

AIA Policies and Procedures Manual

Fiscal Accountability - Fiscal In-Service Online Courses

Committee Chairs and Athletic Directors:

- All Committee Chairs must complete the annual AIA Policies and Procedures Fiscal In-Service Courses.
- Mandatory Fiscal In-Service Courses and Lessons will be available on line in order to ensure:
 - Consistent and accurate reporting and tracking of revenue and expenses
 - Fraud prevention and identification
 - Form, template and procedural education
- Completion of the AIA Policies and Procedures Fiscal Courses are required of ALL Athletic Directors.
- Completion of all Fiscal Courses are required before hosting AIA post season tournaments or serving as Site Director.

Athletic Secretaries and/or Assistants are encouraged to complete all Fiscal Courses. This is not in lieu of the Athletic Directors required completion.

- ALL on line courses are required of all NEW Athletic Directors
 - Complete post season tournament process from Budget to TIER to Deposits
 - Tournament Employee process (TEE)
 - RefPay / ArbiterPay
 - AIA membership and seasonal invoices and schedule.
 - Website navigation
- ALL on line courses are required of all returning Athletic Directors at least one time.
 - Each subsequent year – courses that have been updated or changed will be required again
- A course equivalent to the former Fiscal In-Service 2.0 will be available each year.
 - This course will be required of all Athletic Directors
 - Review of updates and changes to policies & operations in the new year
 - Reminders of significant procedures