

From: Kerry Buist - Liberal Democrats
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Subject: Your 2023 Annual Accounts



Your 2023 Annual Accounts

Dear Colleague,

As we near the end of another year, it's time again for the all-important housekeeping task of the annual accounts for 2023.

This is still required even if your local party may no longer exist following boundary changes.

Should you be passing on the baton to new officers, you'll need to complete a [handover](#) too.

Year-end Accounts



Your **guide** and **template** can be found [here](#).

In the lead up to the deadline of **15th March 2024**, 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 outgoing (2023) treasurer should prepare the annual accounts and the incoming (2024) 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 us by emailing: compliance@libdems.org.uk

Best wishes,



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

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