

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

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**Subject:** How to Record Donations



Welcome to the twentieth instalment of the 2023 February training programme. Below discusses what you need for reporting donations.

## How to Record Donations



### Preparation

- Revisit the previous day's presentation by Kerry Buist on ***What is a Donation*** (and therefore what isn't a donation).
- **Make sure you have access to Lighthouse** with the correct permissions:
  - you need as a minimum: *create donations* and *create contacts*
  - for help, consult your local Lighthouse *superuser*
  - email [support@libdems.org.uk](mailto:support@libdems.org.uk) if you're still having issues
- **Check all income sources**
  - bank accounts
  - online donations (*Paypal, Stripe, Go Cardless*)
  - donations to branches
  - *gifts in kind*



## What to Report

**Mandatory** - All donations and gifts of £500 and above - you must prove they are from a permissible donor.

**Recommended (for internal reasons)** - Donations and gifts over £100 and below £500. No need to prove these are from a permissible donor.

**Do not add multiple donations together unless they were on the same day and from the same donor.**

**Permissible Donor** (for donations and gifts of £500 or more)

**Individuals** - must be on the Electoral Roll - check *Connect*

**Limited Companies (all three must be true):**

- search [Companies House website](#) for their Registration Number
- check that their Registered Office is in GB & NI
- find evidence that they are actively trading in GB & NI

**Council Groups** - address needs to be that of the Council Offices

**Others** - if unsure please contact [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)

## How to Report on [Lighthouse](#)



Please click [here](#) for a tutorial on how to report donations from the HQ website and navigate to the **Managing Finances** guide.

If you have any questions about donations, please email the Compliance Team at: [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)



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