

Membership *continued*

'Bankers Order'

The use of a Banker's Order, in association with the Gift Aid Declaration, is the preferred vehicle for long-term Donations, the form is simple to complete and is very cost effective as it avoids the necessity for the EKPCA to send reminders to Members and thereby keep the administration costs to a minimum. Please do not separate the Banker's Order Form but send the whole document to the EKPCA Office. It will then be processed and the Banker's Order part sent to your Bank. By completing the Gift Aid Declaration the Member will enhance the Donation by, currently, 28% if a basic rate taxpayer.

Members who wish their donation to be credited to a Lodge, Chapter or other Order total should add the name and number of the Lodge or Chapter or the name of the Other Order against the "Credit to" section. The "Please apply my donation to" must be completed. Please tick one or more boxes but don't forget, that these instructions are irrevocable and if there are any doubts as to the ultimate destination of the Donation, then the box marked "to be advised" should be ticked. Should more than one box be ticked then the Donation will be divided equally between the Charities indicated. If the choice is to a Charity other than those detailed then the 'Other' box should be ticked and full details entered.

"Gift Aid Donations by Envelope"

The "Gift Aid Donations by Envelope" forms should be completed for all Donations collected under this scheme. It is recommended that this method of Donation is used for all Charitable Collections made during Meetings.

Please refer to the conditions covering the operation of the "Gift Aid Donations by Envelope" scheme.

East Kent Provincial Grand Master's Charity

The Aims and Objectives of the East Kent Provincial Grand Master's Charity are:

to provide assistance to those with limited resources and in necessitous circumstances and for such other exclusively charitable institutions, objects or purposes as the Trustees shall in their absolute discretion determine .

The Charity is a Trust, the President is the R.W. Bro. the Provincial Grand Master, the Trustees are W. Bro. Patrick Thomas, Chairman, and W. Bros. Graham Smith, John Edmondson, Peter Daniels and Tony Denne.

Although "Disaster Relief" is not mentioned in its Aims and Objectives, the East Kent Provincial Grand Master's Charity has long been viewed as a source of funds for that purpose. However, largely because of the infrequent demands made on the money available, it was decided in 2007 to merge the Provincial Grand Master's Charity Fund with the Provincial Grand Master's Discretionary Fund to give greater flexibility and control, and to avoid an overlap of interest. The historical support for disaster relief will be maintained by ensuring that a minimum level of funds is always available for that purpose but, in addition, the Charity will now be able to pursue its full range of aims and objectives. As with the Charity Fund, the Discretionary Fund has been built up from donations made in answer to appeals from the Provincial Grand Master and historically the Discretionary Fund has been used to support local charities with grants made annually. That objective was found to have a potential overlap with The Charity Fund which will now assume the combined responsibility within the original Aims and Objectives. As has been the case in the past, should a serious disaster occur, the East Kent Provincial Grand Master's Charity will make an appeal so that piecemeal donations from Lodges and Brethren can be forwarded as a substantial lump sum. This would be in the name of the East Kent Provincial

Grand Master's Charity but would include the names of the individuals and Lodges who have contributed should they so wish. If the need is urgent it will come from the capital sum and an appeal will be made to replenish it later. In fact, with the combined funds, it is likely that more money would be available to respond to a serious disaster than has been the case in the past.

The Provincial Grand Master is sure that Lodges will continue their whole hearted support for his Charity by providing regular donations and lump sums from occasional fund raising events. He is also sure that each Royal Arch Chapter will be equally supportive.

Your Support is Essential!

You have seen how the EKPCA can raise much more money for charity at no extra cost to its Members and thereby benefit the Lodges, the Province and above all, the Charities.

Of course, none of this is possible without your support and the support of your fellow Brethren, families and friends.

The best way to help is to make sure that all Charitable giving is made through the EKPCA.

It is, after all, "your opportunity to practise that virtue you have professed to admire".

It is certainly tax-efficient Charitable giving made easy!



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EAST KENT PROVINCIAL GRAND MASTER'S CHARITY

Reg Charity No. 1027054

East Kent Provincial Charities Association

Referred to as "The EKPCA" in these notes.

In the United Kingdom, charities can enjoy an almost tax free existence.

The purpose of the EKPCA is to take advantage of that unique tax position, which allows charities to claim back Income Tax paid by donors and to receive income and interest, tax free!

The EKPCA then passes all those advantages on to the Brethren, the Lodges/Chapters and ultimately, to other Charities.

Aims and Objects

- the relief of poverty of children and the elderly
- the advancement of education
- the care of the sick and elderly
- support and further such charitable purposes as the Management Committee shall in their absolute discretion determine.

In furtherance of these objects the Association shall:

- encourage Masonic Brethren and others to subscribe money more freely for Charitable purposes
- assist the Masonic Lodges in the Province of East Kent to stimulate interest in and collect money for recognised Masonic

Charities or other institutions or societies established for exclusively charitable purposes which may be nominated by the Donor, and

(c) accept and administer legacies to Masonic Charities.

Registered as a Charity by the Charity Commissioners, the EKPCA is an Association of Members with the day to day management under the control of the Management Committee.

The Management Committee

The R.W. Bro. the Provincial Grand Master is the President, his Deputy is Vice-President with a Chairman, Treasurer and Secretary appointed by the Provincial Grand Master together with five other Committee members elected annually from the Ordinary Members of the Association who are Freemasons. The Management Committee appoints a Vice-Chairman from the elected Members.

The present Management Committee comprises: W. Bro. Patrick Thomas, Chairman, W. Bro. Tony Denne, Vice Chairman and W. Bro.'s John Edmondson, Peter Rodd, Peter Daniels and Brian Powell.

The Treasurer is W. Bro. Keith Pavey and the Secretary W. Bro. Patrick Flanagan.

W. Bro. Barrie Harber is the Office Manager.

The EKPCA aims to fulfil the role of a 'One Stop Shop' and should be viewed as the centre of focus in support of the Provincial Charity and Benevolence activities.

The EKPCA holds money until, under instructions from the donors, it passes the money on to the charities of their choice. Donors are not required to decide which charity to support when money is deposited. They can make the decision at any time later. In this way, the EKPCA acts almost as a bank. While holding the donors' money, for however short a period, the EKPCA enhances it, by way of income tax repayments and tax free interest. Accounts of Donors who are individual Brethren receive their tax repayments, and the Accounts of donors that are Lodges receive the interest.

Some money it will hold for only a very short period. Other money it can hold for a very long period, giving considerable benefits to the donor and to the recipient Charity alike.

• Donations

When the EKPCA receives a single donation for a specific charity the money goes to the charity, in the name of the donor, the following month.

• Gift Aid

When a Member completes a Gift Aid Standing Order request with the EKPCA, for a specific charity, the money goes to the charity, again in the name of the donor, but only when the GASO has matured.

• Masonic Festivals

When the donation is for a Masonic Festival the money may go to the Charity on the date of the Festival. When there is a Festival, the EKPCA could hold monies for a considerable time. The donors' Accounts receive the tax repayment, the Lodges' Accounts receive the interest, the Province is credited with the increased result, the Charity receives the donation plus the interest and the Festival target is enhanced!

Membership

In every case, immediately a donor places money with the EKPCA that donor becomes a Member of the EKPCA and an Account opened in the Member's name.

Practically anyone can join. Their wives, children and their friends, Freemasons or not, can all become Members. Also their Royal Arch Chapters, Mark Lodges, Rose Croix Chapters, Red Cross Conclaves, etc. Any regular Masonic body, even their Lodges or Chapters of Instruction, can join. The Management Committee reserves the right to refuse Membership without explanation.

Gaining membership could not be easier. Those who donate money, technically to, but for all practical purposes, through, the EKPCA become members of it. They remain Members while the EKPCA holds money for them and they cease to be Members when there is no money left in their Accounts.

Membership Categories

Premium "A" Membership

Open to Lodges and Chapters.

• Premium "A" Membership

Available to all Masonic Lodges and regular Masonic Bodies, for example, a Lodge of Instruction, a Royal Arch Chapter, a Mark Lodge, etc.. Premium "A" Members receive interest which is credited to their Account on a monthly basis. The interest rate will be determined from time to time and the Membership advised appropriately and when activity takes place. It is calculated on the balance which has been held in the account for the whole of the month.

A minimum donation of £100.00 is required for Membership. Premium "A" members nominate a Brother, who must be a Member of the EKPCA, to be their representative. Preferably the Charity Steward or Treasurer of a Lodge, he will hold the records of the Lodge Membership, encourage brethren to give to charity **through** the EKPCA via the Lodge and to keep a stock of the various items of literature and forms.

The major advantage to Lodges is the attractive interest credited to their Accounts.

When a Lodge becomes a member and deposits its charity money on a "hold to order" basis, it can expect a similar flexibility as it would enjoy with a bank, for similar deposits but with an enhanced interest rate.

Ordinary Membership

Open to individuals

• Ordinary Membership

Open to individuals, whether Freemasons or not, male or female, over the age of 18. A minimum donation of £10.00 is required for Membership. Ordinary Members who are Freemasons will form the bulk of the membership and it is from their number that they, the Ordinary Members, will elect the five Members to the Management Committee each year.

By becoming an Ordinary Member of the EKPCA, a member enjoys many advantages when it comes to giving to charity. The major advantage is the ability to donate cash or take out a Gift Aid Standing Order, but only later decide where the money is to go.

Ordinary Members who pay tax should enter into Gift Aid Declarations so that the income tax reclaimed can be added to their Accounts.

Facilities exist in the Association for retrospective Gift Aid relief to be applied, currently this benefit is available from 6th April 2000.

Other categories of Membership are available, details on request.

No Membership fees are payable by any category of Member nor is there an Application Form.

Membership *continued*

Four Forms

The EKPCA produces a number of forms, including a "Deposit slip", an "Instruction Form", a "Gift Aid Declaration" and "Gift Aid Donations by Envelope". It is important that the correct form is used when depositing or withdrawing funds, particularly when Gift Aid is being applied for. The forms contain all the information needed to complete the transaction. Premium Members should continue to send a letter with their first payment in the style produced by the EKPCA.

All forms can be down loaded from the website www.ekpca.org.uk

The Deposit Slip

Most of the information required is quite straightforward but some aspects do require explanation.

'on behalf of' box

The first section is the box that invites the donor to say who the donation is on behalf of. When an Ordinary Member makes a donation in his own name, the "on behalf of" section is left blank.

If the donation is on behalf of a Premium Member, then enter the Lodge name and number or the name of the club or group.

If the donation is on behalf of a "Junior", then insert his or her full names and date of birth. Date of birth is essential for every Ordinary and Junior Member, Written in "Day, Month, Year" form it provides the Association with a 6 figure number that positively identifies the individual even if he or she is living at the same address as one or more others with the same name.

'the instruction' box

It invites the donor to name the Charity to benefit from the donation.

Should a Member tick more than one box, the EKPCA will take that as an instruction to divide the donation equally between the charities indicated. If the choice is to a Charity **other** than the selection provided, the full name and address of the charity must be entered in the space on the reverse of the slip. The choice must be to a recognised Charity or charitable cause as defined by the Charities Acts.

Instructions irrevocable

Instructions given are **irrevocable** even though the money can stay in the EKPCA for months or even years.

If Members, or potential Members are in any doubt whatsoever about where they eventually want their donations to go, they should tick the "to be advised" box.

Donations in Members' Names

Donations from a Member's Account can only be forwarded in the name of the Member.

Donations to another Member's Account

Transfers of money from one Member's Account to another Member's Account are **not** permitted.

Donations only in Member's name

Members **cannot** make donations to a Charity in another Member's name, *Individuals in distress*

Note that only Premium "A" Members are able to direct money to individuals in distress.

'Credit to' box

In the third section, Members who wish their donation to be credited to a Lodge, Chapter or Order total for an appeal or Festival should add the name and number of the Lodge or Chapter or the name of the Order after the words "Credit to".

'Signature' box

The fourth and last section to look at is the signature box. Single signatures are required from Ordinary Members who

sign on their own behalf or on behalf of Junior Members under the age of 16. In all other cases, two should sign. In the case of a Premium "A" Member, the nominated representative should sign together with the Lodge Secretary, Treasurer or Master. When on behalf of a non masonic organisation, it should be the nominated representative together with the Secretary, Treasurer or Chairman.

Explanatory notes on the reverse of the slip act as a continual guide and reminder.

'Instruction Form'

When a Member wishes to distribute money from an Account with the EKPCA, an Instruction Form is used.

In a similar style to the "Deposit Slip", but with a red background, the same comments and explanations apply. It gives specific instructions to the EKPCA on where to direct monies currently "held to order".

Once the EKPCA has received the signed instructions, those instructions are irrevocable. Again, there are notes of explanation and guidance on the reverse.

'Gift Aid Declaration'

Recommended method of Donation
The Gift Aid Declaration is for use by Ordinary Members and should be used for both 'one-off' Donations and for 'long-term' Donations by Standing Order.

To avoid the need for several different forms, this form is multi-purpose.

The upper section must be completed, in full, by everyone, with the lower section by those wishing to enter into a Standing Order. The shaded sections are for Office use.