



Harley Davidson Bike Raffle Deposit Summary

Region _____ Agency _____

Deposit Date _____ Deposit Amount _____

Please make sure cash and checks for the raffle are deposited into the gaming account ending in 6720 using the proper SunTrust bank deposit slips and not into the Torch Run account ending in 2282. Please contact Kerri Freis at klfreis@hanovercounty.gov or 804-365-6471 to get the proper SunTrust deposit slips for your raffle deposit. All checks for raffles should be copied - they will not get tax receipts but are important for gaming records.

Events:

What is the name of the event? Harley Davidson Raffle

Date of raffle drawing: 9/24/2016

At what event did you sell raffle tickets? _____

Sum of individuals - cash _____

Sum of individuals - checks _____

Credit card transaction total _____

(Do not count credit card transaction in the total deposit amount on this form)

Printed name of volunteer who raised the money: _____

Contact phone number: _____

Contact email: _____

Signature of volunteer who raised the money: _____

Second name & signature verifying deposit (required if over \$100):
(print & sign name) _____

This form must be completed and mailed with each date-stamped deposit slip to HHJ (the accounting firm that tracks LETR fundraising): 300 Arboretum Place, Suite 660 Richmond, VA 23236. Feel free to contact HHJ with your questions at any time: (804) 560-0560 or torchrun@hhjcpa.com. Please keep a copy of this form for your department record.

Revised 02/10/15