



The logo for AZPREPS365.COM features the text 'AZPREPS365.COM' in a bold, sans-serif font. The 'A' is blue, 'Z' is yellow, 'P' is red, 'R' is blue, 'E' is yellow, 'P' is red, 'S' is blue, '3' is yellow, '6' is red, '5' is blue, and '.COM' is blue. A thick gold horizontal line extends to the right of the logo.

# AIA Athletic Directors Fiscal Accountability

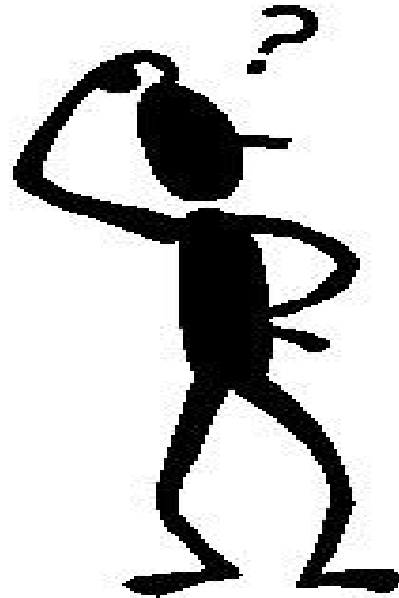
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602-385-3819

# Fiscal Accountability

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What am I  
accountable for?



# RefPay Funding



## Fund Early .....Fund Big

- Any delay in funding = a delay in payment to the officials who worked for you....
- Funding is by check to the *AIA only*
- *No checks written to AIA Officials.*
- Be aware of your balance & assigned on AIA admin dashboard
- Log into RefPay.com – instructions are on the website



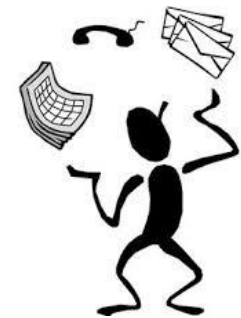
# Membership Invoices

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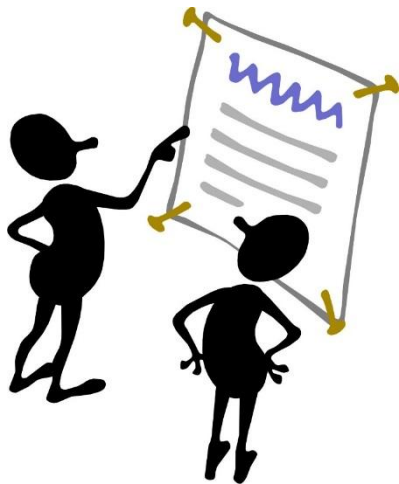
## 7 Annual Invoices

- 1 Membership Dues & Fees
  - Varsity sports itemized
  - Insurances itemized
- 3 x Cycle 1, 2, 3
  - Service Charge Grid items
  - See handout for details and dates
- 3 x Regular Season Officials Mileage
  - Reimbursement by Season
  - Per Article 9.2.1 AIA Bylaws



# AIA Fiscal In-Service - *Mandatory*

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## CHECK THE SCHEDULE

1.0 Every AD 1 time

2.0 All ADs every year

✓ AIAAA → 2.0

✓ Onsite & Webinars

Schedule on the scrolling  
marquee on [aiaonline.org](http://aiaonline.org)

and Policies & Procedures page



# AIA Post Season Tournaments

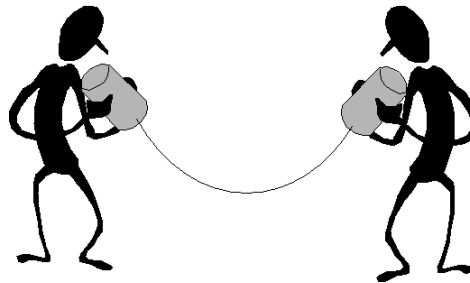
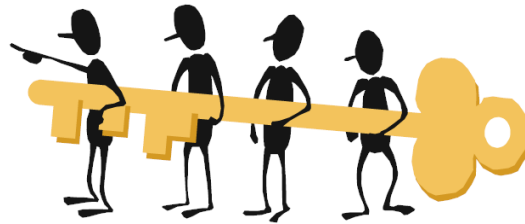
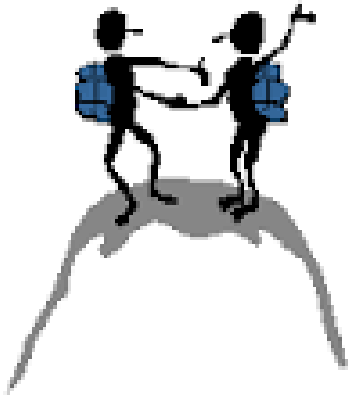
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All Processes & Requirements covered in depth in Fiscal In-Service 1.0

- *TEE hiring* (*Tournament Employ***EEs**)
- *Budgets*
- *TIERS* (*Tournament* **I**ncome **E**xpense **R**eport)
- *Athletic Trainer requirements*
- *Tickets – distribution & return*
- *Deposit of gate receipts*
- <http://aiaonline.org/about/procedures-manual>



# Communication



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# The AIA Finance & Operations Team

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Amy Richmond – [arichmond@aiaonline.org](mailto:arichmond@aiaonline.org) 602.385.3815

Staff Account

- Accounts Payable / Accounts Receivable /
- RefPay Processing
- AT-QMP Processing / TIERS
- General Ledger Reconciliation
- Membership Services

Brandy Young – [byoung@aiaonline.org](mailto:byoung@aiaonline.org) 602.385.3829

Tournament Process & Operations Coordinator

- TIER & TEE Processing & Payroll
- Tournament Ticket Distribution
- Membership Services – Rule Book Coordinator
- NFHS Coaches Education / Sanctioning/ Learn Course Orders
- Operations Vendor Coordinator / Facility Lead

Jess Garcia – [jegarcia@aiaonline.org](mailto:jegarcia@aiaonline.org) 602-385-3826

Tournament Processing & Operations Assistant

- AT Initiative – assigning, recruiting to the AIA Cadre
- Emergency Action Plan – management
- RefPay invoices to the membership
- Website support of links to forms and Policies & Procedures
- Assists entire Finance / Operations Team
- Assists Tournament Coordinators with details of events.
- AIA Champions Coordinator





[AZPREPS365.COM](http://AZPREPS365.COM)

# Fiscal Accountability

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Thank you...

Any issues – contact a team member!

