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](http://www.aiaonline.org)