

Donations from a Relief Chest

Funds held in a Relief Chest can be made to a registered charity, a charitable cause recognised by HMRC, an exempt chaity, 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 Representative can forward beneficiary charity bank details with evidence for bank transfers

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

- Charity (by cheque or BACS)
- Relief Chest holder for presentation (a presentation cheque is sent if the payment has been made by BACS)
- Provincial Festival/Appeal Relief Chest (by internal transfer immediately)
- Chest holder (by cheque or bank transfer) for a relief of distress payment immediately

Payment request forms

To make a donation from a Relief Chest to a registered charity, Festival or an appeal , a payment request is required. Payment request can be submitted Online using an e-voucher or by post using a Green voucher.

e-Voucher

An e-voucher allows a Relief Chest Representatives to submit a request for payment online. 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/>
- Register or sign in
- Create a voucher (find the recipient charity, add amount, confirm)
- Submit the payment request to the second signatory for approval
- Second signatory receives an email to approve
- Once approved the payment request is sent automatically to the Relief Chest Scheme

Paper form

Green Vouchers - Donations to Charities

A green voucher requires the :

- registered charity or the Festival/Appeal name
- registered charity or the Festival or Appeal Relief Chest number
- amount in numbers and words
- signature of the Relief Chest Representative
- signature of the second signatory (any other officer of the Lodge)

Once completed post the green form to the Relief Chest office. The chest holder may obtain the bank details of the beneficiary charity with evidence and submit with the green form for bank transfers

Masonic
For Non-Masonic Charities
ONLY VALID TO BE USED TO TRANSFER DONATIONS
TO FESTIVAL/APPEAL CHESTS

Voucher No: _____

FOR THE _____

Date: ____/____/____

In accordance with a Resolution passed by the Members, please donate from the Relief Chest named above to the following charity or festival/appeal:

CHARITY NAMED ON: _____

REGISTERED NO OR: _____

AMOUNT: _____

POSTCODE: _____

The sum of £ _____

and debit the balance of the Relief Chest accordingly.

Signature: _____

Signature: _____

Relief Chest Representative: _____

Secretary/Treasurer/Recorder/Chairman/DC: _____

Print Name: _____

RGS
Masonic Charitable Foundation
60 Great Queen Street
London WC2B 5AZ
Tel: 020 3146 3352
SEE NOTE OUTLET
1 0021 807 4100 1

- If the transfer is to be allocated to individuals for honorific purposes, please complete the Relief Chest Transfer Allocation Form with the details of the members and send to the Relief Chest office with the green voucher or email the transfer allocation form to reliefchest@mcf.org.uk if an e-voucher was submitted

Masonic
Relief Chest Transfer Allocation Form
Use this form to allocate funds transferred to individual donor

Voucher No: _____ Relief Chest No: _____

	Print Name	Surname	Relief Chest No.	Print Code	Amount (£)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
Total of Individual Donations					£
Larger/Chapter Donations					£
Total to be transferred (please ensure this matches the total on the voucher)					£

The Green vouchers are pre-printed with unique numbers and issued to the Relief Chest Representative only.

To request a set of vouchers please contact the Relief Chest team by;

Phone: 020 3146 3352

Email: reliefchest@mcf.org.uk

Post: Relief Chest Scheme, 60 Great Queen Street, London WC2B 5AZ

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)

Please note the payment from the Relief Chest is made to the Relief Chest holder not to the individual . The Relief Chest holder is responsible for disbursing the money to the individual. To enable The Relief Chest Scheme to satisfy that each donation is charitable to the HRMC, a "Certificate of Disbursement" is issued by the Relief Chest. The certificate should be completed by the Treasurer and returned to the team following payment of the money to the individual.

Payments can be made by cheque payable to the Relief Chest holder i.e. The Lodge or bank transfer. The Relief Chest holder must provide evidence of their bank details to facilitate a bank transfer.

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