



Clerks and Chief Executives of all District
Councils

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Your reference:
Our reference:

Circular No. LG 10/04

LGD 1/28/03

1 March 2004

Dear Sir/Madam

POTENTIAL ADVERTISING SCAM

1. The purpose of this letter is to inform you that the Department of Finance and Personnel has recently been advised of a potential scam involving unsolicited approaches by a number of companies to confirm bogus orders for advertising space.
2. In each case reported, the caller has asked the recipient of the call to confirm an order supposedly placed by another officer in the organisation and gives the impression that this is a long standing arrangement.
3. We have no readily available means of confirming whether the magazines in which the adverts are to be placed, actually exist or whether the companies, which the callers purport to represent exist.
4. Please bring this case to the attention of all relevant staff. Anyone receiving such an approach should obtain as much detail as possible from the caller **and refuse to confirm the order. All such approaches should be reported to the appropriate officer in the Council.**
5. Any enquiries about this letter should be addressed to Dennis Moore, Fraud and Internal Audit Policy, Department of Finance and Personnel (028) 91277633 (network 69033), E-Mail dennis.moore@dfpni.gov.uk

Yours faithfully,

KAREN ADAIR (MRS)

Cc: Finance Officers, District Councils
John Buchanan, Chief Local Government Auditor