



## Money to bank?



As you know our committee is made up of volunteers who all have 'day' jobs. This year we ask that you bank all your cash/cheque fundraising direct at any HSBC bank rather than handing it to our finance team. We will of course assist if this causes any difficulties, just contact the finance team.

### **Bank account details:**

**HSBC**

**Account Name: Relay for Life Aylesbury**

**Sort Code: 40-08-68**

**Account Number: 00161896**

**To ensure any money you bank is credited online against your team total you need to do the following:**

- ◆ Pay the money in and keep the paying in receipt.
- ◆ Go to your CR UK participant zone and log in using the username and password you used when you registered. If you have forgotten these details we can help you with your username but you will have to remember your password! Or click forgotten password!
- ◆ Select "View your fundraising progress"
- ◆ Then choose "Enter a New Gift"
- ◆ Enter the details of the money paid in.
- ◆ Once you have done this please email Finance on [aylesburyrelayfinance@gmail.com](mailto:aylesburyrelayfinance@gmail.com) attaching a copy (either scanned or photographed) of the paying in slip
- ◆ Once finance have checked the Relay bank account for receipt of the money they will authorise it and the entry will then show up on your online fundraising.