- <u>Tournament</u>:   <u>REPORTING SUMMARY</u>

  - ✓ **Event Budgets must be submitted and approved.**

  - ✓ **Tournament Employees must have I-9, W-4, A-4 on file with AIA before any payment issued.**

  - ✓ **TIER (Excel) <u>must be emailed</u> to AIA Accounting Dept <u>and</u> AIA Tournament Coordinator.**

  - ✓ **TIER must be submitted within 5 days of the event.**

  - ✓ **All Tickets distributed must be accounted for – *through return to AIA after event*.**

  - ✓ **All unused tickets must be returned to AIA within 10 days of event accompanied by TIER Ticket Sales pages verifying ticket numbers.**

  - ✓ **Gate receipts must be deposited to Bank of America or school issued check to AIA as soon as possible.**

  - ✓ **Event identifying data <u>*must be written*</u> on deposit slip before deposit.**

  - ✓ **AIA Pass Sign in sheet(s) must be returned – data entered on TIER summary page.**

  - ✓ **All of the above must be in compliance and completed before Site Director is paid.**

  - ✓ **Site Director (Athletic Director) must have attended the required annual AIA Policies and Procedures Fiscal In-Service before being eligible to host.**

<u>REMEMBER</u>

➢ PLEASE TURN IN ALL UNUSED TICKETS WITH COPY OF TICKET SALES PAGES TO THE AIA AS SOON AS POSSIBLE AFTER THE EVENT.

➢ WRITE THE EVENT IDENTIFIERS ON THE DEPOSIT SLIP BEFORE DEPOSITING.