



## GUIDANCE NOTES FOR THE USE OF GIFT-AID ENVELOPES



Without doubt, the use of gift-aid envelopes is the most efficient way of collecting alms in a Lodge meeting. Provided the donor is a UK tax-payer (and most of us are), then the amount collected is increased by 25% thanks to HMRC. Using an envelope also serves to identify the donor so that each and every donation is added towards the donor's Patronage status with the Mark Benevolent Fund.

### Gift-Aid Envelopes



PROVINCIAL GRAND LODGE OF MARK MASTER MASONS OF KENT  
KENT MARK BENEVOLENT FUND  
(CHARITY NUMBER 294182)

I wish Gift Aid to apply to the enclosed donation and I confirm I will pay in this tax year (06 April to 05 April) an amount of Income Tax and/or Capital Gains Tax at least equal to the amount that all charities and Community Amateur Sports Clubs (CASCs) to which I give will reclaim for this year. I understand other taxes such as Council Tax & VAT do not apply.

*please also apply Gift Aid to all future donations from me until I advise you otherwise*

Amount enclosed:  
£.....-.....

Full Name .....

Address .....

Postcode .....

Signature ..... Date .....

Please inform KMBF of any changes in your address or tax status.

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- Experience suggests that the envelopes are most used when they are distributed before a meeting starts and everyone present understands the advantages of using them. For the first few occasions, it is recommended that the Charity Steward explains to the brethren how the envelope process works, and again at least once a year.
- Filling out the envelope is a declaration that the user wishes gift aid to be reclaimed on the donation
- Ticking the box means that gift aid can be reclaimed on all future donations until the Kent Mark Benevolent Fund is advised to the contrary. This is recommended for ease of administration.
- No further action is required by the donor to achieve this other than filling in the information listed on the envelope
- In certain circumstances, the donor will be able to claim further personal rebates from HMRC if he is a higher rate tax-payer

- **Non-tax payers** can also use the envelope scheme to work towards MBF honorifics. Non-tax payers should simply cross out the gift aid declaration and write “Non-tax payer” or similar across the top of the envelope.
- Whether or not the donor is a UK tax-payer, the use of the envelope system allows the total amount of his donations to be confidentially accumulated and counted towards his own Patronage status with the Mark Benevolent Fund.

**NB Envelopes must only be used for personal donations and on no account should they be used for submitting funds from other sources such as raffle takings.**

### **Envelope Schedule**

The envelopes must be opened by one trusted individual in the Lodge, usually the Charity Steward or the Treasurer, and the Envelope Schedule completed. This is a simple list of each donor’s name and the amount contained in the envelope, listed either as gift aided or not gift aided. Don’t forget to fill in the information in the two rows at the top.

### **Envelope Declaration**

The Envelope Declaration is then completed by the same person and sent with the Schedule, the envelopes and a cheque for the whole amount to the Provincial Grand Charity Steward, W Bro Ian Gallehawk, at:-

Ian Gallehawk Esq  
17 Oriole Way  
Larkfield  
Kent  
ME20 6LN

The cheque should be made payable to **Kent Mark Benevolent Fund**. An acknowledgement will be sent to confirm receipt. This will be by email whenever possible.

The Lodge Secretary/Scribe needs to be informed of the total amount collected for insertion in the minutes of the meeting.

### **Obtaining Envelopes**

Envelopes can be obtained by contacting the Provincial Grand Charity Steward as shown below.

### **Questions**

Any queries on the procedure should be addressed to the Provincial Grand Charity Steward, WBro Ian Gallehawk:

Tel: 01732 321082

Mob: 07740432027

Email [iangallehawk@blueyonder.co.uk](mailto:iangallehawk@blueyonder.co.uk)