

AIA Athletic Directors Fiscal Accountability

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Fiscal Accountability



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 or direct deposit to the AIA
- *No checks written to AIA Officials*
- Be aware of your balance & assigned on AIA admin dashboard. Request invoices if needed
- Insufficient Funds Alert = late charge invoice
- Log into RefPay.com – instructions are on the website -> aiaonline.org



Membership Invoices

7 Annual Invoices

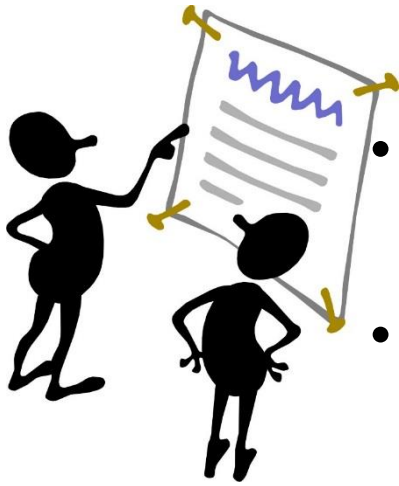


- 1 Membership Dues & Fees
 - Varsity sports itemized
 - Insurances itemized
- 3 x Cycle 1, 2, 3
 - Service Charge Grid items
 - See website for schedule of invoice dates
- 3 x Regular Season Officials Mileage
 - Reimbursement by Season
 - Per Article 9.2.1 AIA Bylaws



AIA Fiscal In-Service - *Mandatory*

ONLINE MODULES



- Every Athletic Director completes at least one time
- Access Course via AIA Admin Dashboard -> “enroll”
- When notified of new & updated modules = these must be completed
- Modules are date stamped by completion
- Watch for emails blasts for updates



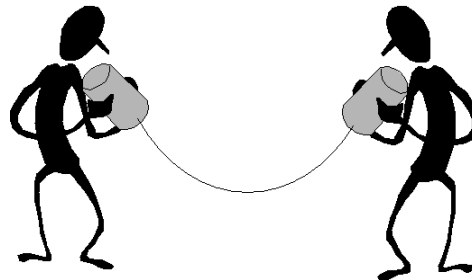
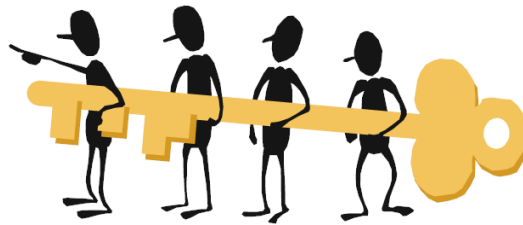
AIA Post Season Tournaments

All Processes & Requirements covered in depth in
Fiscal In-Service online Modules and aiaonline.org

- *TEE hiring* (*Tournament Employ***EEs**)
- *Budgets*
- *TIERs* (*Tournament* **I**ncome **E**xpense **R**eport)
- *Athletic Trainer requirements*
- *Digital Tickets – GoFan only*
- *No Cash Sales*
- <http://aiaonline.org/about/procedures-manual>



Communication



The AIA Finance & Operations Team

Amy Richmond – 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 602.385.3829

Tournament Processing & 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 602-385-3826

Tournament & Operations Assistant

- AT Initiative – assigning, recruiting to the AIA Cadre – invoice review / questions
- 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 Gala Coordinator

Fiscal Accountability

Thank you...

Any issues - contact a team member!

