



## **MCF 2027 FESTIVAL TOOLKIT**

### **TK10 - TRANSFERRING MONEY FROM A RELIEF CHEST TO THE FESTIVAL**

There are three main different types of Relief Chest

- 1) Festival Relief Chest (MCF2027)
- 2) Lodge Relief Chest
- 3) Individual Relief Chest

#### **Festival Relief Chest (MCF2027)**

This is the Relief Chest into which donations and payments from Regular Payment Plans are deposited. It is controlled by the MCF.

Monies paid into this Relief Chest can attract Gift Aid Tax Relief if the donor is a qualified UK Taxpayer.

It is from this Relief Chest that the MCF 2027 Festival Provincial team receive information regarding qualification by Brethren as a Festival Steward, Vice Patron, Patron and Grand Patron and also lodges qualifying for a Bronze, Silver, Gold or platinum Award

#### **Lodge Relief Chest**

This is the Relief Chest into which donations and payments can be made by members of the lodge. It is controlled by the lodge and there is a nominated representative of the lodge who administers it and can action payments from it in accordance with resolution of the lodge.

Monies paid into this Relief Chest can attract Gift Aid Tax Relief if the donor is a qualified UK Taxpayer.

It should be noted that once a brother has paid money into a lodge Relief Chest, payments from it are controlled by ALL members of the lodge, not just those who have contributed. Donations from this type of Relief Chest are made by resolution in open lodge.

No Notice of Motion is required for the lodge to consider a resolution to make a payment from the lodge Relief Chest.

Payments made from this relief chest to the Festival Relief Chest are usually pro-rated to the honorifics of those brethren who have made contributions to it.

An example of how this can be done is as follows

Over a given period (e.g., since the last festival) a total of £3,000 has been credited, of which £2,000 has been donated to charities.

The lodge has agreed to transfer the remaining £1,000 to the MCF 2027 Festival.

During the period in question the following brethren have made these donations

Brother A - £300

Brother B - £750

Brother C - £1500

Brother D - £400

Based on these brethren will credited with the following amounts against their honorifics

Brother A –  $\text{£}300 \times \text{£}1,000 / \text{£}3,000 = \underline{\text{£}100}$

Brother B -  $\text{£}750 \times \text{£}1,000 / \text{£}3,000 = \underline{\text{£}250}$

Brother C -  $\text{£}1500 \times \text{£}1,000 / \text{£}3,000 = \underline{\text{£}500}$

Brother D -  $\text{£}400 \times \text{£}1,000 / \text{£}3,000 = \underline{\text{£}150}$

### Individual Relief Chest

This is a Relief Chest into which an individual brother makes donations and payments. It is controlled by him. He can make payments from it as he wishes subject to the rules of the Relief Chest Scheme which will almost always be to a Registered Charity.

Monies paid into this Relief Chest can attract Gift Aid Tax Relief if the donor is a qualified UK Taxpayer.

The brother controls all aspects of it

### Making a Payment

Payments can be made from a Lodge or Individual Relief Chest either by generating an e-voucher online or by completing a paper form. The document below gives details of both these methods



**Hampshire & Isle of Wight 2027 Festival**



## Transferring funds to the Festival Relief Chest from a Lodge/Chapter Relief Chest

Funds held in a Relief Chest **can be transferred to a Festival Relief Chest**. Transfer can be made using a Green form or e-voucher. The transfer amount can be allocated to the individual members for honorific purposes. Only complete a Transfer Allocation form if the donation amount is to be allocated to members.

## Green Form

- Write Hampshire & Isle of Wight 2027 Festival as the charity name
- Write MCF2027 as the registered charity number
- add amount in numbers and words
- sign the form (Relief Chest representative + another officer)
- post the green form to Relief Chest Scheme
- enclose a transfer allocation form if applicable

## e-Voucher

- visit <https://mcf.org.uk/support-our-work/reliefchest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- start new voucher
- add payment details  
**Name: Hampshire & Isle of Wight 2027 Festival**  
**Number: MCF2027**  
**Amount: £0.00**
- add second signatory details
- submit the voucher

If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

### E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

#### Request a payment in three easy steps

1. Find your Relief Chest.
2. Choose your charity and donation amount.
3. Confirm and approve.

[REQUEST A PAYMENT](#)

Please note, as per the rules of the scheme, green forms are only issued to the listed Relief Chest representative of the Lodge/Chapter Relief Chest. If you require a supply of Green forms please contact the Relief Chest Scheme office. Similarly, to register for the e-voucher service, you must be the listed Relief Chest representative.



Once completed, please send the Green Voucher and Transfer allocation form to:  
Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ. Tel: 020 3146 3352 Email: [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk)

Nov20

# Completing a Relief Chest Transfer Allocation Form

The Relief Chest Transfer Allocation form is to be used with a Green Voucher when transferring funds from a Lodge/Chapter Relief Chest to a Festival Relief Chest if the funds are to be allocated to individuals for honorific purposes.

Write the corresponding Voucher number.

Complete the full name, house number and post code of each member to be allocated.

Remember to fill in how much each member is to be credited.

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

Voucher No:  Relief Chest No:

1	First Name	Surname	House Name/No.	Post Code				Amount (£)
				A	B	1	2	
2	John	Smith	223					30.00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total of Individual Donations								£
Lodge/Chapter Donation								£
Total to be transferred (please ensure this matches the total on the voucher):								£

**RCS** Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ. Telephone 020 3146 3352 Email: reliefchest@mcf.org.uk

OCT17

Print off any additional pages needed.

If part of the transfer is a Lodge/Chapter donation, enter it here.

Write the total amount to be allocated. This should match the amount to be transferred on the Green Voucher.

Page (... of ...)

1	First Name	Surname	House Name/No.	Post Code				Amount (£)
				A	B	1	2	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Total of Individual Donations								£
Lodge/Chapter Donation								£
Total to be transferred (please ensure this matches the total on the voucher):								£

Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ.



Once complete, please send together with the Green Voucher to:  
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Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk

# Relief Chest Transfer Allocation Form Hampshire & Isle of Wight 2027 Festival

Use this form to allocate funds transferred to individual donor

Voucher No

Relief Chest No

No	First Name	Surname	House Name/No.	Post Code								Amount (£)
				A	B	1	2	3	C	D		
1	<i>John</i>	<i>Smith</i>	<i>123</i>									<i>30.00</i>
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>Total of Individual Donations</b>											<b>£</b>	
<b>Lodge/Chapter Donation</b>											<b>£</b>	
<b>Total to be transferred (please ensure this matches the total on the voucher):</b>											<b>£</b>	

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**Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice**

The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK

GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme.

To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit [www.mcf/reliefchest/privacypolicy](http://www.mcf/reliefchest/privacypolicy) MAR21



	First Name	Surname	House Name/No.	Post Code	Amount (£)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	<b>Total of Individual Donations</b>				<b>£</b>
	<b>Lodge/Chapter Donation</b>				<b>£</b>
	<b>Total to be transferred (please ensure this matches the total on the voucher):</b>				<b>£</b>

**Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ.** Tele 020 3146 3352 Email: reliefchest@mcf.org.uk

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