

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

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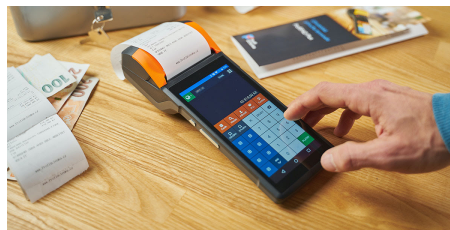
**Subject:** Day 18 - How to record a donation



Welcome to the 18th day of the 28-Day training programme.

Today we take a look at **Recording Donations.**

## How to Record Donations



### Preparation

- Revisit the previous day's presentation by Kerry Buist on [What is a Donation](#) (and therefore what isn't a donation).
- **Make sure you have access to Lighthouse** with the correct permissions. You need as a minimum: create donations and create contacts.
- **Check all income sources** - bank accounts, online donations (Paypal, Stripe, Go Cardless), donations to branches and gifts in kind.

### What to Report

**Mandatory** - All donations and gifts of £500 and above - you must prove they are from a permissible donor.

**Recommended (for internal reasons)** - Donations and gifts over £100 and below £500. You don't need to prove these are from a permissible donor.

**Do not 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

**Limited Companies** - search [Companies House website](#) for their Registration Number - also check that their Registered Office is in GB & NI (they also need to be actively trading in GB & NI)

**Council Groups** - address needs to be that of the Council Offices

**Others** - if unsure please contact [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)

**How to Report on [Lighthouse](#)**



Please click [here](#) for a tutorial on how to report donations from the HQ website and navigate to the **Managing Finances** guide.

If you have any questions about donations please email the Compliance Team at: [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk).



**Lloyd Harris**  
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