



Registered Charity No. 207610

Mark Masons' Hall
86 St James's Street, London, SW1A 1PL

NOTES ON GUIDANCE FOR CHARITY STEWARDS

Firstly, I would like to introduce ourselves to you.

Linda Read

Charities Finance Manager

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020 7747 1171

Millie Pilson

Finance Assistant

m.pilson@mmh.org.uk

020 7747 1177

Darren Coleman-Heald

Charities Manager

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020 7747 1187

Gary Newell

Financial Controller

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020 7747 1166

Linda and Millie do the day to day donations for individuals, lodges and the Provinces. We also deal with External donations. The reason they are called External is if there are donations received from wives/partners/fundraising events/donations received from the Craft/Royal Arch Chapters/Rose Croix and KT Tabernacles etc they would be given an external number just like the brethren have their own individual MMH Number. This helps keep a track of several donations from the same person or unit.

Darren deals with Worthy Causes and Petitions. Communications with Almoners for the Lodges at Provincial level. He is also our Festival Liaison with the selected Festival Committee members at least 5 years plus for future festivals.

Gary is our Financial Controller. He manages the Finance Team and overseas the Finances of all Masonic Orders. Each year he prepares our Festival Booklet and figures before they are sent to print. This includes overseeing the end results for the Hosting Festival and calculates the Festival interest.

If a new Charity Steward/Provincial Charity Steward is appointed, we would ask them to contact Linda Read in the first instance. Linda will send them a Provincial Mark/RAM members list of every member within their Province. This gives you a list of brethren in alphabetical order, giving their unique MMH Number in the first column. It is imperative that this number is given to ensure the correct person receives the donation.

Individual Donations

We ask that every donation we receive gives us their MMH Number first followed by their name, their lodge number (usually their mother lodge, but not compulsory) and the Festival Year they wish their donation recorded against.

The Festival Year may not reflect the Province that members belong to, you can support any Festival you wish.

There are Provinces that do not hold Festivals due to the size of the Province, but we receive donations, and the money is assigned to a current Festival Year.

We can claim Gift Aid on personal donations. At the moment, it is an additional 25p in the £1. We require a signed declaration form from you to keep for our records should HMRC wish to inspect them. We have single donation forms which can be found on our website which is shown below. Alternatively, please call Linda and she will email you it electronically, or if preferred a copy can be posted.

We also produce jewels for the ladies, their costs are half of the brethren's.

We produce a Qualifications Brochure where you can see all the jewels/collarettes and the various costs associated with each one.

Stewardships

This year (2021) sees the commencement of a new breast jewel for brethren to qualify as a Steward. The cost of this is £100.00 plus gift aid if eligible. These can be purchased now for the Provinces listed below. When applying for this you will receive a Stewardship pack. This consists of the Stewards Breast Jewel for the year applied for, a Year Bar, and a Breast Pocket Sleeve. If this is your first donation to the MBF, you will also receive a Life Governor Breast Jewel.

- 2022 Surrey
- 2023 West Yorkshire
- 2024 Cheshire
- 2025 Oxfordshire
- 2026 Hampshire & Isle of Wight
- 2027 Warwickshire
- 2028 Somerset
- 2030 Essex

Regular Giving to the Mark Benevolent Fund (MBF)

This can be set up with your bank on a monthly/quarterly/annual basis. There are no restrictions on the amount you donate when it is donated this way. Again, gift aid can be applied, and it adds to your personal honorifics. The forms can be found on our website, details shown below or contact Linda or Millie for them.

Regular Giving donations cannot be applied to the Stewardship Jewels, it has to be a stand alone payment.

Credit/Debit Cards

We accept credit/debit card payments for donations. If you let Linda know the amount you wish to donate, we can send you a link from Worldpay. This way we do not hold on to any card details.

Please note we do not accept American Express credit cards.

Obviously not everyone likes doing it this way, they prefer to give us the card details which we can do on your behalf.

Direct Payments into our Bank

Our bank details are:-

Account Name:	Grand Lodge of Mark Master Masons Benevolent Fund No: 1
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Account Number:	60225892
Sort Code:	82-12-08

Please contact Linda for a full print out of the IBAN/BIC number if required.

Cheques

Cheques to be made payable to the Mark Benevolent Fund or MBF and sent to Linda Read at the address above.

Relief Chest

We do not operate a Relief Chest like UGLE do. But payments can be transferred from them to us using the Vouchers provided by them.

Charities Aid Foundation

We accept payments from the Charities Aid Foundation. Please speak to Linda for more information.

Lodge Donations

Donations made in the lodge will be held by the Treasurer and recorded appropriately. These donations can be sent to the MBF for the lodges to achieve honorifics. We cannot accept gift aid on lodge donations. Hence this is where the Relief Chest can be used.

We can give breakdowns for each unit so you can see what money has been given historically. We can also let you know what is required for the next level of honorifics.

Province Donations

Province donations are generally given to support a Festival. They are generally known as Province to Province donations. The Province can also build up donations to achieve Provincial Awards.

Provinces will also bulk purchase the Hosting Festival Badges that are supplied during the Hosts Festival Year. Please note these are different to the Stewardship Jewel. At the moment, these are purchased at a cost of £10.00 and are supplied by us and also by your Province or Provincial representative.

Whilst giving Province donations, the donations can be used using individual and lodge donations but recorded for any Festival of your choice. If you would like more information about this, please contact Linda.

For Provincial honorifics please see the Mark Constitutions and Regulations, Rule 165-167 and Annex A Trust Deed and Annex B Mark Benevolent Fund Rules.