

Bequests

This guide tells Treasurers what to do when a bequest / legacy is received by a party or group of the Liberal Democrats.

(For advice on how to get members and supporters to leave a legacy in their will to the Liberal Democrats, please visit www.libdems.org.uk/future-fund or email: legacy@libdems.org.uk)

Bequests of £500 or over, must come from a permissible donor.

Those under £500 can be accepted without needing to perform checks.

A permissible donor is an individual, who in the five years up to their date of death, was on the UK Electoral Register.

The Treasurer (or Chair, in their absence) has **30 days** to prove that the money comes from a permissible donor - starting from the date the money is received (i.e. paid into the bank). For cheques, this is from the date it is paid into the bank account.

If you can't prove they are permissible, you must either return the money before the 30 days is up or forfeit the money to the Electoral Commission.

Therefore **it is paramount that you get in touch with the Compliance Team as soon as you hear that a bequest is on the way** by emailing compliance@libdems.org.uk

How to check if someone was on the Electoral Roll:

If the deceased is still on Connect, please supply the Compliance Team at LDHQ with their:

- Name
- Address
- Electoral Number (Polling Number)

It's more likely that when the executor of the will contacts you, the person who made the bequest has been removed from the Electoral Register by the Council, therefore, they won't be on Connect.

You'll need to turn detective, finding out the addresses (including nursing homes) that the person lived at for the **last five years**. Contact the Compliance Team to help find Electoral Roll numbers from the Connect archive, which is only visible to HQ.

This must be completed within 30 days of banking the money.

Seeking old addresses and Electoral Numbers is time-consuming, so email compliance@libdems.org.uk as soon as you hear you will be receiving a legacy from a will.

What to report to the Compliance Team

Email compliance@libdems.org.uk urgently with as much information as possible:

- **Name** of person (the person whose will it is, not the executor)
- **Addresses** for the last five years up to the date of death
- The most recent **Electoral Number** you can find (inc. month and year of that number)
- Name and address of **local authority**
- Legacy **amount**
- **Date** received

Please contact Compliance before reporting on Lighthouse: we can advise what to do / report it for you.

Note: some deceased people are no longer visible as contacts on Lighthouse, if that is the case, the Compliance Team can report the bequest donation for you.