

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 30th 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
 - AIA membership and seasonal invoices and schedule.
- **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>**