

AIA Policies and Procedures Manual

- **Tournament: REPORTING SUMMARY**

- ✓ Event Budgets must be submitted and approved, unless using pre-approved high seed site.
- ✓ Tournament Employees must have I-9, W-4, A-4 on file with AIA before any payment issued.
- ✓ TIER (Excel) **must be emailed** to AIA Accounting Dept **and** 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 **must be written** 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.

REMEMBER

- **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.**