

AIA Policies and Procedures Manual

- Tournament: REPORTING SUMMARY – CHECK LIST
 - ✓ **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. (ddoser@aiaonline.org) 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 unsold 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 for gross gate receipts to AIA within five days of the event.**
 - ✓ **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 completed the required annual AIA Policies and Procedures Fiscal In-Service courses before being eligible to host.**

REMEMBER

- **PLEASE RETURN ALL UNSOLD TICKETS WITH COPY OF TICKET SALES PAGES TO THE AIA WITHIN 10 DAYS OF THE EVENT.**

- **WRITE THE EVENT IDENTIFIERS ON THE DEPOSIT SLIP BEFORE DEPOSITING.**