

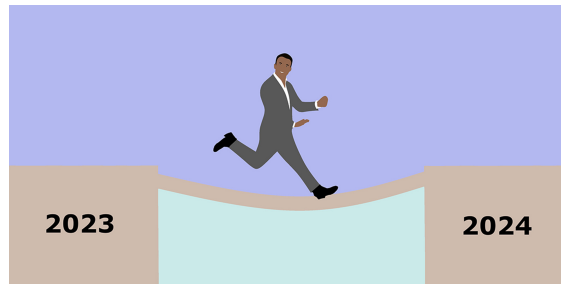
**From:** Kerry Buist - Liberal Democrats <compliance@libdems.org.uk>

**Date:** Wed, 17 Jan 2024

**Subject:** Important information for 2023 / 2024 Chairs & Treasurers



## Your 2023 Year-End Accounts



Dear Colleague,

Local, Regional, State parties; the Federal Party and most Lib Dem organisations are registered with the Electoral Commission as “*accounting units*.”

Each year, these accounting units are legally required to produce their accounts. We’ve created a [template and guidance](#) to help you.



### Handover

It is usually the outgoing treasurer who does the accounts and the incoming treasurer who sends them to HQ.

There should be a transfer of bank signatories, systems access and bookkeeping where there is a new treasurer - please see our [handover guide](#) for further details.



## Accounts Guide and Template

Please read the **guide** which covers important information about frequently asked questions and common issues. It can be found alongside the accounts template [here](#).

Where income/expenditure is below £250,000, the due date for sending your year-end report to us is **15th March**. This is also the deadline for draft submissions of accounts over £250,000, followed by **31st May** for the professionally audited report.

If you require a copy of the accounts template for **branches** or your local party was **newly formed in 2023**, contact [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk) for a special template.

Even if your local party no longer exists following the boundary changes, submission of a year-end report is still required.

## Annual Accounts Briefing

Wed 24 Jan, 10-11am

Email the Compliance Team to book your place and receive the Zoom link: [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)



# Guidance on Independent Examiners

Are you a local party or group whose income / expenditure comes to £250,000 or under?



Then you're constitutionally required to have your accounts examined by an independent inspector.

We've produced a [guide](#) that we hope will be of help.

## Further Support

Do look out for our emails about additional help for completing the annual accounts, including:

- The **February Compliance Challenge** (a daily bitesize training programme)
- Online **Treasurer Training Day**
- **Annual Accounts Clinics**
- **Monthly Compliance Clinic** (every third Monday)
- **One to One appointments** (email [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk))

Best wishes,



**Kerry Buist** (she/her)  
Head of Compliance and  
Governance  
*Liberal Democrats*

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).

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