or others at the expense of SMCJUHS D. Financial waste or abuse of financial resources includes ways that SMCJUHS D employees or vendors improperly, carelessly, or excessively spend, consume, mismanage, or misuse SMCJUHS D resources. Waste also includes spending unnecessarily as a result of inefficient or ineffective practices.

Examples of What to Report

- **Stealing of money, property, inventory, or supplies**
- **Abuse of overtime**
- **Falsification of time records or expense reports**
- **Creating fictitious employees/vendors**
- **Falsifying invoices or transactions**
- **Executing related party transactions**
- **Receiving kickbacks**
- **Removing, borrowing, or destroying SMCJUHS D records, furniture, fixtures, or equipment without permission**
- **Misuse of confidential information**
- **Inappropriate vendor relations**

ABILITY to REPORT (3 ways!!)

- **The District has a message hotline. Reports can be made by calling 831-385-0606 Menu Option 7.**
- **The District also uses WeTip.com for crime reporting (which includes fraud).**
- **Or reports can also be mailed to: State Administrator 800 Broadway St. King City CA 93930. The reporting person can choose to remain anonymous or provide contact information to the State Administrator.**

Board of Education and SMCJUHSD Commitment

All reports using the fraud, waste, or abuse hotline number or website, are anonymous and confidential. Reports will be given careful attention and handled promptly and discreetly. In accordance with Board of Education Policy 3400, no retaliatory action will be taken against anyone reporting, in good faith, potential financial fraud, waste, or abuse.