

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

**Date:** Tue, 27 Feb 2024

**Subject:** Compliance Training Day 27 - Your February PPERA Return



Dear Chairperson / Treasurer,

As March is nearly upon us, this month's donation report will be due soon. Please read on for some useful information.

## Your February PPERA Return



A friendly reminder that the February donation report is due **1st - 10th March**.

Here's the [step-by-step guide](#) on how to complete this, should you need it.

You only have **30 days for permissibility checks** on donations of **£500 and over**, so it's good practice to record donations on to Lighthouse as you receive them. Waiting until month-end could mean a late declaration / forfeiting the amount to the Electoral Commission.

If you have any donation queries, or think you'll miss the deadline, please email: [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk) urgently.

For **Lighthouse issues**, please consult:

- The [user manual](#)
- Your local Lighthouse superuser(s)
- raise a problem report within Lighthouse
- [support@libdems.org.uk](mailto:support@libdems.org.uk)
- Your **Chairperson** - since they're jointly responsible for Compliance, they should have the necessary user access to submit returns if the Treasurer is unable to

Best wishes,



**Nazmin Khan (she/her)**

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

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