

From: compliance@libdems.org.uk

Date: Wed, 16 Nov 2022 at 11:59

Subject: Important: **Annual Accounts 2022**



Believe it or not, we are nearing the end of the year, so it's time for an important housekeeping task: **year-end accounts**.

Should you be passing on the baton to new officers, you'll need to complete a **handover** too.



Annual Accounts

Your template(s) and guide can be found here: <https://www.libdems.org.uk/2022-annual-accounts>

In the lead up to the deadline of **15th March 2023**, we will be holding dedicated sessions over Zoom where you can ask our experts any questions about your year-end reporting.

(These are in addition to our regular Compliance Clinics on the 3rd Monday of every month.)



Handover

As chairs and treasurers, you are **jointly responsible** for compliance, so it's important to ensure that when these officer roles change, you pass on your knowledge and access to systems like Lighthouse, Connect, bookkeeping software etc.

It's also worth starting the process now to update the **bank signatories** as this can take considerable time.

Remember: the current incumbent (2022) treasurer should prepare the year-end accounts and the incoming (2023) treasurer is responsible for their submission to the Compliance Team before 15th March.

As always, if you have any queries, please do not hesitate to get in touch with the Compliance Team by emailing: compliance@libdems.org.uk



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