

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

**Date:** Tue, 13 Feb 2024

**Subject:** Compliance Training Day 13 - Preparing your Annual Accounts

COMPLIANCE  
AND DATA  
PROTECTION

Liberal  
Democrats

Dear Chairperson / Treasurer, today's Compliance email is about completing the all-important year-end report.

## Preparing your Annual Accounts

All Local / Regional / State Parties and most AOs and Groups 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 accounts template.

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

For further help, email us for a Zoom link to any of the following:

- Compliance Clinic - Mon 19 Feb, 6-7pm
- Annual Accounts Clinics
  - Wed 21 Feb, 6-7pm
  - Wed 28 Feb, 4-5pm
- One-to-one appointments

Best wishes,



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

You can find resources from the recent Treasurer Training Day by clicking here:

**View Resources →**

And you can view all the emails from the February Compliance Challenge so far by clicking here:

**View previous emails →**

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](mailto:compliance@libdems.org.uk).

Published and promoted by Mike Dixon on behalf of the [Liberal Democrats](#), 1 Vincent Square, London, SW1P 2PN.