

## **OPPORTUNITY HOUSE MINISTRY CLOSING POLICY**

Upon the necessity for the dissolution or winding up of Opportunity House, the Board of Directors shall oversee such process and ensure compliance with its By-Laws and all relevant provisions of the Texas Non-Profit Corporation Act and other applicable state and federal laws and regulations. The following procedures shall be followed.


### **PROCEDURES FOR CLOSING THE OPPORTUNITY HOUSE MINISTRY**

1. Consult with the Board of Directors and an attorney for advice on the steps necessary to dissolve the ministry.
2. Review all current building or equipment leases and ownership documents. Give notice to terminate all leases, as applicable.
3. Determine where first-class mail and packages should be forwarded and notify the United States Postal Service.
4. Cancel subscriptions and utilities, including phone service and Internet service.
5. Contact the insurance agent(s) and cancel all policies currently in force as of the date of closure.
6. Verify that all financial and administrative records are current.
7. Review all current participant files for open covenants. Terminate these appropriately.
8. Pay all outstanding bills.
9. Complete a final Opportunity House annual report.
10. File all necessary tax forms.
11. Notify those in the Opportunity House's network, including social service agencies, other faith-based helping programs, local educational programs and referral services of the cessation of the ministry.
12. Explain the ministry's decision to the Opportunity House financial supporters in a written communiqué.
13. Disburse remaining funds in compliance with 501(c)(3) guidelines and Opportunity House By-Laws.

14. Invite all current and former participants, mentors, volunteers, staff, board members and instructors to a closing celebration in recognition of what was accomplished when Opportunity House was active.
15. Send thank-you notes as appropriate.

ATTESTED BY SECRETARY-TREASURER

APPROVED BY THE BOARD OF DIRECTORS

  
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Signature

*Fred L. Orcutt, Jr.*  
\_\_\_\_\_  
Printed Name

November 21, 2013