

Relay For Life of Houston County Accounting Information

American Cancer Society Macon Office 478.743.6392

1. All **checks** need to be made **payable** to **American Cancer Society**.
2. All money turned in must have an accounting sheet with it. No exceptions.
3. If a team turns in money and one of the participants listed on the accounting sheet is not registered, the money will go to the general team. Once the participant is registered, you may call the Macon office, (478) 743-6392, to have the donation transferred to the participant.
4. Please do not hold onto money. Checks must be turned in within 30 days of their date (no matter how much the donation is for).
5. Ways to turn in money with completed accounting form:
 - a. **Mail to:** American Cancer Society
Attn: Relay For Life of Houston County
804 Cherry St, Suite A
Macon, GA 31201
 - b. **Stop by:** The ACS Macon office is open from 8:30am – 5pm, however if you will be dropping money off after 3:30pm please try to call (478) 743-6392. We have to process the money and get it to the bank before it closes and need to ensure enough time.
 - c. **Meetings:** Turn in money at any team meeting!
 - d. **Pick Ups:** ACS staff and the Relay Event Leadership Team members are happy to swing by and get your money if none of the other options work for you. Please contact us to set up a day & time.
6. All coins needs to be rolled if there is enough to make a full roll. If you need coin rollers please let the office know. Please place loose unrolled coins in a Ziploc type bag.
7. Receipts – Cash receipts are available for Team Captains to use if a person requests, but they are not required to be given to all donors; only if the donor requests do you need to give them one. ACS does not need a copy of any of these receipts. ACS mails receipts for all check donations of over \$50 to the address on the check.
8. Emails are sent to the individuals earning incentive prizes with how to redeem directions to select their prize. Watch your inbox for this notification!!!