113 West Regent St.

 Glasgow G2 2RU

 Registered Charity SC006326

**Conference Closure Procedure**

**Diocese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Closure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diocesan President should notify Head Office if the closure of a**

**Conference is imminent.**

**Closure Procedure to be followed:** Please tick

● Complete all items to be entered into the Cash Book 🞏

● Reconcile the Cash Book balance to the balance on the bank statement 🞏

● Where there is a balance make a cheque\* out to Diocesan Council and send

 it to Diocesan Treasurer 🞏

● Cancel any standing orders 🞏

● Send confirmation to Head Office that the bank account has been closed 🞏

● All books and documents relating to the Accounting Recordsof the Conference

 including an **up-to-date Bank statement** should be sent to Head Office by

 Diocesan Treasurer 🞏

*\*The value of the cheque will be available to be returned if the Conference re-opens*

***within one year from date of closure.***

Signature of Arch/Diocesan President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: