

Closure Plan for VOCAWAVES

Non-charitable unincorporated association

Without a wider membership

This document explains the steps that will be taken to perform closure of the VOCAWAVES organisation, referred to as “the organisation”. This aligns with the guidance set in the governing document as of the updating of this document. Each part of closure is organised into different sections shown below:

Special General Meeting

This is a meeting that will be held to recommend closing the organisation to the volunteers and committee. A minutes of the meeting will be kept saying that members present agreed to close the organisation. This meeting will also determine which events will be held to commemorate the existence of the organisation, the achievements, or another factor to act as a finale. If it is agreed that this will occur, the other steps of closure will be conducted immediately after the event has finished running and all agreements relating to it are fulfilled.

Finances

All remaining bills will be paid. After this, remaining monetary assets in the bank account shall be distributed to charities of the committee’s choice. No money will be sent to any individuals, corporates or organisations with similar aims that do not work as a non-profit. Once this is complete and the accounts are empty, the account will be closed with the bank. This step will be documented in full for future reference should anyone request the information. When the account is closed, the member conducting the financial closure will request the bank to keep the records for seven years in accordance with legislation.

Assets

Any assets donated to the organisation with the intention of it being used not by an individual committee member, but upon acting as the organisation, will be returned to the donator if possible. If this is not possible, the item will be either donated to an organisation with similar aims, another charity, or recycled. Assets owned by volunteers, or the committee will remain as property of themselves.

Digital

The web hosting for the organisation will be cancelled along with the Finances. This may result in the email becoming unavailable, of which if this is the case alternative contacts should be provided for anyone requiring information in the future. All social media accounts will have a post on them announcing the end of the organisation, and

the accounts will be archived indefinitely by a designated member of the committee at the start of closure. The designated member will disable comments after the time of which their end of term would occur, and they will cease logging into the accounts unless necessary. For reference, a necessary example would be the risk of the accounts being terminated due to inactivity.

Documentation

Whilst the other steps of closure are being completed, a log will be kept. After these steps are complete, the final accounts will be prepared, and a final meeting will occur to conduct the winding up. Any documentation involving personally identifiable information regarding those outside of the committee will be removed unless it is legally required to be kept.

Final Meeting

The final meeting will consist of a review of the closure completed and fixing any remaining irregularities and answering any questions. After all identified have been resolved, the volunteers will be formally made redundant, and the committee disbanded.

Document updated and effective as of 17/09/2023