
RMBI 2015 Festival – Accounting

Overview of the accounts:

1. NatWest – all money received is paid into this account and
2. Grand Charity Relief Chest – money is directed to this account from the NatWest account on a monthly basis which is then passed onto the RMBI.

Two main methods of contributing to the Festival:

1. Group donations and
2. Personal donations

Group donations

1. This includes all Lodge donations, ladies raffles, tombolas and any contribution which is from a group of people;
2. Use the yellow form;
3. Include the reason for the donation ie raffle etc;
4. Cannot be Gift Aided;
5. The donation must be included and submitted to the Festival Office at Freemasons' Hall, Bridge Street, Manchester on a Remittance slip [in pad form];
6. All cheques **MUST** be payable to the **EL 2015 Festival** and not the Freemasons' Grand Charity and
7. To summarise - Send to the Festival Office at Freemasons' Hall, Bridge Street, Manchester, Yellow Form, top copy of a Remittance slip and a cheque payable to the **EL 2015 Festival**, to cover the donation.

Personal donations

Gift Aid Envelopes:

1. First page is the donor's receipt;
2. Second page needs completing, especially the signature and address of the donor, and don't forget to Tick The Box [TTB];
3. [TTB] Currently allows a further 28% of the contribution to be credited to the Festival if the donor is a UK tax payer;
4. Then place the form in the envelope along with the donors donation;
5. Envelopes must be completely filled in;
6. If the donor is a higher rate tax payer then he needs to simply complete the appropriate Gift Aid box on their self assessment Tax Return and they must include the Freemasons' Grand Charity HM Customs & Excise Reference No PAK03BG;
7. Lodge or Chapter Festival Representative then needs to complete an 'Envelope/Donor Verification Schedule' [white form];
8. Enter the overall contribution on a Remittance slip [in pad form] and
9. To summarise - Send to the Festival Office at Freemasons' Hall, Bridge Street, Manchester, the Verification Schedule, all the tear off slips included within the envelopes, top copy of a Remittance slip and a cheque payable to the **EL 2015 Festival**, to cover the donation.

Personal Direct Debit payments and One off payments:

1. Use the Direct Debit Mandate [white form] whether it is a regular or a One Off payment;
2. Important don't forget to ask the donor to sign the form and Tick The Box [TTB] which currently allows a further 28% of the contribution to be credited to the Festival if the donor is a UK tax payer;
3. All cheques **MUST** be payable to the **EL 2015 Festival** and not the Freemasons' Grand Charity and sent to the Festival Office at Freemasons' Hall, Bridge Street, Manchester;
4. Enter the overall contribution on a Remittance slip [in pad form] and
5. To summarise - Send to the Festival Office at Freemasons' Hall, Bridge Street, Manchester, the Direct Debit Mandate, top copy of a Remittance slip and a cheque [if applicable], payable to the **EL 2015 Festival**, to cover the donation.