

The Labour Party

MID-SUSSEX **Constituency Labour Party** Accounting Unit

STATEMENT OF ACCOUNTS

For the year ended 31 December 2019

INTRODUCTION

This Statement of Accounts provides a report of the political and financial activities of Mid-Sussex CLP Accounting Unit.

Registered address: The Labour Party, Southside, 105 Victoria Street, London SW1E 6QT

For the purposes of the Political Parties Elections and Referendums Act 2000 the responsible officers are:

| Name | Position |
|----------------------|--------------------------|
| Linda Anne Greatorex | Registered Treasurer |
| Elaine Bolton | Chair (Deputy Treasurer) |

This Statement of Accounts uses cash accounting in line with guidance issued by the Electoral Commission. Last year's accounts were prepared on the cash basis. The figures shown for last year have not been recalculated.

ELECTED OFFICIALS

We have no members on District or Town councils, but we had 3 members elected on Parish councils as Labour candidates & 3 members on Parish councils elected as independents.

REVIEW OF POLITICAL ACTIVITIES

We managed to field candidates in many seats for our local elections. We also held regular street stalls throughout the year. We fought a strong campaign during the General Election period, with our candidate, Gemma Bolton, achieving Labours second best amount of overall votes.

Membership

Membership numbers continued to fall throughout the year, but recovered strongly after the General Election to around 763 by the end of the year.

REVIEW OF FINANCIAL ACTIVITIES

Income:

Our main source of income comes from our rental property. We continue to operate a 100 Club. We were awarded a £6000 grant from the National Executive Committee to facilitate disabled access.

Expenditure:

We have a mortgage on our property of £37,575.10 and an unsecured loan of £4,970. We had gas central heating installed in our offices & had extensive roof repairs too. We also had a window replaced with new double-glazed French doors and replaced the path leading up to the rear of the property so that we could accommodate wheelchair users at our meetings.

Assets:

Our property remains our primary asset. The property was last valued at £279,125 in 2017, now with an estimated value of £300,000.

Haywards Heath Branch

We are continuing in our efforts to gain access to Haywards Heath Bank accounts. We have managed to obtain a statement of the branch Co-op bank account for the period of 29th November 2019-31st December 2019 & contained 3 transactions, two credits which we believe could be standing orders into the account, totalling £15 & one debit of £5 which was for account charges. Haywards Heath continues to be a non- functioning branch at Regions request, so therefore the CLP is funding any expenses incurred by Haywards Heath. This amounts to £234.21 for 2019.

DECLARATION

I confirm that this Statement of Accounts is correct to the best of my knowledge and has been approved by the accounting unit's management committee.

| Signature | Date | Position |
|-----------|------|--------------------------|
| | | Registered Treasurer |
| | | Chair (Deputy Treasurer) |

Statement of Accounts 2019

MID-SUSSEX CLP

1 January to 31 December 2019

RECEIPTS AND PAYMENTS

| RECEIPTS | Note | 2019 | 2018 |
|----------------------------|------|-------------------|-------------------|
| Membership | 1 | £1,538.72 | £1,685.50 |
| Affiliations | 2 | £346.98 | £324.40 |
| Donations | 3 | £2,844.78 | £1,492.80 |
| Branch income | 4 | £3,114.00 | £1,864.24 |
| Fundraising income | 5 | £971.18 | £1,195.00 |
| Investment income | 6 | £17.62 | £26.09 |
| Transfers in | 7 | £1,764.00 | £0.00 |
| Property and rental income | 8 | £15,424.00 | £9,390.04 |
| Profit on sale of assets | | £0.00 | £0.00 |
| Miscellaneous | 9 | £0.00 | £0.00 |
| Unsecured Loan | | £1,000.00 | £0.00 |
| Total receipts | | £27,021.28 | £15,978.07 |

| PAYMENTS | Note | 2019 | 2018 |
|--------------------------------|------|-------------------|-------------------|
| Membership subscriptions | 1 | £87.50 | £85.00 |
| Property costs | 8 | £18,451.32 | £6,216.53 |
| Office costs | 10 | £1,059.19 | £1,129.89 |
| Branch expenditure | 4 | £3,629.95 | £1,095.15 |
| Staff costs | 11 | £0.00 | £0.00 |
| Transfers out | 7 | £0.00 | £450.00 |
| Campaigning costs | 12 | £4,293.51 | £1,164.50 |
| Fundraising costs | 5 | £286.50 | £525.70 |
| Financing charges and taxation | 13 | £179.75 | £167.05 |
| Miscellaneous | 9 | £625.00 | £1,840.22 |
| Unsecured Loan | | £1,000.00 | £0.00 |
| Total payments | | £29,612.72 | £12,674.04 |

| | | | |
|---------------------------------------|--|-------------------|------------------|
| Surplus/(Deficit) for the year | | -£2,591.44 | £3,304.03 |
|---------------------------------------|--|-------------------|------------------|

MID-SUSSEX CLP

Statement of Assets and Liabilities

At 31 December 2019

| Fixed assets | Note | 2019 | 2018 |
|---------------------------|-------------|--------------------|--------------------|
| Property | | £300,000.00 | £279,125.00 |
| Fixtures and fittings | | £0.00 | £0.00 |
| Office equipment | | £0.00 | £0.00 |
| | | | |
| Total fixed assets | | £300,000.00 | £279,125.00 |

| Current assets (at 31 December) | | 2019 | 2018 |
|--|--|--------------------|--------------------|
| Cash in hand | | £0.00 | £0.00 |
| Current account | | £2,634.31 | £2,780.27 |
| Premises account | | £1,155.94 | £3,465.08 |
| Unity account | | £2,449.99 | £1,599.37 |
| Other account | | £0.00 | £0.00 |
| Branches | | £8,758.85 | £11,217.58 |
| Total current assets | | £14,999.09 | £19,062.30 |
| | | | |
| Total assets | | £314,999.09 | £298,187.30 |

| Liabilities | Note | 2019 | 2018 |
|-------------------------------|-------------|-------------------|-------------------|
| Loans outstanding (unsecured) | | £4,970.00 | £4,970.00 |
| Unity (mortgage) | | £37,575.10 | £40,774.92 |
| | | | |
| Total liabilities | | £42,545.10 | £45,744.92 |

| | | | |
|---------------------------------|--|--------------------|--------------------|
| Net assets/(liabilities) | | £272,453.99 | £252,442.38 |
|---------------------------------|--|--------------------|--------------------|

Annual Statement of Accounts 2019

MID-SUSSEX CLP

1 January to 31 December 2019

Notes to accounts

Note 1 - Membership

| Membership | 2019 | | 2018 | |
|--------------------------|------------------|---------------|------------------|---------------|
| | Incoming | Outgoing | Incoming | Outgoing |
| From Head Office | £1,538.72 | | £1,685.50 | - |
| Subs collected locally | | | £0.00 | - |
| Subs sent to head office | | £87.50 | - | £85.00 |
| Total | £1,538.72 | £87.50 | £1,685.50 | £85.00 |

Note 2 - Affiliations

| Organisation | 2019 | 2018 |
|------------------|----------------|----------------|
| CWU | £250.00 | £250.00 |
| Unite | £6.00 | £42.00 |
| TSSA | £66.50 | £0.00 |
| GMB/Unison/Co-op | £24.48 | £32.40 |
| Total | £346.98 | £324.40 |

Note 3 - Donations

Cash and non-cash (notional) donations with a value of more than £500 are reported to the central Labour Party at the end of the quarter in which they are received. In turn, the central Labour Party reports some donations received by the Accounting Unit on to the Electoral Commission as follows:

- a) donations from Trade Unions and the Co-operative Party of more than £500
- b) donations of more than £1500 from the same donor (individuals, companies, unincorporated associations etc) in a calendar year given either as a single donation or several donations of more than £500 which add up to more than £1500.

A list of the donations received by the Accounting Unit which have been reported to the Electoral Commission can be viewed at: <http://www.electoralcommission.org.uk/party-finance/PEF-online-registers>

| Donations | 2019 | 2018 |
|-------------------------------------|------------------|------------------|
| <u>Donations of more than £1500</u> | | |
| | | |
| | | |
| | | |
| Sub-total | £0.00 | £0.00 |
| All other donations | £2,844.78 | £1,492.80 |
| Total donations | £2,844.78 | £1,492.80 |

Note 4 - Branch income and expenditure

| Branch | 2019 | | 2018 | |
|-----------------------|------------------|------------------|------------------|------------------|
| | Income | Expenditure | Income | Expenditure |
| <i>Burgess Hill</i> | £2,229.00 | £2,273.55 | £1,020.74 | £628.16 |
| <i>East Grinstead</i> | £870.00 | £1,356.40 | £843.50 | £466.99 |
| <i>Haywards Heath</i> | £15.00 | £0.00 | £0.00 | £0.00 |
| | | | | |
| | £3,114.00 | £3,629.95 | £1,864.24 | £1,095.15 |

Note 5 - Fundraising

| Event | 2019 | | | 2018 | | |
|--------------------|----------------|----------------|----------------|------------------|----------------|----------------|
| | Income | Costs | Profit | Income | Expenditure | Profit |
| 100 Club | £836.00 | £236.50 | £599.50 | £918.00 | £375.70 | £542.30 |
| Women's Event | £135.18 | £50.00 | £85.18 | £0.00 | £0.00 | £0.00 |
| Fundraising Dinner | £0.00 | £0.00 | £0.00 | £277.00 | £150.00 | £127.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | £971.18 | £286.50 | £684.68 | £1,195.00 | £525.70 | £669.30 |

Note 6 - Investment Income

From fixed assets and other investments

| | Balance at 31/12/19 | Interest received | Balance at 31/12/18 | Interest received |
|---------------------------------|---------------------|-------------------|---------------------|-------------------|
| Investment income | | | | |
| Share holdings | £0.00 | £0.00 | £0.00 | £0.00 |
| Burgess Hill Investment Account | £3,497.93 | £17.62 | £5,244.31 | £26.09 |
| | | | | |
| | | | | |
| | £3,497.93 | £17.62 | £5,244.31 | £26.09 |

Note 7 - Transfers

| Transfer to/from | Purpose of transfer | Amount | |
|---------------------------------|---------------------------------|------------------|--------------|
| | | Incoming | Outgoing |
| From B.Hill BLP to M.Sussex CLP | Installation of Central Heating | £1,764.00 | £0.00 |
| | | | |
| | | £1,764.00 | £0.00 |

Note 8 - Property - rental income & costs

| Item | 2019 | | 2018 | |
|----------------------|-------------------|-------------------|------------------|------------------|
| | Income | Expenditure | Income | Expenditure |
| Unity Loan | £0.00 | £4,486.46 | £0.00 | £4,433.43 |
| Property Rental | £9,384.00 | £0.00 | £9,390.04 | £26.04 |
| Hall hire | £40.00 | £0.00 | £0.00 | £0.00 |
| Business Rates | £0.00 | £0.00 | £0.00 | £79.09 |
| Utilities | £0.00 | £660.08 | £0.00 | £559.22 |
| Insurance | £0.00 | £443.33 | £0.00 | £443.05 |
| Repairs and renewals | *£6,000.00 | £12,861.45 | £0.00 | £675.70 |
| Legal costs | £0.00 | £0.00 | £0.00 | £0.00 |
| Cleaning | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | £15,424.00 | £18,451.32 | £9,390.04 | £6,216.53 |

*NEC Development Grant

Note 9 - Miscellaneous

| Item | 2019 | | 2018 | |
|---|--------------|----------------|--------------|------------------|
| | Income | Expenditure | Income | Expenditure |
| Delegates fees - annual Conference etc. | £0.00 | £435.00 | £0.00 | £699.00 |
| Delegates expenses - annual Conference etc. | £0.00 | £190.00 | £0.00 | £1,141.22 |
| Total | £0.00 | £625.00 | £0.00 | £1,840.22 |

Note 10 - Office costs

| Item | 2019 | 2018 |
|------------------------------|------------------|------------------|
| Stationery (non-campaigning) | £4.95 | £0.00 |
| Postage (non-campaigning) | £16.06 | £0.00 |
| Telephones and internet | £382.13 | £505.76 |
| Room hire for meetings | £310.87 | £531.20 |
| Photocopier hire | £0.00 | £0.00 |
| Consumables | £310.18 | £57.93 |
| Data Protection | £35.00 | £35.00 |
| Total | £1,059.19 | £1,129.89 |

Note 11 - Staff costs

| Item | 2019 | 2018 |
|--------------------|--------------|--------------|
| | £0.00 | £0.00 |
| Salary | £0.00 | £0.00 |
| National Insurance | £0.00 | £0.00 |
| Pension | £0.00 | £0.00 |
| Travel | £0.00 | £0.00 |
| Training | £0.00 | £0.00 |
| Other | £0.00 | £0.00 |
| Total | £0.00 | £0.00 |

Note 12 - Campaign costs

| Item | 2019 | 2018 |
|---|------------------|------------------|
| | | £0.00 |
| Commercial printing | £2,076.27 | £0.00 |
| Design costs | £0.00 | £0.00 |
| Photographs | £0.00 | £0.00 |
| Postage & delivery | £0.00 | £0.00 |
| Website | £360.00 | £372.19 |
| Stationery | £90.92 | £125.05 |
| Risograph costs | £1,193.71 | £667.26 |
| Rosettes / Leaflet etc. | £176.20 | £0.00 |
| Social Media Publicity | £384.06 | £0.00 |
| Meet the Candidate Launch event refreshments | £12.35 | £0.00 |
| | | £0.00 |
| | £4,293.51 | £1,164.50 |

Note 13 - Bank charges and tax

| Bank accounts | 2019 | 2018 |
|-----------------------------|----------------|----------------|
| Bank charges (all accounts) | £179.75 | £167.05 |
| Corporation Tax | | £0.00 |
| | | £0.00 |
| | £179.75 | £167.05 |

To: Labour Party General Secretary, South East Acting Regional Director, Donations Unit

30 March 2020

Dear Jennie Formby, Ellie Buck, Donations Unit

I refer to the email sent to you by our Constituency Treasurer, Linda Greatorex on 26 March and write to advise you what steps we are taking to get Mid Sussex Constituency Labour Party's accounts submitted on time.

Following the advice that Constituency Executive Committee's could approve the accounts by email, our EC members were sent the CLP accounts on 27 March, with requests for comments by the end of 29 March.

All comments received were then passed to the Treasurer, who made minor adjustments to the presentation of the accounts.

Following Government advice, we are most reluctant to hold a meeting between the Treasurer and the Auditors for them to go through the papers, or indeed to make unnecessary journeys to take the papers to them individually. It is clearly not reasonable or practical to scan and email the many receipts and documents required so that the auditors can undertake a full audit, so we have agreed with our Auditors that they be sent the accounts as approved by the Executive Committee so that they can go through them. The Treasurer will supply any key documents that they wish to see. Then they will email the Treasurer to indicate whether they are content for the accounts to be submitted based on this cursory check. The auditors are undertaking this work at present and are aware that it must be completed by Tuesday afternoon to enable the accounts to be submitted to the Labour Party and to the Electoral Commission on time that day.

I stress that a full audit will be held when circumstances enable this to happen safely, and the Auditors report will be presented to the Constituency Annual General Meeting, scheduled for September.

The Chair has emailed to say that she is happy for us to proceed on the basis that we have her signature of approval although her actual signature will not appear on the documents until the current restrictions are lifted.

We are very disappointed to have received no guidance from the party as to how the essential audit exercise should have been conducted and trust that you will accept that what we have put in place is reasonable, pragmatic and proportionate in the surreal circumstances faced by the country.

I look forward to hearing from you.

Yours sincerely

David Chalkley

Secretary, Mid Sussex Constituency Labour Party