



BKD INTEGRA REPORT

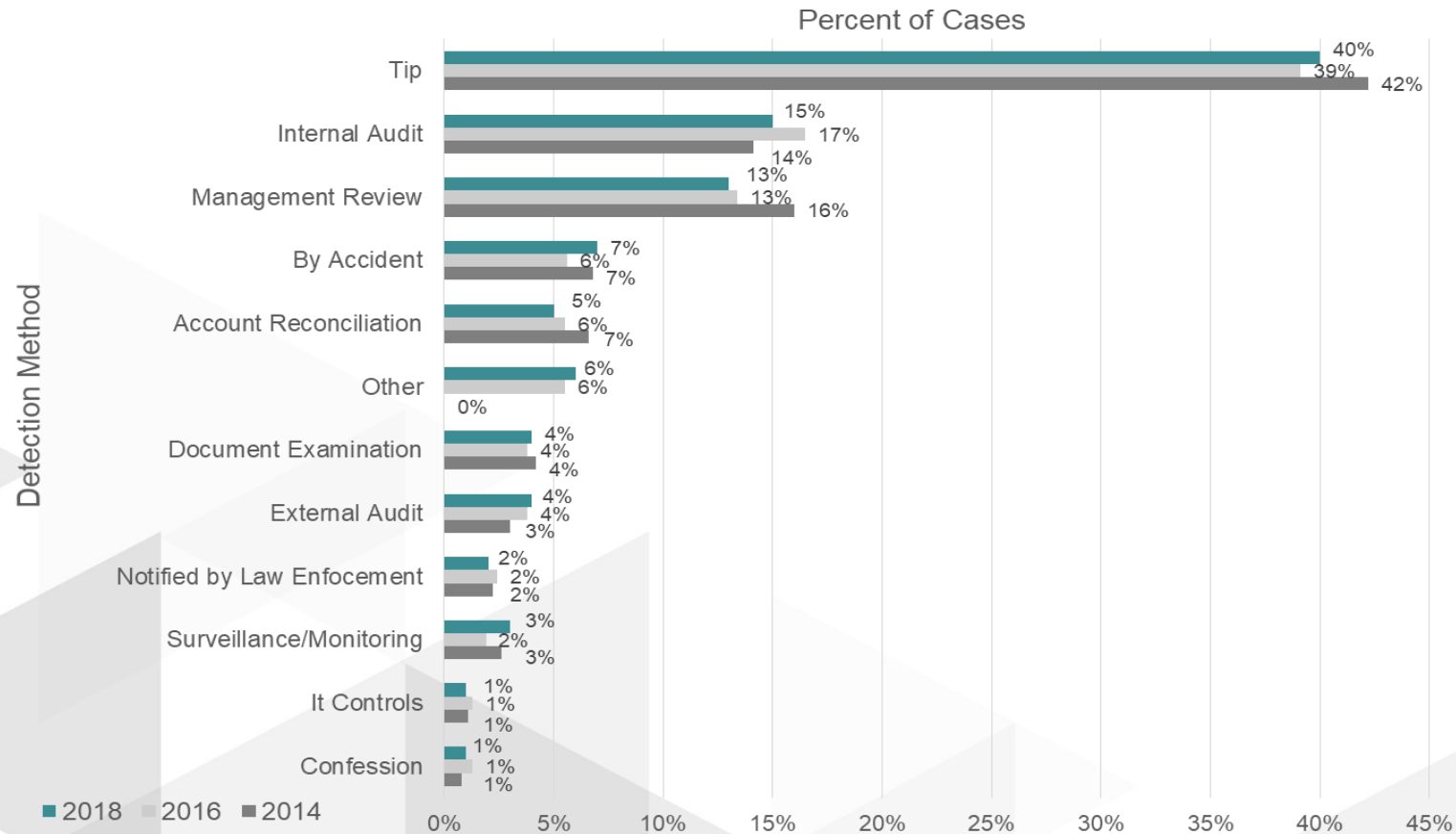
Urbana School District #116

IntegraReport is an anonymous fraud and ethics hotline, offering an avenue for employees to report potentially unethical behavior or that violate legal, professional or company policies.

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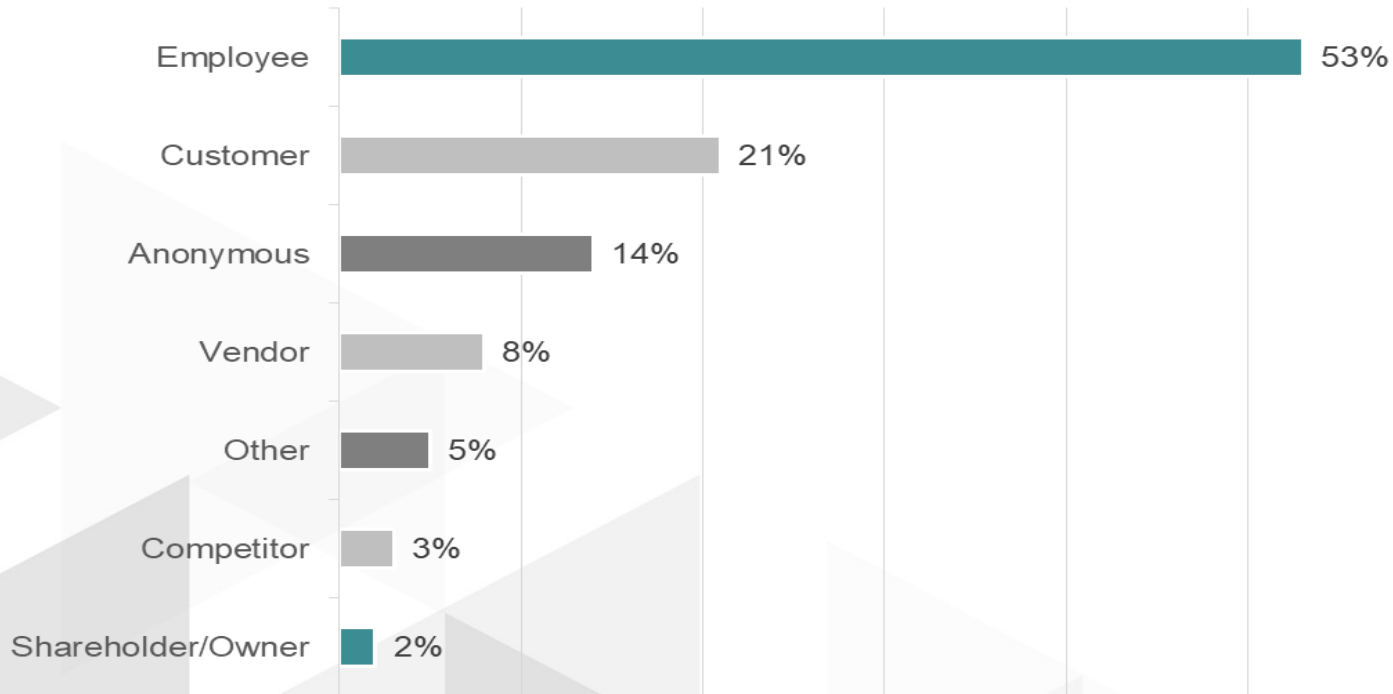
- **5%** of revenue is lost to fraud each year
- Fraud schemes last a median of **16 months** before being detected
- Occupational fraud is more likely to be detected by tip than by any other method
- Organizations with hotlines catch fraud:
 - › 50% more quickly
 - › Median loss 50% less

Detection of Fraud Schemes



Detection of Fraud Schemes

Who Reports Occupational Fraud?



IntegraReport Hotline

- Anonymous fraud/ethics hotline service available **24/7/365**



- › By phone – toll free at **855.858.3344**
 - Recorded message will explain how to use the hotline
 - Caller is provided up to 10 minutes to leave a detailed message
 - If more time is needed, simply call back



- › On the web at **www.IntegraReport.com**
 - Brief video will explain how to use the hotline
 - Form to fill out to report an incident
 - Upload documents function available

- › **Available in both English and Spanish**



Welcome to IntegraReport

Thank you for taking the time to visit our website.
Please fill out the boxes below to report the incident.



Report an Incident

What is the name of the company or organization? *

Subscriber Code:

Does the incident involve you? *

- Yes
 No

What is the name of the company or organization? *

Subscriber Code:

Does the incident involve you? *

- Yes
 No

Describe the situation or incident providing as much detail as possible including names and dates: *

Enter location or branch office of incident described above: *

How did you discover this incident? *

I agree to the **Terms of Use:** *

- Yes

Attachments:



Spanish Option

“Press 1 for English
2 for Spanish”



Reporte un incidente

El nombre de la organización o compañía a la que pertenece:*

Codigo del Subscriotor:

Esta usted involucrado en el incidente? *

- Sí
 No

Por favor escriba detalladamente el incidente o situación. Si le es posible incluya el nombre de las personas involucradas en el incidente y fecha de lo ocurrido:*

Escriba el nombre de la sucursal o ubicación donde ocurrió el incidente:*

Como se dio cuenta o descubrió este incidente? *

Acepto los **Términos de Uso**:*

- Sí

Accesorios:

Hacer clic para someter el reporte

**Verbatim
Transcription**

Received: 03/05/2019 4:45 PM
Organization: ABC Organization subscriber code 123XYZ
Subscriber Code:
Involved:
Incident: Um, yes, hi. Um, I don't know how to say this, but, um tonight after I clocked out, I saw John Smith at Jane's desk doing something with her signature stamp. I don't know what an A/P clerk is doing in Jane's office. Uh, yeah, I guess that's it.
Location or branch office:
Discovered:
I agree to the Terms of Use: Yes

**BKD
Categorized**

Category: Accounting, Auditing, Financial Reporting
Hotline Source: Employee
Reporting Method: Phone
Subject Business Process: Accounting
Subject Individual: Administration

**Information
from Reporter**

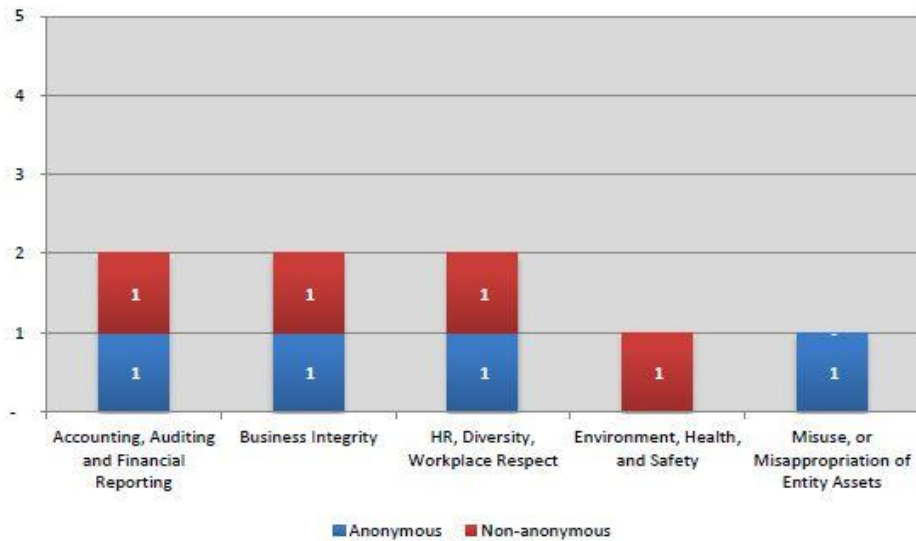
Received: 04/27/2019 10:30 PM
Organization: ABC Organization
Subscriber Code: XYZ123
Involved: Yes
Incident: I'm writing about harassment I have been experiencing. On January 15, I saw John Jones, a 8th grade teacher, speak inappropriately to his teaching assistant. He realized I was there and quickly changed the subject. Ever since, he has made my life HORRIBLE. Making sure I know to keep my mouth shut, calling me names - I just can't take it anymore.

Location or branch office: 101 Main Street
Discovered: It happened to me.
I agree to the Terms of Use: Yes

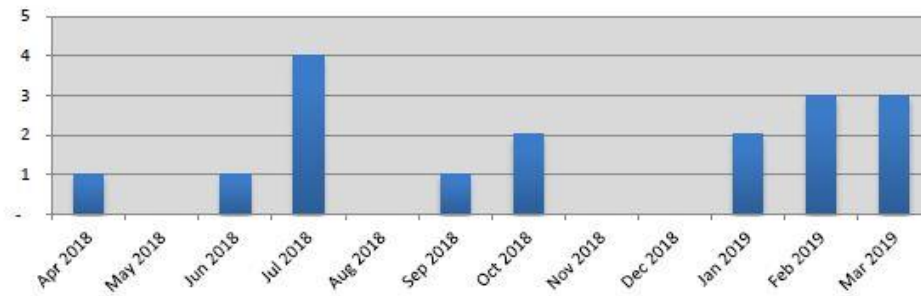
**BKD
Categorized**

Category: HR, Diversity, and Workplace Respect
Hotline Source: Employee
Reporting Method: Online
Subject Business Process: Work Environment
Subject Individual: Faculty/Staff

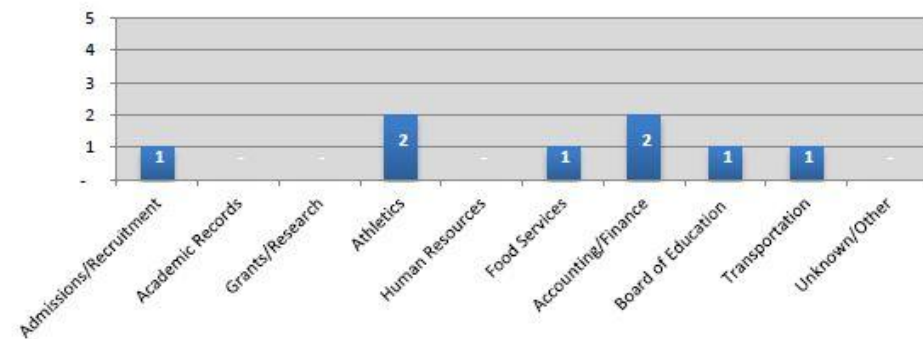
Reports by Category
 (12/31/2018 - 3/31/2019)



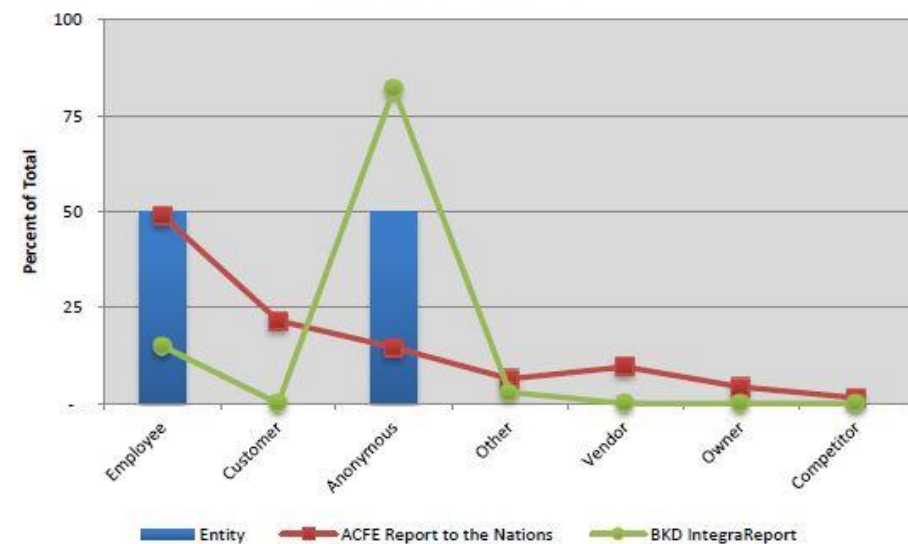
Reports by Month
 (Last 12 Months)



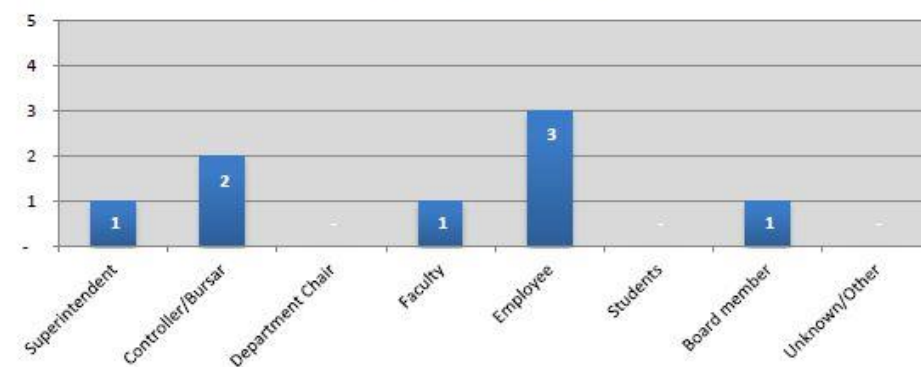
Subject of Reports (by Business Process)
 (12/31/2018 - 3/31/2019)



Source of Hotline Reports
 (12/31/2018 - 3/31/2019)



Subject of Reports (by Individual)
 (12/31/2018 - 3/31/2019)



Summary of Reports

Education Entity
Quarter Ended March 31, 2019
List of Reports Received

BKD INTEGRA
REPORT

Date Received	Report Category	Business Process	Subject Individual
2/5/2019	Business Integrity	Admissions/Recruitment	Superintendent
3/19/2019	Accounting, Auditing and Financial Reporting	Accounting/Finance	Controller/Bursar
1/12/2019	Business Integrity	Athletics	Employee
1/8/2019	Human Resources	Board of Education	Board member
2/14/2019	Accounting, Auditing and Financial Reporting	Accounting/Finance	Controller/Bursar
3/1/2019	Environment, Health, and Safety	Transportation	Employee
2/27/2019	Human Resources	Food Service	Employee
3/1/2019	Misuse, or Misappropriation of Entity Assets	Athletics	Faculty

Bundled Services

- **All subscriptions include:**

- › Hotline monitoring by a **BKD Fraud Professional**
- › Hotline access and online portal for **all employees**
- › Report routing to **designated individuals**
- › **Quarterly** and **year-end** Management Dashboard

- **Prime and Platinum additions:**

- › Option for access to **vendors** and/or **customers**
- › **Customized routing** to designated individuals
- › Management Implementation Consulting
- › Fraud Awareness Training Video
- › Templates of **Marketing Materials**

Enhance Effectiveness

Included in Prime and Platinum subscriptions, may be purchased a la carte, as well

- **Employee Fraud Awareness Training**
 - › Overview of fraud
 - › Reviews most prevalent frauds of your industry
 - › USB drive or link to an online version
 - › Great to show at annual employee trainings
- **Management Implementation Consulting**
 - › Planning prior to hotline launch
 - › Communication Strategies
 - › Reacting to reports and investigation plan
 - › Answer any questions management may have



Questions?



Thank You!

FOR MORE INFORMATION | For a complete list of our offices and subsidiaries,
visit bkd.com or contact:

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