



DISSOLUTION CLOSING DOWN

Follow the directions set out in your constitution

- This will tell the committee what arrangements need to be made for any money in the bank account.
- This will direct the committee about arrangements for any notification of closure meetings which need to be held.
- This will direct the committee to make a democratic decision about deciding a process to notify service users.
- The committee will need to decide how to dispose of any equipment.

People who you may wish to contact: -

- Your staff and volunteers
- Your service users
- The bank
- Any insurers
- The Charity Commission
- Companies House
- ACAS (for employment information)
- Your landlord
- Utilities, who provide your services
- Post Office to re-direct mail
- Any funders
- Inland Revenue

This list is intended for guidance and is not definitive.

See Also Chapter Two – Factsheet 16 – Don't panic – What to do in a funding crisis