



ASSOCIATION  
INSURANCE  
MANAGEMENT INC

# Top 10 Ways to Protect Your Organization Against Embezzlement

Everyone knows honesty is the best policy.

But, given the right circumstance, it's possible that anyone could give into temptation and take what isn't rightfully theirs — including funds from your organization.

While we provide insurance to protect you in the event someone embezzles funds, here are ten steps you can take to prevent that from ever happening:

- 1 Never take money belonging to the Organization home.
- 2 Deposit money into the bank daily, even if a project is on-going.
- 3 Two people should always count the money and sign the receipt verifying the amount.
- 4 Two signatures should be required on all checks.
- 5 Never sign a blank check or a check made out to "cash."
- 6 All bills should be paid by check, never cash.
- 7 AVOID debit or credit card use.
- 8 Conduct an annual audit/financial review of the books.
- 9 Have a non-signer physically receive, review and sign the bank statements monthly.
- 10 Purchase a Bond Policy and follow the requirements.

**Questions? Contact us at 1-800-876-4044 or [aim@aim-companies.com](mailto:aim@aim-companies.com)  
[www.aim-companies.com](http://www.aim-companies.com)**