



Tel: 07359 068 827
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Labyrinth House,
258 Westborough Road,
Westcliff, Essex SS0 9PT

SEND the Right Message Dissolution Policy

SEND the Right Message will follow the guidance in our constitution and follow the guidelines set out at <https://www.gov.uk/guidance/how-to-close-a-charity>

SEND the Right Message remaining funds will be transferred to Kids Inspire Charity 1129513 in the event of a closure. SEND the Right Message will clear all its debts and liabilities before you spend its remaining assets on your charity's purposes. This will include checking if you have any:

- unspent grant money – check if there is any specific agreement with the grant maker.
- money from fundraising appeals that haven't reached their target or return any donations to donors



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SEND the Right Message will follow the closure procedure listed below:

Closure checklist

- If your organisation is registered with any regulatory body or statutory register
- If your organisation has restricted funding
- If your organisation is currently fundraising
- If your organisation employs staff
- If your organisation involves volunteers
- If your organisation has contractual liabilities
- If your organisation has physical assets
- If your organisation owns land and property
- If your organisation has waste
- If your organisation has intellectual property
- If your organisation holds data
- If your organisation has a permanent endowment
- If your organisation has safeguarding duties to children or adults at risk
- If your organisation delivers services to people at risk of harm
- If your organisation has a website and social media presence
- If your organisation has insurance
- If you are registered with any regulatory body or statutory register



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This policy was adopted by SEND the Right Message Charity	31 August 2021
Date to be reviewed	31 August 2022
Signed on behalf of the provider	
Name of signatory	Vicki Lamb
Role of signatory	Chair of Trustees
Next Review August 2023	31st August 2023