

Donations from a Relief Chest

Funds held in a relief chest can be made to a registered charity, a charitable cause recognised by HMRC, Provincial Festivals/Appeals or to an individual in distress.



Payment from a Relief Chest can be requested by following a few easy steps:

- The Relief Chest holder decides to make a donation
- The donation is then approved in open Lodge etc. according to the practice of their unit
- The Relief Chest Representative completes a payment request form (electronic/paper)
- The payment request is sent to the Relief Chest Scheme office

The Relief Chest Scheme then process the payment request and make payments to the beneficiary. Donations from Relief Chests are made fortnightly or if requested issued immediately. Payments may be issued to the

- Charity (by cheque or BACS)
- Relief Chest holder for presentation (cheque, if requested)
- Provincial Festival/Appeal Relief Chest (by internal transfer immediately)
- Chest holder (by cheque for a relief of distress payment, issued immediately)

Payment request forms

Payment from a relief chest can be made using an electronic form (e-voucher), Blue special voucher or a Green normal voucher.

Electronic form

An e-voucher allows a Relief Chest Representatives to submit a request for payment online. Multiple payment requests can also be made using one online form. This is a secure, paperless approval process and makes the payment request and counter signature process quick and seamless. The process is;

- Relief Chest Representative visits <https://mcf.org.uk/e-voucher/>
- Find their Relief Chest and sign up to register
- Create a voucher (find the recipient charity, add amount, confirm)
- Send the request to the second signatory
- Second signatory approves and submit the request to Relief Chest Scheme

Paper form

Donation – for an Individual in Distress

Funds in a Relief Chest may be used to assist an individual in distress. There is no requirement that the individual receiving the assistance is a Freemason or a dependant of a Freemason and there is no limit to the amount or number of donations they may receive. Each donation may be of any amount, subject to the funds available in the relevant Relief Chest.

Vouchers must **not** be used to authorise donations to an individual in distress. To donate to an individual in distress a letter printed on the Relief Chest Holder's headed paper should be sent to the Relief Chest Scheme. It should provide details of the individual in distress and an assurance from the Relief Chest Holder that appropriate due diligence has been undertaken to confirm the need for relief. A sample letter is provided below:

Lodge/chapter headed paper
We have made due enquiry and we are satisfied that;
Full Name House No Street Town County POST CODE
is suffering from distress and is in need. The [insert Relief Chest holder's name] requests that the sum of [insert AMOUNT IN WORDS] pounds £..... be donated for the relief of [insert NAME] distress and be debited against Relief Chest No. [insert Relief Chest No]
[Signed] / NAME (Relief Chest Representative)
[Signed] / NAME (Master / Secretary / Treasurer / Almoner / Charity Steward)

Post the relief of distress letter to Relief Chest Scheme, 60 Great Queen Street, London WC2B 5AZ

