

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

**Date:** Mon, 3 Apr 2023 at 16:45

**Subject:** Important - Donations on Fleet



**We understand there may have been some issues on Friday sending the email below. As well as the Zoom call this evening, we will hold another one tomorrow (Tuesday) evening on the same link at 6pm.**

Dear Colleague,

The Compliance Team has received several questions about how donations are received on the new Fleet websites and how they should be managed and declared.

When someone donates to your local party on your Fleet website, it comes to the Federal Party. It is then reported on Lighthouse and you should be able to see it. It is the local party's responsibility to check whether the donation is from a permissible donor. We have only 30 days from the receipt of donation to deciding if we accept them or not. If no checks are done, you are automatically determined to have accepted the donation.

If the donation is permissible, you should then report it in the usual manner with the deadline for monthly reports being the 10th of the following month.

If the donation is not from a permissible source, it needs to be returned within 30 days. Otherwise, the money will be forfeited to the Treasury via the Electoral Commission and you will be fined by the Electoral Commission a minimum of £250.

If the money has already been transferred to your local party, it will be the local party's responsibility to return it to the donor, please contact the Compliance Team if you have any problems in returning the money. If the money hasn't been transferred to the local party, you need to let us know (via [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)) and we will return it.

We need to declare on a quarterly basis any donations that are returned. So please notify us of these returns by emailing both [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk) and [financeteam@libdems.org.uk](mailto:financeteam@libdems.org.uk)

We are working with the Finance and IT teams to make this process as efficient as possible, and we aim to increase the frequency of the money transfers.

If you have any questions, we have arranged a special Compliance Clinic for Monday 3rd April 6 - 7pm. The link to join the call is <https://us06web.zoom.us/j/88978795640?pwd=Z00wbEtVeFZrMFRTLzA4TWdGU3JBdz09>.

Or email us.

If your question is about permissibility, please email [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk), if it is about money transfers, please email [financeteam@libdems.org.uk](mailto:financeteam@libdems.org.uk) or if it's about Lighthouse or Fleet, please email [support@libdems.org.uk](mailto:support@libdems.org.uk)

Please could you check that you have declared all donations that you have received since 1st January 2023 and report anything you need to by Monday 10th April.

I appreciate that the deadline is really tight, and it will take you time to check it - thank you.

Regards,



**Kerry Buist** (she/her)

Head of Compliance and Company

Secretary

*Liberal Democrats*