

AIA Policies and Procedures Manual

Tournament: Income / Expense Report "TIER"

- Filing the Tournament Income/Expense Report (TIER):
 - The TIER *must be* submitted electronically via email in Excel Format to the AIA Accounting Department and respective AIA Tournament Coordinator.
 - Please do not FAX or PDF the TIER – [email in original Excel Format](#). Handwritten TIERS and PDFs will be returned unprocessed. Site Director e-signature sufficient.
 - The Athletic Director is the Site Director of record. This is the name on the TIER as Site Director.
 - The Site Director/Athletic Director is responsible for all tournament related revenue and expense accounting. The TIER is required before payment can be made to the Site Director.
 - Utilize the current and authorized Tournament Income/Expense Report (TIER) and any supplemental forms. (Tournament Budget forms, AIA Universal Reimbursement Form). Fill in completely and itemize as directed. All forms are available on the AIA website.
 - The tournament sport, gender, conference, division or section, date and level or round must be clearly noted. This may only be entered on TIER *Summary* tab, all other tabs will auto-fill that data.
 - Any adjustments to gross gate receipts must be substantiated with documentation and noted on TIER.
 - Any other revenue submitted must have supporting documents clearly delineating the source of the revenue if other than gate receipts.
 - Site Directors will follow the "*State Tournament Compensation*" as stated in the AIA Policies and Procedures Manual (on website). The tournament employee rates are listed by position and amount. The payment amounts have been set by state tournament directors and approved by the AIA Finance Committee (comprised of members of the AIA Executive Board and Conference Presidents).
 - No changes are to be made to the compensation rate without AIA authorization.
 - Requests for Start Up Funds (if necessary) must use the established AIA Start Up Fund request form. <http://aiaonline.org/about/procedures-manual>
Indicate on form if check will be picked up or is to be mailed. If mailed, allow ample lead time. Email to accounting@aiaonline.org
 - START UP Funds are to be deposited separately from gate receipts. A separate deposit slip and QBD will be provided. Do not deposit with gate receipts.
 - One TIER per event; do not combine single events on one TIER if on different days.

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- Tournament: Income / Expense Report "TIER" - CONTINUED
 - A multi-section or multi-division tournament may be on one TIER when it is considered one event. One TIER per day for multiple day events to balance receipts to tickets. Contact AIA Finance Department with any questions before event.
 - TIER must be filed for all events whether profit, loss, or non-revenue generating. This is the only way the Site Director can be paid (i.e. 1-2 round Tennis at high seed site).
 - All Employee/Police Officer/Vendors, including Athletic Trainer payment requests must be entered on the respective tabs on the TIER. TEE ->orange tab, Police – gray tab, AT -> green vendor tab.
 - All AIA registered Officials will be paid through RefPay. No checks will be issued.
 - All net proceeds are to be deposited in the designated AIA deposit only account. Deposit slips will be included with ticket packets. Event data must be written on deposit slips. This will be matched up to electronically submitted TIER.
 - No cash is to be brought to the AIA office. A school or district check may be submitted in lieu of deposit.
 - Account for and return all unsold tickets to AIA office with Ticket Sales pages for proper identification. (See ticket procedure).
 - AIA Pass Sign in sheets must be submitted. Sheets may be scanned emailed with TIER or returned with unsold tickets. Please enter on the TIER Summary Page the number of AIA Pass Users/Guests.
 - If no tickets are sold, notation must be made on TIER Summary page -> "No Tickets Sold".
 - If a school advances to the next round of the tournament a new TIER must be used for next round. Do not use prior round tickets for next round. New and different color tickets will be assigned.