



# BKD INTEGRA REPORT

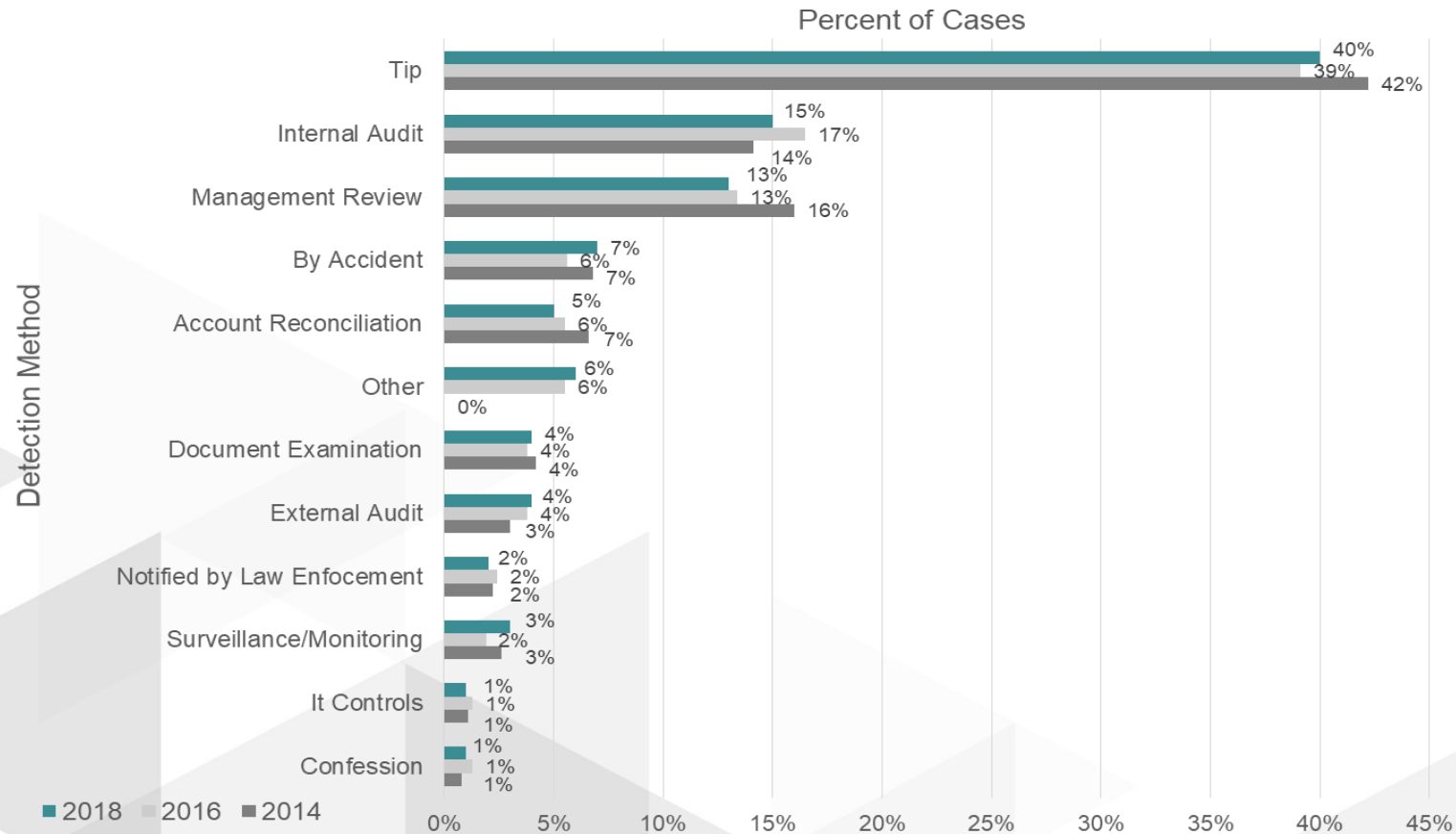
## Urbana School District #116

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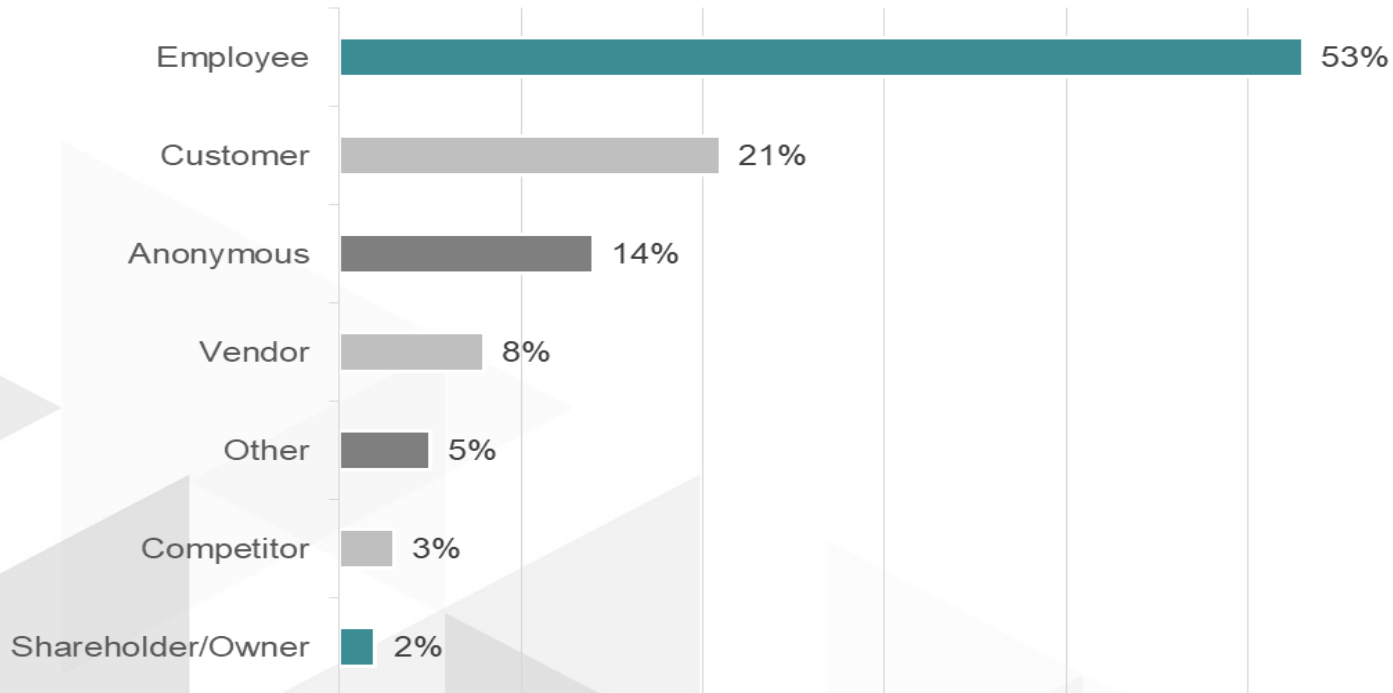
- **5%** of revenue is lost to fraud each year
- Fraud schemes last a median of **16 months** before being detected
- Occupational fraud is more likely to be detected by tip than by any other method
- Organizations with hotlines catch fraud:
  - › 50% more quickly
  - › Median loss 50% less

# 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](http://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.

**BKD** INTEGRA  
REPORT



Angela Morelock



## 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:

Upload File(s)





# 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.

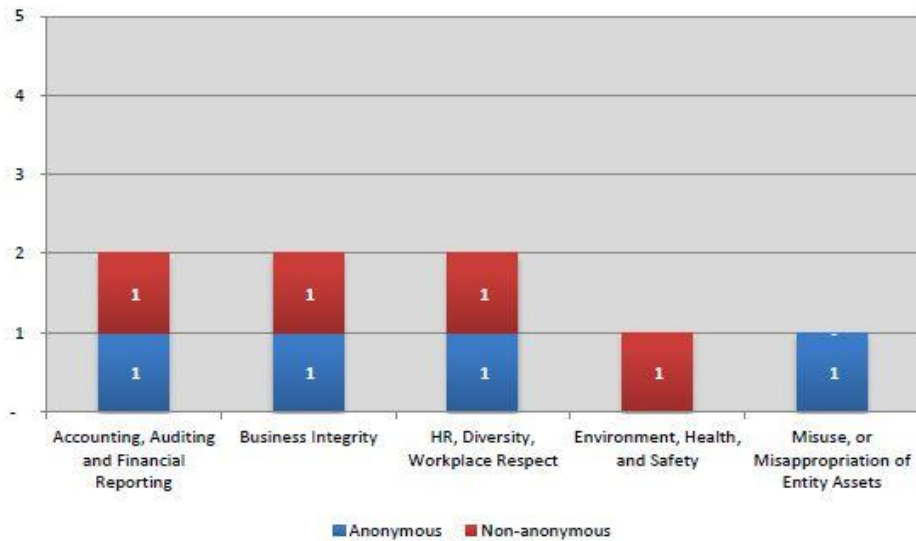
Location or branch office: 101 Main Street  
Discovered: It happened to me.  
I agree to the Terms of Use: Yes

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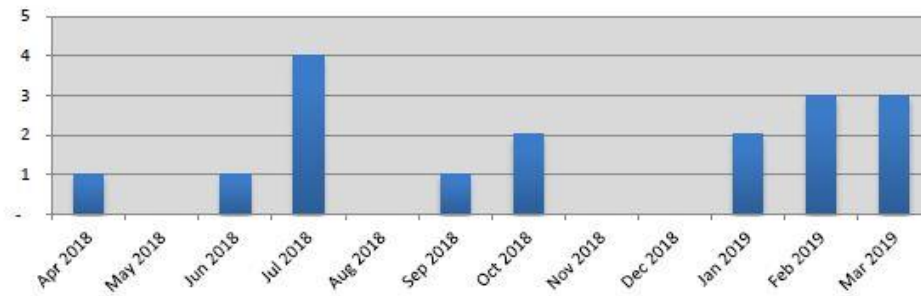
**BKD Categorized**

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

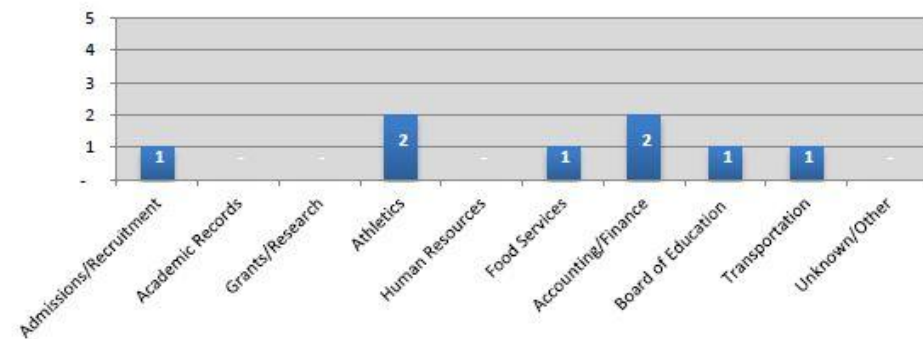
Reports by Category  
 (12/31/2018 - 3/31/2019)



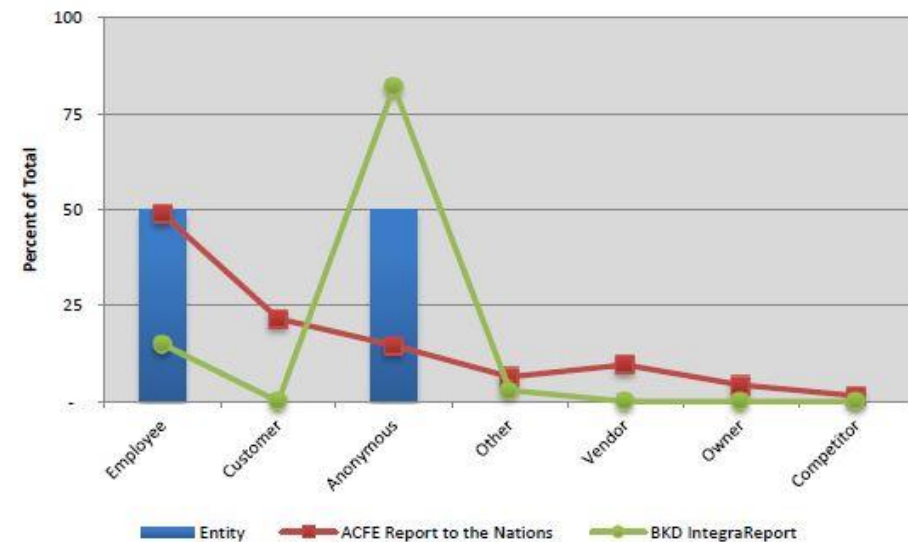
Reports by Month  
 (Last 12 Months)



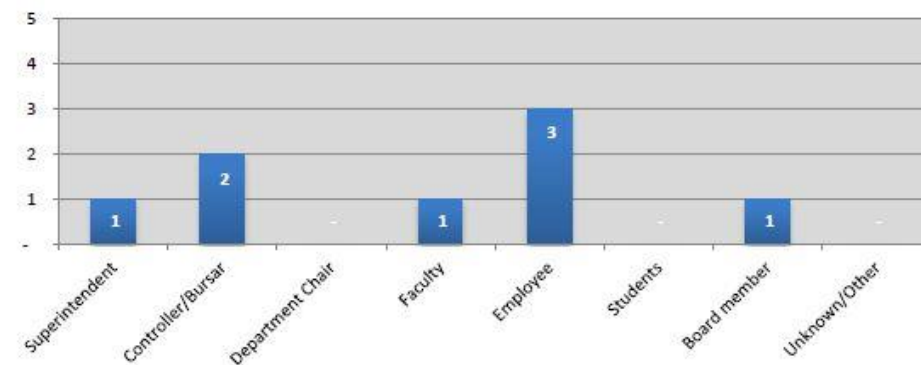
Subject of Reports (by Business Process)  
 (12/31/2018 - 3/31/2019)



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



<b>Date Received</b>	<b>Report Category</b>	<b>Business Process</b>	<b>Subject Individual</b>
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:

**Amy Russell** | IntegraReport Consultant  
arussell@bkd.com | 417.865.8701