



ACCOUNTS RECEIVABLE

Dear Ministry Partner,

As you prepare to mail checks to the National Office, please adhere to the following guidelines:

Utilize the Transmittal Form -

The Transmittal Form is available on the Event Hub in the Leader's Portal. It provides essential information we require to manage your funds accurately.

Be Specific About Payments -

Clearly state the purpose of the funds. For instance, if your event tickets are priced at \$75, but we receive a check for \$150 from John Doe, we need to clarify whether he is purchasing two tickets or if he intends the extra amount to be a donation. We prefer not to make assumptions.

Indicate the Event and Area -

Specify the event for which the money is intended, along with the location where it is being held. With over 120 event organizers nationwide, this detail is crucial. For example, if you're sending money for Leadership Coach Training, be sure to include your area name on the Transmittal Form.

Submit Funds Promptly -

Please aim to send all checks to the Ministry Support Center before the event. If you collect funds during the event, please forward them as soon as possible afterward. Please do not mail cash.

CONCERNING CREDIT CARD PAYMENTS

- All credit card payments for events are processed through our event platform. There is no other option for an attendee to pay for an event registration/sponsorship using a credit card.
- All credit card payments should be made before the event ends. The staff at the Ministry Support Center (aka. National office) cannot process credit card payments.

Feel free to contact us with any questions you may have. Know that we are praying with you for fruitful events.
Sincerely,

The Finance Team
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