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# AIA Athletic Directors Fiscal Accountability

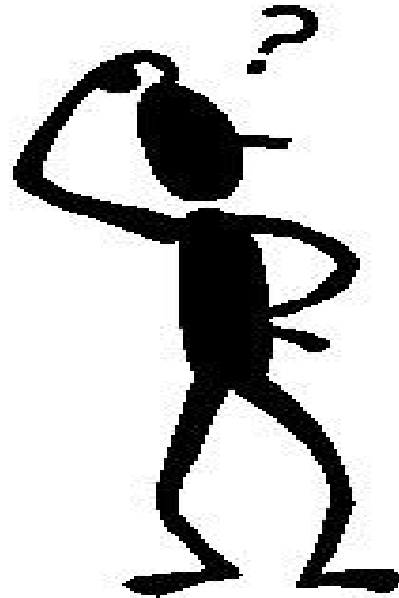
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# Fiscal Accountability

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What am I  
accountable for?



# RefPay – Arbiter Pay 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. Request invoices if necessary
- Log into RefPay.com – instructions are on the website



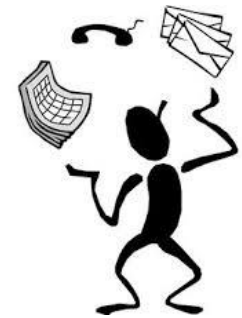
# Membership Invoices

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## 7 Annual Invoices

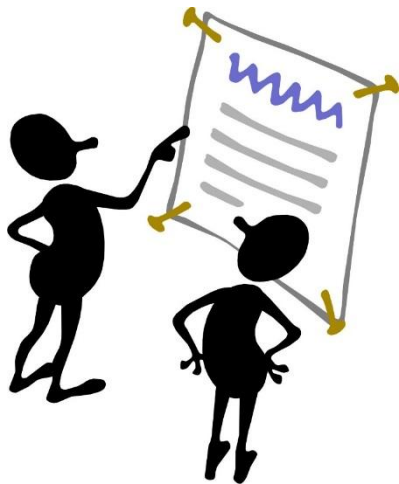


- 1 Membership Dues & Fees
  - Varsity sports itemized
  - Insurances itemized
- 3 x Cycle 1, 2, 3
  - Service Charge Grid items
  - See online schedule for details and dates
- 3 x Regular Season Officials Varsity Mileage
  - Reimbursement by Season
  - Per Article 9.2.1 AIA Bylaws



# AIA Fiscal In-Service - *Mandatory*

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New for 2020-21

On-line Modules by Topic

*Every Athletic Director*

*Every Module*

*at least 1 time*

Annual required module with updates will be announced

Assistants and Secretaries encouraged to participate



# AIA Post Season Tournaments

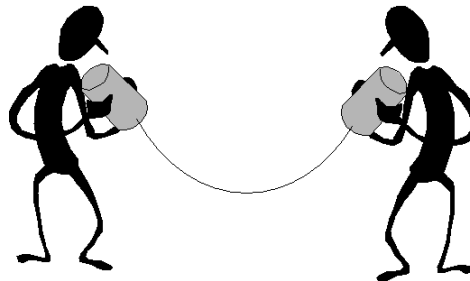
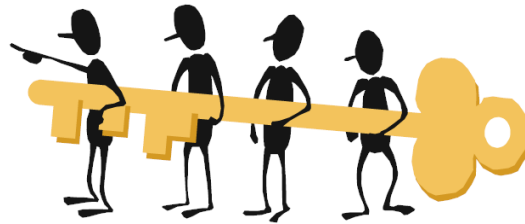
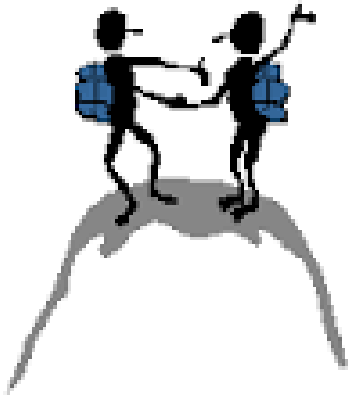
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All Processes & Requirements covered in depth in the online modules

- *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







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# Fiscal Accountability

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Thank you...

Any issues – contact a team member!

