



Trauma Informed Parenting SCIO



Policy – Finance Governance and Finance Policy			
Document Reference No. 11	Revision Level: 1	Approved By: S Scott & K Denvir	
References: Finance		Originator: CEO	Date Approved: 20/7/2026

1. Purpose

This policy ensures that Trauma Informed Parenting (TIP) maintains strong financial governance, transparency, and accountability, safeguarding the organisation's assets while ensuring responsible financial management.

Trauma Informed Parenting is a SCIO Registration Number SC049894



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The policy covers:

- Financial oversight, budgeting, and reserves management.
- Income generation, expenditure, and ethical financial practices.
- Trustees' financial governance responsibilities.
- Compliance with charity financial regulations and reporting obligations.

2. Scope

This policy applies to:

- All TIP trustees, staff, and volunteers handling financial matters.
- Fundraising, donations, grants, and financial transactions.
- Annual financial reporting, auditing, and compliance procedures.

This policy should be read in conjunction with TIP's Fundraising Policy and Risk Management Policy.

3. Financial Governance Responsibilities

3.1 Trustee Oversight & Governance

Trustees are legally responsible for:

- Ensuring financial stability and ethical use of funds.
- Approving annual budgets and financial forecasts.
- Monitoring financial risks and ensuring compliance with regulations.
- Safeguarding organisational assets against fraud and mismanagement.

3.2 Financial Accountability & Transparency

TIP is committed to:

- Maintaining accurate financial records that comply with legal standards.
- Providing clear financial reporting to donors, stakeholders, and regulatory bodies.
- Ensuring all funds are allocated responsibly, supporting TIP's charitable objectives.

3.3 Compliance with Charity Financial Laws

TIP will comply with:

- The Charities and Trustee Investment (Scotland) Act 2005.



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- Fundraising Regulator's Code of Practice for financial ethics.

4. Financial Planning & Budgeting

4.1 Budget Approval Process

- Annual budgets will be developed, reviewed, and approved by trustees in partnership with the CEO before implementation.
- TIP will maintain three-month operating reserves, ensuring financial security.
- Spending limits will be set in a Scheme of Delegation to prevent financial overcommitment.

4.2 Financial Risk Management

- Trustees will conduct quarterly financial reviews, ensuring sustainability.
- TIP will implement fraud prevention measures, including multi-signatory approvals.

5. Income Management

5.1 Ethical Fundraising & Income Sources

TIP's income sources may include:

- Donations, grants, commissions, SLAs and direct purchasing by caregivers.
- Digital campaigns and events, aligning with TIP's mission and values.
- Legacy gifts and charitable partnerships, strengthening long-term financial stability.

5.2 Financial Record-Keeping

TIP will maintain comprehensive financial records to ensure transparency, accountability, and compliance with charity financial regulations. This includes:

5.2.1 Donor & Grant Records

- Accurate documentation of all donor contributions, including donor details (where consented) and donation amounts.
- Issuing formal receipts for all donations, ensuring transparency and donor acknowledgment.
- Tracking restricted and unrestricted funds to ensure compliance with donor conditions.

5.2.2 Financial Transactions & Expenditures



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- Recording all income and expenditure with proper categorisation to support financial oversight.
- Maintaining invoices and receipts for all purchases, operational costs, and reimbursements.
- Ensuring all payments and expenses are authorised through dual-signatory approval.

5.2.3 Bank & Cash Management

- Regular reconciliation of bank statements, ensuring accuracy in financial reporting.
- Tracking any petty cash usage and maintaining clear records of withdrawals and expenditures.
- Securing all financial transactions, preventing fraud or unauthorised access.

5.2.4 Payroll & Volunteer Expenses

- Recording salaries, pensions, and tax payments for employed staff.
- Documenting volunteer reimbursements to ensure fair and accountable expense claims.

5.2.5 Annual Reports & Audit Preparation

- Preparing financial summaries and statements in accordance with OSCR regulations.
- Ensuring independent audits are conducted to verify compliance and financial integrity if required.
- Submitting required financial reports to regulatory bodies, maintaining transparency.

5.2.6 Data Protection & Security

- Storing financial records securely, in compliance with UK GDPR.
- Restricting access to sensitive financial documents, ensuring confidentiality.

6. Expenditure Control & Payment Authorisation

6.1 Financial Transactions & Approval



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- All bank accounts require two approved signatories, preventing fraud.
- Expenses must align with TIP's budget and financial objectives.

6.2 Expense Reimbursement

- **Volunteers and staff can claim pre-approved expenses, ensuring fairness and accountability.**
- **Expense claims must be submitted to TIP treasurer Barbara Anderson quarterly along with all required completed expense forms.**

7. Financial Reporting & Auditing

7.1 Financial Review & Audit Process

TIP will:

- Conduct annual financial audits.
- Submit required reports to regulatory bodies.
- Publish financial summaries.
- Keep an assets log

7.2 Fraud Prevention & Internal Controls

TIP will:

- Implement fraud prevention mechanisms, including audit trails and multi-signatory oversight.
- Investigate any financial irregularities promptly, ensuring accountability.

8. Policy Monitoring & Review

This policy will be reviewed annually, ensuring compliance with:

- Financial governance best practices.
- Legal and regulatory updates.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	S Scott K Denvir	2/7/2025
1	Reviewed	S Scott K Denvir	20/7/2026



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2	Next Review Due		20/7/27
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Chairpersons Signature

Date 20/7/25

9. Related Procedure

- TIP Fundraising Policy
- Risk Management Policy