

From: compliance@libdems.org.uk

Date: Fri, 9 Feb 2024

Subject: Compliance Training Day 9 - How to Record Donations

**COMPLIANCE
AND DATA
PROTECTION**

Liberal
Democrats

Hello, Day 9 of your Compliance Training Programme delves into donation reporting.

How to Record Donations



Preparation

- Revisit yesterday's presentation by Kerry Buist on [What is a Donation?](#) (and therefore what isn't a donation).
- Ensure 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 if you're still having issues or raise a problem report within Lighthouse

- 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.

Note: Whilst the law regulates donations over £500, we have to demonstrate to the Electoral Commission that as a Party, we are checking people are not deliberately giving exactly £500 to evade the rules.

Recommended (for internal reasons) - Donations and gifts over £100 and below £500. You don't need to demonstrate that these are from a permissible donor (though it's good practice to obtain the Electoral Number for larger amounts).

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 and over.

Individuals - must be on the Electoral Register - look them up on *Connect*. If the donor is out-of-area, ask your local Connect Manager to help you find their Electoral Number (Polling #). Any problems, email the Compliance Team.

Limited Companies (all three must be met):

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

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

Others - if unsure please email the Compliance Team at compliance@libdems.org.uk



How to Report?

Please click [here](#) for a tutorial from the Party website on how to record donations on Lighthouse (navigate to the **Managing Finances** section).

Further help:

- your local superuser(s)
- raise a problem report within Lighthouse
- email: support@libdems.org.uk

Online Donations (Fleet)

Donations received via a Fleet webpage are automatically entered into Lighthouse for you.



However, **you still need to carry out a permissibility check** for donations of £500 or more.

Note: donations are paid over to your local party / group once a month, together with the **membership rebate**, minus transaction fees.

Please consult Lighthouse (**Finances > Membership Rebates**) for a summary of this, as well as the Tech Team's [guide](#).

When to Report?



Please record your donations as you receive them. You only have a 30-day window for permissibility checks, so don't leave it until the end of the month - you risk forfeiting the money to the Electoral Commission for late reporting.

Any reportable donations (£500 and over) should then be included in your monthly PPERA return which is due by the **10th** of the following month.

Who Should Report?

Chairpersons and Treasurers are jointly responsible for Compliance; therefore if the Treasurer is temporarily absent (e.g. sickness / holidays), the duty falls upon the Chair.



Any queries, do contact the Compliance Team via: compliance@libdems.org.uk

Best wishes,



Lloyd Harris
Compliance Projects Officer
Liberal Democrats

Other emails in the [February Challenge](#) series

You are receiving this email as you are listed as an Officer of an accounting unit for the Liberal Democrats.

As these emails contain details of your legal responsibilities as part of this role you are not able to opt out of these emails from our Compliance Team. If you think there has been an error and you shouldn't have received this email, please contact compliance@libdems.org.uk.

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