

From: compliance@libdems.org.uk

Date: Mon, 26 Feb 2024

Subject: Compliance Training Day 26 - Escalation Policy



Dear Chairs and Treasurers,

The final week of the Compliance Challenge starts by addressing overdue donation reports as governed by the **Escalation Policy** - a copy of which can be found here:

[Read the Escalation Policy](#) →

What is the Escalation Policy?

Passed at **Spring Conference 2021**, this is our commitment to the **Electoral Commission** that the Liberal Democrats have sufficient measures in place for compliance in financial reporting.

Underpinning it is an agreement with the Commission for the parties and organisations that comprise the Lib Dems to submit their **monthly PPERA returns** to the Compliance Team at HQ. The *Political Parties Elections and Referendums Act* (PPERA) is an Act of Parliament, passed in 2000, that regulates political parties.

Where donation reports are overdue or missing, the Policy sets out the process for the Party's accounting units and the Regional/State/Federal Parties to work with us.

In line with the Escalation Policy, the monthly submission date changed from the 15th to the **10th**. It was agreed that accounting units are to declare reportable donations or a nil return to the Compliance Team within **10 calendar days** of the following month.



Monthly returns



It is mandatory for donation reports to be submitted by the monthly deadline, even if a nil return. Any donations / gifts / loans of **£500 or above** must be reported and checked that they are from permissible donors.

For internal reasons, we recommend reporting items valued **over £100** though a nil return may be declared in the absence of donations of £500 or over.

Where a Treasurer is unavailable, the duty falls upon the **Chairperson** (Convenor in Scotland), since both are legally responsible for Compliance. Some Local Parties appoint an Assistant (Deputy) Treasurer to help but ultimately the responsibility lies with the Treasurer and Chair.



They are liable for all returns during their time in office. This is especially important during handovers, so outgoing Executives should work together with incoming Officers.



We need your help to ensure that the Liberal Democrats keep on the right side of the law. If you're struggling, please let us know.

The Compliance Team is here to help you meet your legal obligations and aim to help resolve issues informally where possible.

Don't hesitate to contact us if you have any queries,
by emailing: compliance@libdems.org.uk

Best wishes,



Nazmin Khan

Compliance and Data Protection

Administrator

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.

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