This form must be returned by 15th March 2020 to Compliance Dept., Freepost RSTK-HKSH-EJGE, Liberal Democrats, 8 - 10 Great George Street, London, SW1P 3AE

Liberal Democrats annual accounts report 2019

Please use CAPITALS for clarity

|  |  |  |
| --- | --- | --- |
| Your accounting unit / local party name |  |  |

Please tick the boxes that apply to your gross income & gross expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Income** | | **Total Expenses** | |
| Less than £20,000 |  | Less than £20,000 |  |
| Between 20,000 and £25,000  (use bigger parties accounts template) |  | Between 20,500 and £25,000  (use bigger parties accounts template) |  |
| Over £25,000  (use bigger parties accounts template) |  | Over £25,000  (use bigger parties accounts template) |  |
| Over £250,000  (use bigger parties accounts template) |  | Over £250,000  (use bigger parties accounts template) |  |

**If any of the answers are not ‘yes’ (other than those marked N/A) then you will need to amend your accounts to comply with the law.**

|  |  |  |
| --- | --- | --- |
| Have you included the following administrative information? | Yes | N/A |
| - the principal address of the party *(this is 8-10 Great George Street, London SW1P 3AE)* |  |  |
| - names of the responsible officers as required by the PPER Act *(Chair & Treasurer)* |  |  |
| Have you included a note regarding branches? |  |  |
| Have the accounts been approved by the local party executive? |  |  |
| Has the balance sheet been signed by the Chair and Treasurer |  |  |
|  |  |  |
| Accounts (*the financial year is 1 January to 31 December)* | Yes | N/A |
| Have you provided an income and expenditure account from 1st January 2019 to  31st December 2019 in the recommended format with comparative prior year figures? |  |  |
| Do the figures include all branches? |  |  |
|  |
| Have you provided **notes** for the following items in the Income & Expenditure account: | Yes | N/A |
| - salaries paid |  |  |
| - fundraising activities |  |  |
| - showing the income and expenditure of branches |  |  |
| Have you provided a separate balance sheet in the prescribed format as at 31 December 2019 with comparative figures: |  |  |
| Does the closing figure for net assets at the end of 2018 agree to the opening figure for 2019 |  |  |
|  |  |  |
| Have you provided **notes** for the following items in the Balance Sheet: | Yes | N/A |
| - fixed assets |  |  |
| - debtors & prepayments |  |  |
| - creditors & accruals |  |  |

You are required to send your accounts to Lib Dem HQ. The deadline for this is 15th March 2020.

Please sign and date this form below, attach a copy of your accounts to the form and send to:   
PPERA Compliance, Liberal Democrats, 8-10 Great George Street, London SW1P 3AE.

|  |  |
| --- | --- |
| Treasurer’s name *(in capitals)* |  |
| Treasurer’s e-mail address |  |
| Date: |  |
| Treasurer’s signature |  |