

# Removing a Charity from the Charity Register

## What a Guild needs to do before attempting to go online and deregister

- Guilds need to have held an EGM to pass a Special Resolution to close the Guild and to decide which Charity the residual funds will go to (this must be a Registered Charity)
- The reason for the closure must be recorded in the minutes of the EGM
- Pay off all their debts and liabilities including distributing the residual funds
- Complete their final accounts which the Charity Commission may wish to see.
- Deregister with the Charity Commission.

Below is the information a Guild will need before it goes online to deregister their charity. (This is taken from the Charity Commission Website.)

*You must remove your charity from the charities register if you've closed (or 'dissolved') it.*

### ***Before you start***

*You'll need the:*

- *value of your charity's remaining assets - and what happened to them when you closed the charity*
- *reason for the closure - recorded in the minutes of the meeting when the trustees decided to close*
- *registered number of the new charitable company if your charity has become a charitable company*
- *registered number of the charity getting your charity's remaining property if you've transferred it*