

Recording Donations

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Preparation

- Revisit the presentation from Kerry Buist about [What is a Donation](#)
- **Access to Lighthouse**
 - Minimum permissions: *create donations & create contacts*
 - Consult:
 - your local Lighthouse superuser(s)
 - raise a problem report within Lighthouse
 - email: support@libdems.org.uk
- **Check all income sources**
 - bank accounts
 - online donations (Paypal, Stripe, Go Cardless)
 - donations to branches
 - gifts in kind



What to report

Mandatory:

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.

Don't 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

- Out-of-area donor? Ask your local Connect Manager to help locate their Electoral Number (Polling #).

Limited Companies (all three must be met):

- search Companies House for their **registration number**
- check their **registered office** is in GB & NI
- evidence they're actively trading

Council Groups - address needs to be the Council Offices

Others - if unsure contact: compliance@libdems.org.uk

How to Report on Lighthouse - <https://lighthouse.libdems.org.uk/>



Tutorial on Party website (navigate to the *Managing Finances* section)

Further help:

- 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 have joint legal responsibility for Compliance.

If the Treasurer is temporarily absent (e.g. sickness / holidays), the duty falls upon the Chair.

Please ask your local Superuser to ensure that your Chair also has access to the same Lighthouse permissions as the Treasurer.





As always, please don't hesitate to email the Compliance Team at with any questions at:

compliance@libdems.org.uk