

**From:** compliance@libdems.org.uk

**Date:** Wed 15 Feb 2023

**Subject:** Preparing your Annual Accounts



Week 3 of the *February Training Challenge* begins with year-end accounts and how to complete them.

## Preparing your Annual Accounts

All Local / Regional / State Parties and most AOs are registered with the Electoral Commission as '*accounting units*' of the Liberal Democrats.

They are required to produce and send annual reports to Lib Dem HQ by **15th March** (unless they have income / expenditure **over £250k** - if this is the case please contact the Compliance Team as soon as possible).

Those over the threshold need to send draft accounts to the Compliance Team in time for the March deadline, followed by audited accounts by the end of May.



The **template** for year-end reporting, along with an **essential guide** covering common queries and issues can be found [here](#).

As a complement for the above, I've also created [step-by-step instructions](#) on completing the year-end spreadsheet.

If you have any questions, contact the Compliance Team via: [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)

For further help, email us to register for the two **Accounts clinics** starting on **Fri 24/02/23** (10 - 11am + 2.30 - 3.30pm), with additional dates to follow in March.

Best wishes,



**Lloyd Harris**  
Compliance Projects Officer  
*Liberal Democrats*