

# Finance Incident Reports

## Why do we submit incident reports?



Reports give us a clear record of financial loss, and allow the Internal Audits team to get in touch to help to resolve any issues.

Incidents should be reported within 24 hours so we have the best chance of recovering losses.

Reporting issues with financial practices helps the Internal Audits team to understand areas for improvement, to prevent future loss.



## What resources are available?

Please find these resources on the staff website:



The Incident Report template.

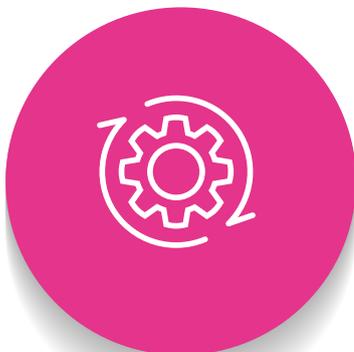
Detailed guidance on spotting, responding to, and closing incidents in the Service User Finance Incidents Guide.

An Incident Investigation Report template.

**The Internal Audits team are your experts on managing, resolving, and preventing fraud and loss. Reach out to us for support and advice!**



## How do we report financial incidents?



If you notice financial loss, or risk from practice that doesn't follow Creative Support policies, please fill out the Incident Report template, available on the staff site, and email it to **incidents@creativesupport.co.uk**

Raise any necessary notifications, such as safeguarding, police, or CQC.

**The Internal Audits team will get in touch, and may ask for an internal investigation to be carried out.**



Get in contact with any queries at **internal.audit@creativesupport.co.uk**