

## AIA Policies and Procedures Manual

### Fiscal Accountability - Fiscal In-Service

Committee Chairs and Athletic Directors:

- All Committee Chairs must attend annual AIA Policies and Procedures Fiscal In-Service by the 30<sup>th</sup> of September each year.
- Mandatory Fiscal In-Service classes will be held in order to ensure:
  - Consistent and accurate reporting and tracking of revenue and expenses.
  - Fraud prevention and identification.
  - Form, template and procedural education.
  - Question & answer opportunity.
- Attendance at one of the annual AIA Policies and Procedures Fiscal In-Services is required of ALL Athletic Directors.
- Attendance is required at this in-service before hosting tournament or serving as Site Director.

*Athletic Secretaries and/or Assistants are encouraged to accompany the Athletic Director to the annual Fiscal In-Service. This is not in lieu of the Athletic Directors required attendance.*

- Version 1.0 of the in-service is required of all NEW Athletic Directors.
  - V 1.0 – includes but not limited to:
    - Complete post season tournament process from Budget to TIER to Deposits
    - Tournament Employee process
    - RefPay
    - Website Navigation
  - Version 2.0 of the in-service has the pre-requisite of Version 1.0 in any prior year.
    - V 2.0 – includes but not limited to:
      - Review of updates and changes to policies & operations in the new year
      - Reminders of significant procedures
      - Questions & Answers
- Fiscal In-Service Schedule of on-site and webinar opportunities posted on <http://www.aiaonline.org>