



Fraud Prevention Checklist for Small to Medium-Sized Businesses

Internal Financial Controls

- Segregate financial duties
- Require two-person approval on transactions
- Reconcile accounts monthly
- Background checks on finance roles
- Secure physical checks

Vendor & Procurement Controls

- Vet all new vendors
- Standardize vendor onboarding
- Review invoices for duplicates
- Rotate duties periodically

Cybersecurity Basics

- Enable MFA
- Train staff on phishing
- Use strong passwords
- Secure Wi-Fi and data
- Back up weekly

Customer & Return Fraud Prevention

- Limit high-value returns
- Track refund/return patterns
- Use fraud filters online
- Post clear refund policies

Culture & Awareness

- Promote ethical culture
- Create whistleblower path
- Review checklist quarterly