

**SMALL BUSINESS FRAUD ASSESSMENT
INTERNAL CONTROL QUESTIONNAIRE**

Download your risk assessment form at www.businessfraudprevention.org/forms.html

Owner:	Date:
Discussed with:	

Question	Yes	No	N/A	Comments
Employee and HR Assessment				
1. Did you complete a background check including credit check?				
2. Did you call on employee's references?				
3. Do you have an employee handbook?				
4. Does it include a written fraud policy and procedure?				
5. Is there a written job description?				
6. Do you make yourself available to employees, vendors and customers for complaints?				
7. Do you experience high employee turnover?				
8. Do any employees appear to have personal problems? Gambling /				