Accounting Instructions for Fundraising

* Complete Registration online! Boone County Relay for Life is green!
* Neither TEAM nor INDIVIDUAL fundraising amounts can be credited towards totals until online registration is complete.
* Don’t hesitate to contact the accounting committee for assistance:

Angie Gentry: angela.gentry@centralbank.net

Rebecca Horstmann: rebecca.horstmann@centralbank.net

* Turn in all registration, luminaria, and fundraising money to Angie Gentry, or Rebecca Horstmann at any of the team meetings or to Angie Gentry at the following location:
* **Central Bank of Boone County Downtown Location (Corner of 8th and Broadway).**
* **Central Bank of Boone County Columbia Mall Location (across from Mr. Bulky)**
	+ Fundraising envelope can either be dropped in the night depository or given to bank Teller at the bank locations above.
	+ Bank personnel will not have fundraising forms or be able to answer any questions**.**
* All money MUST have a completed Finance Form.
* Do NOT hold onto checks more than two weeks.
* If you have a large amount of loose coin, please contact Angie to arrange for drop-off at the CBBC Downtown Location. There is a coin machine at the bank that will count and roll the coin!