Managing finances

Last updated: April 2020

What you will learn in this chapter

- [How to manage donations](#)

- [How to manage loans](#)

- [How to manage pledges](#)

- [How to submit PPERA returns](#)

- [How to submit election expenses](#)

Useful resources

- [Membership rebates](#)

Managing donations

What you will learn in this section

- How to view your donations

- How to record new donations

- How to edit existing donations

Permissions needed

	View	Edit	Create
Donations	✓		

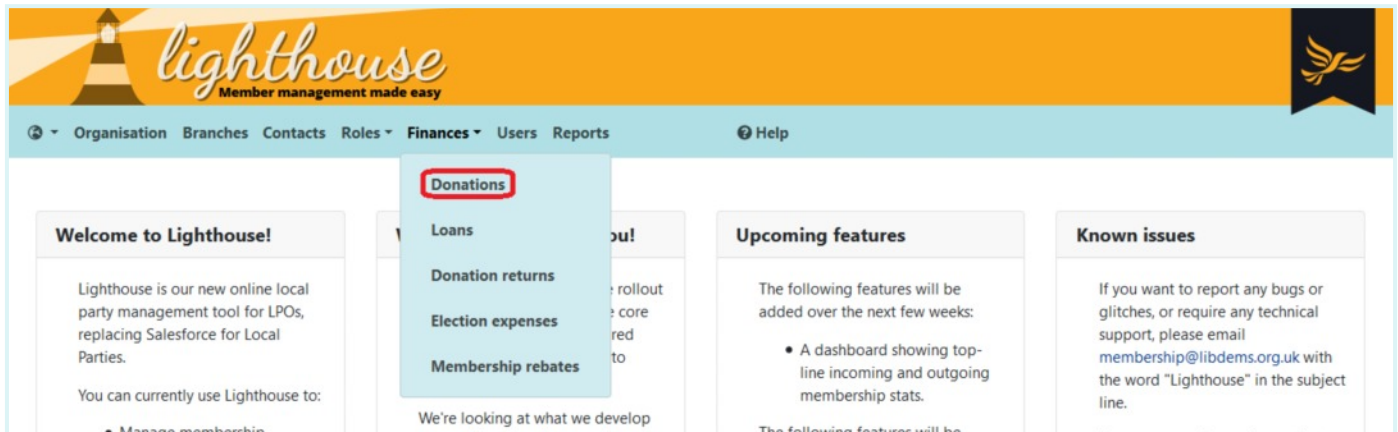|	View	Edit	Create
Donations	✓	✓	✓
Contacts	✓	✓	✓

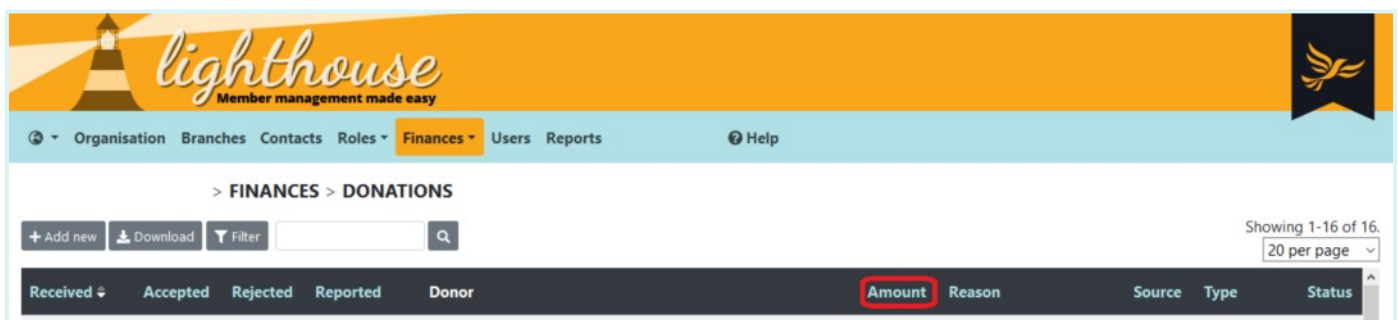|	View	Edit	Create
Donations	✓	✓	

How to view your donations

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Donations" from the drop-down menu which appears.

Step 2

You will be directed to the Donations page, where you can view a list of your donations in chronological order alongside details of the amount donated, source, reason, and status of the donation. Click on any of the blue column headers to sort the data according to that field. For example, you could sort your donations in order of size by clicking the "Amount" header.
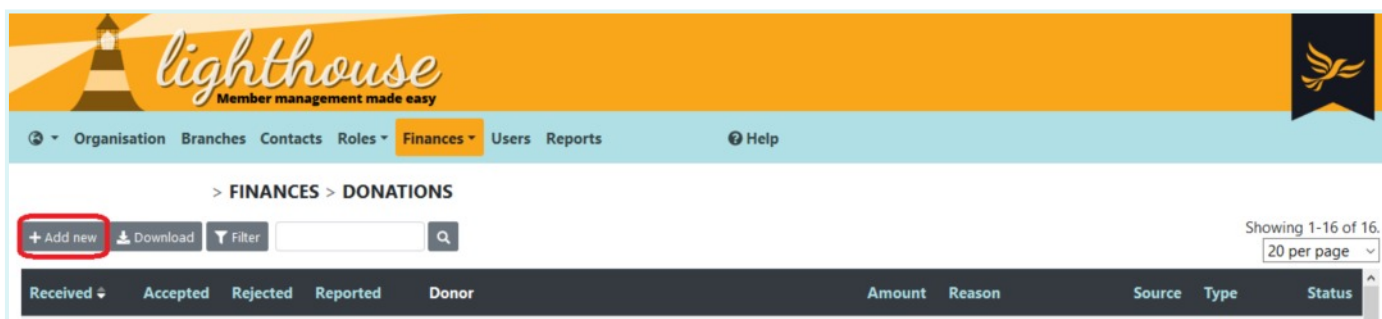
Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Donations" from the drop-down menu which appears.

Step 2

You will be directed to the Donations page. To add a new donation, click "Add new" at the top left of the screen.

Step 3

You will be directed to the "New Donation" page. Here you will need to fill in some details to ensure the donation is recorded accurately.

To get started, begin typing the name of an individual, company or party organisation in the first field. If they are already a contact in Lighthouse, the name will appear automatically below the "name" field. Click on this to choose your donor, and their contact details will be automatically filled in in the fields below.

If the donor is not already a contact in Lighthouse, you can click on one of the three buttons below the "name" field to add a new individual, company or party organisation. Note that you will need contact details for the relevant individual to hand, and, in the case of company donations, the business' registration number as listed at Companies House.

Step 4

Look up the donor's electoral number (if applicable) in Connect, then copy and paste it in to the "Electoral number" field.

Step 5

Next, you will need to choose the type of donation you received. This is the form the donation took - such as cash, standing order, cheque, bank transfer or gift in kind. For PPERA donations you should **only** select cash, bequest or gift in kind.

Make sure you **do not** choose one of the following options:

- Loan
- Loan repayment
- Pledged
- Refund / contra

Step 6

Next, you will need to choose the source of the donation.

This essentially means where the donation has come from, as you will see from the drop-down list that appears for this field.

Step 7

Next, input the amount of money - or approximate value in the case of a gift - in the "amount " field.

Step 8

Your next step is to note the dates the donation was received, whether it was approved or rejected, and when this took place. For "Date received", simply type in (or choose from the drop-down calendar menu) the date on which the donation was received.

If you wish to accept the donation, type the date it was accepted in the box under "Accepted". This might vary depending on the type of donation you've been given, for example:

- For cash or bank transfers, it will be the same date the donation was received
- For cheque payments, it will be the day that you cash the cheque
- For gifts in kind, it will be the date the gift was used - e.g. date an item was won in a raffle

If you wish to reject the donation, type the date it was accepted in the box under "Rejected".

Be aware that whichever date you select for "Date accepted" will also represent the beginning of the 30 day period in which you must verify that the donation is valid.

Step 9

Next, note the reason for the donation. For example:

- If you received a monetary donation, which appeal or fundraising event generated it?
- If it was a gift in kind, what was the gift?

Finally, if the donation is to be put towards a loan repayment, begin typing the name of the loan into the final box on the page. This will allow you to search for and select the name of an existing loan in Lighthouse.

If you need more information about recording loans, click here.

Step 10

When you are finished, click "Save" at the bottom of the screen, or, if you have more donations to record, click "Save and add another".

You will be returned to the Donations page. Your newly-recorded donation will not appear here straight away, as the system needs to perform a number of automated checks on the donation before displaying it. Check back in 15 minutes to view your new donation.

How to edit existing donations

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Donations" from the drop-down menu which appears.

Step 2

You will be directed to the Donations page. If you would like to edit an existing donation, click the pencil icon next to your chosen donation record in the list. You will then be able to update the details of that donation, using the same process (steps 3 - 10) as you would to record a new one.

Managing loans

What you will learn in this section

- [How to view your loans](#)

- [How to record new loans](#)

- [How to edit existing loans](#)

- [How to record loan repayments](#)

Permissions needed

	View	Edit	Create
Donations	✔		

	View	Edit	Create
Donations	✔	✔	✔
Contacts	✔	✔	✔

	View	Edit	Create
Donations	✔	✔	

	View	Edit	Create
Donations	✔	✔	

How to view your loans

Step 1

After logging into <u>Lighthouse,</u> you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Loans" from the drop-down menu which appears.

Step 2

You will be directed to the Loans page, where you can view a list of the loans your local party has taken out. Here you can also see headline information such as the name of the business or individual who made the loan, the amount loan, the reason for the loan, and when it is due.

Click on any of the blue column headers to sort the data according to that field. For example, you could sort your loans in order of size by clicking the "Amount" header.

How to record new loans

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Loans" from the drop-down menu which appears.

Step 2

You will be directed to the Loans page, where you can view a list of the loans your local party has taken out.

To add a new loan, click "Add new" at the top left of the screen.

Step 3

You will be directed to the "New Loan" page. To get started, begin typing the name of an individual, company or party organisation in the first field. If they are already a contact in Lighthouse, the name will appear automatically below the "name" field. Click on this to choose your lender, then fill in their most up-to-date electoral number (for individual donations only), which you can find on Connect.

If the donor is not already a contact in Lighthouse, you can click on one of the three buttons below the "name" field to add a new individual, company or party organisation. Note that you will need contact details for the relevant individual to hand, and, in the case of company loans, the business' registration number as listed at Companies House.

Step 4

Next, choose the type of loan - credit facility, loan, or overdraft - from the drop-down box.

Type *

Credit Facility

Step 5

Type the amount of money borrowed in the "Amount" field, and the interest rate in the field next to that. Note that you do not need to type the percentage symbol into this box.

Amount *

£

Interest rate *

%

Step 6

Confirm the date of the loan and its due date using the next two fields. You can either do this by typing in the date, or by choosing the correct date from the calendar which appears when you click into one of the date fields.

Borrowed *

dd / mm / yyyy

Set to: today / yesterday / empty

Due

dd / mm / yyyy

Set to: today / yesterday / empty

Step 7

Finally, note the reason for the loan (if applicable) in the last field.

Once you are happy that the information you have entered is correct, click "Save" to save your loan, or click "Save and add another" to submit information about another loan.

Reason

Cancel   Save & add another   Save

If you clicked "Save", you will be returned to the Loans page. Your newly-recorded loan will not appear here straight away, as the system needs to perform a number of automated checks on the loan before displaying it. Check back in 15 minutes to view your new loan.

How to edit existing loans

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Loans" from the drop-down menu which appears.

Step 2

You will be directed to the Loans page. If you would like to edit an existing loan, click the pencil icon next to your chosen donation record in the list. You will then be able to update the details of that donation, using the same process (steps 3 - 7) as you would to record a new one.

How to record loan repayments

Step 1

After logging into [Lighthouse](#), you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Loans" from the drop-down menu which appears.

Step 2

You will be directed to the Loans page. Chose the loan you would like to record a payment for from the list, and click on the eye icon next to the pencil on the left of the table.

Step 3

You will be directed to the details page for your chosen loan, where you can see information about the amount borrowed, the lender, its due date and any previous repayments.

To record a new repayment, click "Add repayment" at the top-left of the page.

Step 4

First, choose the type of repayment you would like to record - a cash repayment, a conversion of a loan to a donation, or a payment of interest added - from the drop-down menu.

Step 5

Next, select or type in the date of the repayment and the amount you will be repaying. Note that Lighthouse automatically tells you how much is still owing on the loan, excluding this payment,, underneath the "Amount repaid" field.

Step 6

Finally, type in the name of the person who made the repayment in the "Name" field, and any notes you would like to add in the "Details" field.

When you are finished, click "Save", or "Save and add another" if you would like to record another loan repayment.

Step 7

If you clicked "Save", you will be directed back to the details page for your chosen loan, where the repayment will be noted in the list at the bottom of the page.

If you made a mistake in recording a loan repayment, click the pencil icon next to the date of the repayment.

Step 8

You will be directed to the "Edit repayment" page, where you can change the date of the repayment, the amount repaid, the name of the repayment and any notes in the "Details" field. Note that you cannot change the type of repayment or the name of the person making it after it has been created.

When you are happy with your changes, click "Update". You will be directed back to the details page for your chosen loan.

Managing pledges

What you will learn in this section

- [How to view your pledges](#)

- [How to record new pledges](#)

- [How to edit existing pledges](#)

- [How to convert a pledge into a donation](#)

Permissions needed

	View	Edit	Create
Donations	✓		

	View	Edit	Create
Donations	✓	✓	✓
Contacts	✓	✓	✓

	View	Edit	Create
Donations	✓	✓	

	View	Edit	Create
Donations	✓	✓	✓

How to view your pledges

Step 1

After logging into [Lighthouse](#), you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Pledges" from the drop-down menu which appears.

Step 2

You will be directed to the Pledges page, where you can view a list of your pledges in chronological order alongside details of the amount pledged, the donor, reason, and source of the pledge. Click on any of the blue column headers to sort the data according to that field. For example, you could sort your pledges in order of size by clicking the "Amount" header.

To view more details of a specific pledge, click on the eye icon next to the pencil on the left of the table.

Step 3

You will be directed to the details page for your chosen pledge.

How to record new pledges

Step 1

After logging into [Lighthouse](#), you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Pledges" from the drop-down menu which appears.

Step 2

You will be directed to the Pledges page. To record a new pledge, click "Add new" at the top-left of the screen.

Step 3

You will be directed to the "New pledge" page. To get started, begin typing the name of an individual, company or party organisation in the first field. If they are already a contact in Lighthouse, the name will appear automatically below the "name" field. Click on this to choose your donor, and their contact details will be automatically filled in in the fields below.

If the donor is not already a contact in Lighthouse, you can click on one of the three buttons below the "name" field to add a new individual, company or party organisation. Note that you will need contact details for the relevant individual to hand, and, in the case of company donations, the business' registration number as listed at Companies House.

Step 4

If you are recording a pledge from an individual, you will next need to type in their electoral number. You can find this by looking the contact up on Connect.

Step 5

Next, you will need to choose the source of the pledge.

This essentially means where the pledge has come from, as you will see from the drop-down list that appears for this field.

Step 6

Next, input the amount of money pledged in the "amount " field.

Step 7

Your next step is to note the dates the pledge was received, and the date the donor is expected to make the donation.

Simply type in (or choose from the drop-down calendar menu) these dates in the "Pledge received" and "Pledge due" fields.

Step 8

Finally, note the reason for the pledge. For example, you could note the appeal or fundraising event which generated it.

When you are finished, click "Save", or "Save and add another" to record another pledge. If you click "Save", you will be directed back to the Pledges page, where you can you view your new pledge in the list.

How to edit existing pledges

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Pledges" from the drop-down menu which appears.

Step 2

You will be directed to the Pledges page. To edit an existing pledge, locate it in the list and click the pencil icon (next to the eye icon) on the left side of the table.

Note that you can also edit a pledge by clicking on the icon to show full details for that pledge, and then clicking "Edit" at the top left of the screen.

Step 3

You will be directed to the "Edit pledge" page. You will then be able to update the details of that pledge, using the same process (steps 3 - 8) as you would to record a new one.

How to convert a pledge into a donation

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Pledges" from the drop-down menu which appears.

Step 2

You will be directed to the Pledges page. Choose the pledge you would like to convert from the list, pledge, then click the pencil icon (next to the eye icon) on the left side of the table.

Step 3

You will be directed to the details page for your chosen pledge. To convert it into a donation, click "Convert to donation".

Step 4

You will be directed to the "Convert to donation" page. Many of the fields on this page will already be completed using the information you recorded about the pledge.

If you need assistance completing the required information, the steps are the same as you would follow to record a new donation - click here to learn more.

When you are finished, click "Convert" at the bottom of the page. Your new donation will be visible on the Donations page, and the pledge will be removed from the Pledge page.

Submitting PPERA returns

What you will learn in this section

- [How to submit PPERA returns](#)

Permissions needed

	View	Edit	Create
Donations	✓	✓	✓
Contacts	✓	✓	✓

Before completing your PPERA return, please make sure you have added any donations necessary for the month you wish to create a return for. Please see our user guide on recording new donations for instructions on how to do this.

Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Donation returns" from the drop-down menu which appears.

Step 2

You will be directed to the Returns page, where you will see a list of monthly PPERA returns arranged with the most recent months at the top. Find the return you need to submit from the list, and click on the eye in the left hand column.

Please note that the due date for any month's return will always be the 15th of the following month, or the nearest preceding working day if this should fall on a weekend or bank holiday. For example, if completing the March 2020 return, the due date would be 15 April 2020.

Step 3

You will be directed to a page showing an overview of your chosen month's return. To start completing the return, click "Review and Submit" on the top left hand side of the page.

Step 4

You will be directed to the page where you can edit and submit your return. First, check that the details of your Chair and Treasurer are correct.

If the Chair and Treasurer details are not correct, make sure to click "Change Chair/Convener" or "Change Treasurer". A pop-up box will appear, into which you can search for and select your new Chair or Treasurer from a list of your existing members, and update their terms of office.

Step 5

You will next see a list of all the donations you logged in Lighthouse over the past month, including details of the amount, the donor, and the date the donation was accepted.

Make sure to click the checkbox next to all the donations to include them in your return.

If you have any donations to declare which are outside the period covered by the return, type the name of the donor into the box below the existing donations and select the donation you would like to include.

If you have no donations or they are all below £500; please submit a nil return. To do this go straight to Step 7 and select the first tick-box to confirm a nil return.

Step 6

You will next see a list of all the loans and loan repayments you logged in Lighthouse over the past month. Follow the same process outlined in Step 5 to select the ones you would like to include in your return. As with donations, you can use the search box to look up loans or loan repayments outside the period covered by the return.

Step 7

Finally, scroll to the bottom of the page and you will see three declarations along with tick-boxes for each one. When you are satisfied that the information and declarations are accurate, click "Submit" at the bottom right hand side of the page. Your status for this return should now be listed as "Submitted".

Submitting election expenses

What you will learn in this section

- [How to submit election expenses](#)

Permissions needed

|	View	Edit	Create
Expenses	✓	✓	✓

How to submit election expenses

Please note: this guidance is for local parties that need to submit itemised expenses. If you need to submit a nil return, please email compliance@libdems.org.uk to let them know.

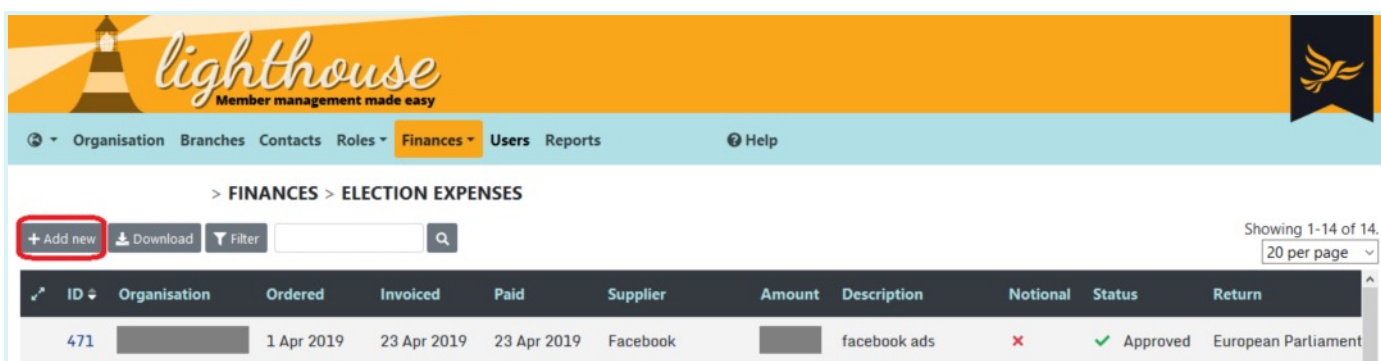## Step 1

After logging into Lighthouse, you will be directed to the Dashboard page. Click on "Finances" in the blue menu at the top; then select "Election expenses" from the drop-down menu which appears.
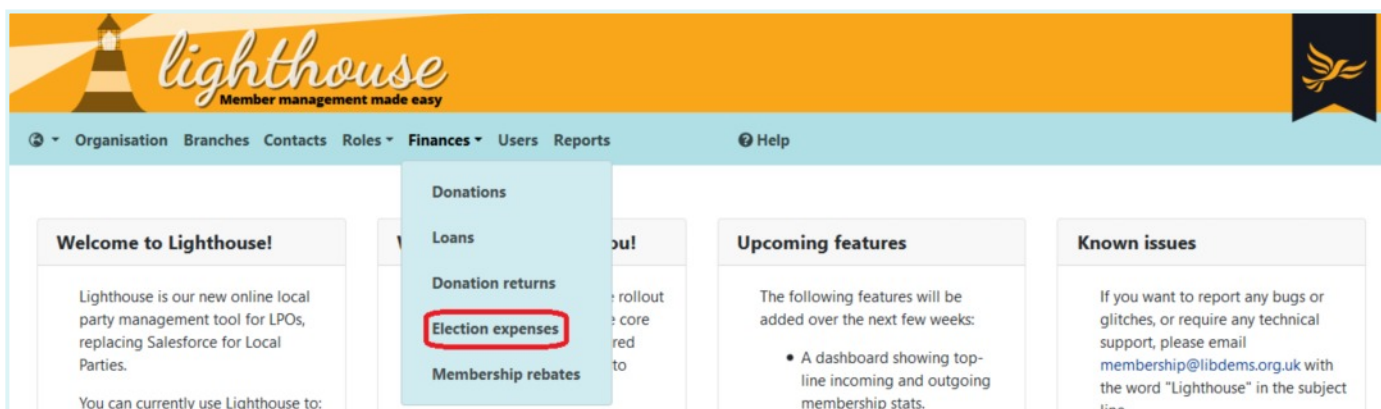
Step 2

You will be directed to the Election Expenses page. To submit a new expense, click "Add new" at the top left of the page.

Step 3

You will be directed to the New Expense page, where you can fill in details relating to your new submission. A red asterisk * denotes a compulsory field that you will need to complete in order to save your return.

Begin by choosing the category of spending your expense falls under, and type in a description of the item or service you paid for in the next box.

Category *

A — Party political broadcasts

Description of item or service *

Step 4

Next, type the value of the item or service into the "Value" field. If you did not pay full price for an item/service as it was donated or provided at a discounted rate, list the actual amount you paid (or £0.00 for a donated item) rather than the full price it would have cost, and tick the check box.

Value *

£   0.00

☐ Donated free of charge or notional items

Notional spending is the difference in value between the commercial rate for an item or service and the price you pay.

Step 5

Next, complete the Apportionment section to specify what proportion of the expense will be submitted as part of the Federal Party's spending return. Click here to read more guidance on how to do this here, under "Completing your General Election 2019 spending return".

Step 6

Confirm the order date, invoice date and the payment date using the next three fields. You can either do this by typing in the date, or by choosing the correct date from the calendar which appears when you click into one of the date fields.

Step 7

Note the name of the person who made the payment, then begin to type in the name of the supplier in the following field. This box contains a smart lookup, so the correct name and address in a standard format should appear as you start typing.

Click on the name of the supplier from the list of suggestions, and the name and address fields will populate automatically.

Then, type the invoice number into the "Supplier's invoice number field.

Name of the person who made the payment

Supplier name*

Supplier address*

Start typing the supplier's address or postcode to see suggestions.

Supplier's invoice number

Step 8

At the bottom of the screen, you will be asked to upload an invoice or receipt, which **must** be submitted for every expense submitted. There is also the option to upload a copy of the item purchased, if this is a leaflet or other document. To do so, click on the Browse button to find the file you would like to upload (the file must be a PDF or an image file).

Upload a scan of the invoice or receipt *

Browse

Use PDF format or an image such as JPEG or PNG. This file MUST be an invoice or receipt and ideally a VAT invoice and it MUST contain the date, amount, supplier name and address. An order confirmation or payment advice is not sufficient.

Upload the item itself

Browse

For example, the leaflet that you paid to have printed. Use PDF format or an image such as JPEG or PNG

Step 9

When you're happy with all the details you've submitted, click "Save" at the very bottom of the page to complete the submission, or "Save and add another" to add another expense.

Please note: You will not be able to edit your expense once you've submitted it, so please double-check all the details before submitting.

Cancel | Save & add another | Save

You will then be directed back to the Election Expenses page, where your new submission will be shown in the list.