

## In Your Inbox

MMA Risk Management Services is finalizing your renewal. Therefore, in the very near future, your dedicated team of Underwriters will be emailing your Member Coverage Certificate, Property Schedules, Endorsements and Invoice. So please be on the lookout for an email from:

[rmsunderwriting@memun.org](mailto:rmsunderwriting@memun.org)

## MLEAP:



All MMA Property & Casualty Pool members with a Law Enforcement Agency are eligible to participate. To encourage Property & Casualty Pool Member Law Enforcement Agencies to have Standard Operation Procedures and relevant training specific to their Agency; and to support those Agencies that want to improve policy management and officer training; to achieve certification in the Maine Law Enforcement Accreditation Program (MLEAP). The Law Enforcement Agency must be a current Member of the Pool on or before July 1, 2023.

## Grant Awards

The award will allow up to \$5,000 (\$2,500 allowed upon award and proof of contract with outside agency and \$2,500 at end of award period with requirements met). This will allow the agency to contract with an outside vendor who can assist with, review, update and develop agency specific policies.

For more information select: [MLEAP](#)

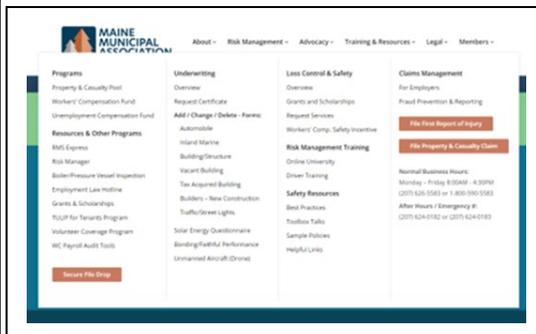


## MAINE MUNICIPAL ASSOCIATION RISK MANAGEMENT SERVICES

### New Website

Maine Municipal Association (MMA) is excited to be launching a new and greatly improved website on June 22<sup>nd</sup> at 8:00am. Please note that there will be no access to the site during the update from 5pm on the 21<sup>st</sup>, and that a login is required for full functionality.

The new site will grant the user greater access to information and tools, while enhancing the user experience and overall functionality. As a result of the upgrade, MMA Risk Management Services (RMS) has also refreshed our section of the site with improved tools and ease of access. Many of the improvements, tools and resources are housed within the exclusive member area and therefore you will be required to have a login to have access to all the new features. Once logged in, to access Risk Management Services member interface, all that you need to do is hover your cursor over **Risk Management** at the top of the page and a drop-down window of options will appear:



From that dropdown window, you have access to all of our Claims Portals, Coverage Tools, Grants, Online University, Informational Guides and Safety Publications. Please note that critical tools such as the Claims Portal shall have easily identifiable radial buttons that will take you directly to the needed operation. Please look for :

[File First Report of Injury](#)

[File Property & Casualty Claim](#)

## This issue:

- ◇ In Your Inbox: Renewal Documents
- ◇ Maine Law Enforcement Accreditation Program
- ◇ New Website and Tools
- ◇ Fraud Prevention

## Financial Fraud Prevention

To help evaluate how well your municipality or entity is controlling the potential for financial fraud and/or embezzlement, you are encouraged to consider the following questions. Ideally, you should respond "yes" to all questions. If not, your entity is encouraged to establish procedures that correct the deficiency.



1. Does the municipality/entity have an independent professional audit done by a CPA on an annual basis?
2. Does the Selectboard/Trustees/Council receive monthly financial reports?
3. Are bank statements reconciled timely and approved by the Selectboard/Trustees/Council to ensure that all transactions written were authorized?
4. Are duties properly segregated so that no individual can perform all aspects of a transaction?
5. Does the governing body have a policy for the opening bank statements?
6. Are financial recording documents (checks, receipts, purchase orders) pre-numbered to avoid duplication?
7. Are receipts issued for all transactions in all cases?
8. Where cash is received and held outside of the office, are transactions monitored by camera or have other means been considered (such as the issuance of tickets or vouchers from the office) to eliminate the need for handling cash at the "point of sale"?
9. Are all expenditures supported by original invoices and other related supporting documentation?
10. Are computer records regularly backed up (daily is best), and are back up copies stored off site?