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Subject: Day 3 - What is an Effective Handover?



Welcome to the 3rd day of the 28-Day Training Programme.

Today's topic is: ***What is an Effective Handover?***

Lib Dem Treasurer - an Effective Handover



Becoming a new Local Party Treasurer can be a daunting task. To help smooth the transition from one Treasurer to another, it is important that there is an effective handover.

Handovers vary from Local Party to Local Party, but this is our guide as to what an effective one looks like.

When to do the handover

A Treasurer's term of office ends at the stroke of midnight on New Years Eve (31st December) so come the New Year, comes the new Treasurer. If there are several weeks before you take the reins, it is worth shadowing the outgoing Treasurer to see what they do.

Some of the steps take longer than others and it's important to start the handover as soon as possible as you don't want to lose access to your bank accounts in the run up to elections.

- Before the old Treasurer's term of office ends:
 - Start changing the bank signatories - these take quite a while for banks to process and for signatories to do their bit, so we advise beginning the process in November/December for completion by January.
 - Also start passing on knowledge - how to use Lighthouse; how the bookkeeping is done etc. Make sure the new Treasurer is added as a user on Lighthouse with Treasurer access and other software used by the Treasurer before January.
- In January/February the old Treasurer should prepare the Year End Accounts. This is because the old Treasurer has all the knowledge of that year and all the records. The new Treasurer is responsible for submitting the Accounts, making sure they are approved by the Executive Committee and inspected by an independent inspector.
- After the Annual Accounts have been prepared, the outgoing Treasurer should complete the handover of all records including relevant emails from HQ and the Compliance Team, such as the '28 Days' guidance from February.
- Ensure the new Treasurer is aware of Party training opportunities such as the Compliance Clinics etc.



What to handover

- All bookkeeping records - the Treasurer must maintain and hand onto their successor, six years of records (we recommend seven years just to be safe). Bookkeeping records should contain the following:
 - Bank statements (even if online, it's best to print them out as banks don't always display older bank statements)
 - Cheque books & paying in books
 - Reports to the Executive Committee
 - Year End Accounts
 - Bookkeeping (spreadsheet, ledger books, online bookkeeping access)
 - Bills / invoices
 - Donor records (proof of permissible donor checks; list of people making standing orders; if the Local Party received Councillor Tithes then pass on records of contributions and amounts owed).
 - Fundraising records
 - Any records relating to property, equipment etc. These should not be destroyed until at least 6 years after they were sold or disposed of.
 - Any records of loans / loan agreements / repayments etc. These should be kept until at least 6 years after the final repayment has been made.
 - Any Trust documents, or other trustee related documents (never throw these away, no matter how old they are).



- Knowledge of the job
 - How to use Lighthouse to report donations, do monthly returns etc.
 - How to use the bookkeeping systems / bookkeeping software
 - How and when to check if a donor is a permissible donor
 - How to do a budget for the Executive
 - Advice given on affordability of projects, fundraising, reserves for elections etc.
- Software access
 - Lighthouse minimum permissions should be for the following with edit and create permissions: Banking, Contacts, Donations, and Reports + access to Membership Rebates and Organisation.
 - Connect - need high enough permissions to use quick search for checking donors both in the local area and further afield.
 - Online Bookkeeping (if you use it): Xero - send an email to compliance@libdems.org.uk to be set-up. The other two approved systems, Sage & Quickbooks, need to be managed locally.
 - Online donations - if received via Prater Raines or Nationbuilder, make sure the Treasurer has permission to view the donation sections (Paypal, GoCardless, Stripe etc.) and can download reports.
 - Note: changing details on PayPal etc. is difficult - please see our PayPal guide or contact the Compliance Team for a copy.

There are also a number of resources available for all Treasurers throughout their term of office. This includes the

monthly **Compliance Clinic** every third Monday, **Annual Accounts Clinics, Training Days** and **One-to-One sessions**.

In an ideal world, the outgoing Treasurer will still be around to help answer questions, but don't worry if they are not, the Compliance Team is here to support all Local Party Officers.

Any questions, don't hesitate to contact us at compliance@libdems.org.uk

Best Wishes,



Lloyd Harris
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