

ATHLETIC DEPARTMENT  
SOUTHERN UNIVERSITY  
SOUTHERN UNIVERSITY SYSTEM  
STATE OF LOUISIANA



AGREED-UPON PROCEDURES REPORT  
ISSUED FEBRUARY 6, 2019

**LOUISIANA LEGISLATIVE AUDITOR  
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LOUISIANA LEGISLATIVE AUDITOR  
DARYL G. PURPERA, CPA, CFE

January 15, 2019

Independent Accountant's Report on the  
Application of Agreed-Upon Procedures

**DR. RAY BELTON, PRESIDENT-CHANCELLOR  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
SOUTHERN UNIVERSITY SYSTEM  
STATE OF LOUISIANA**  
Baton Rouge, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as president and chancellor of the Southern University A&M College (University), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (Statement) of the University's Athletic Department is in compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.15 for the year ended June 30, 2018. University management is responsible for the accuracy of the Statement (unaudited) and the related notes (unaudited) and the compliance with NCAA requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of management of the University. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The University set materiality at \$5,000, and the agreed-upon procedures described below were not applied to any transactions that fell under this amount. In addition, procedures were not performed on specific reporting categories that were less than 4% of the total revenues or expenses.

The procedures that we performed and our findings are as follows:

**MINIMUM COMPLIANCE AGREED-UPON PROCEDURES**

**INTERNAL CONTROL**

1. We obtained, through discussion with management, the identity of those aspects of internal control that management considers unique to intercollegiate athletics.

2. We performed procedures to test specific elements of the control environment and accounting systems that are unique to intercollegiate athletics to determine adherence to established policies and procedures relating to revenues and expenses. The following procedures were performed:
  - (a) We randomly selected one revenue receipt transaction of ticket sales and followed it through the University's control system to determine adherence to established policies and procedures.
  - (b) We selected the largest athletic department expense transaction and followed it through the University's accounting system to determine adherence to established policies and procedures.
  - (c) We inquired of and observed athletic department personnel to determine their compliance with policies and procedures related to the control and safeguarding of unsold tickets.

We found no exceptions as a result of these procedures.

3. We obtained the University's procedures for gathering information on the nature and extent of affiliated and outside organization activity for or on behalf of the University's intercollegiate athletics program and performed procedures to determine the University's adherence to these procedures.

We found no exceptions as a result of these procedures.

## **STATEMENT OF REVENUES AND EXPENSES**

### **GENERAL PROCEDURES**

1. We obtained written representations from management as to the fair presentation of the Statement, completeness of required schedules and related financial information, adequacy of controls, compliance with NCAA rules and legislation, completeness of the list of all known affiliated and outside organizations, and other information as we considered necessary for the year ended June 30, 2018.
2. We verified the mathematical accuracy of the amounts on the Statement and compared and agreed the amounts to supporting schedules provided by the University and/or the University's general ledger.

We noted total operating expenses in the Football column of Statement A was mathematically incorrect. Statement A was corrected.

3. We compared and agreed a sample of one operating revenue receipt and a sample of one expense disbursement obtained from the supporting schedules to adequate supporting documentation.

We found no exceptions as a result of these procedures.

4. We compared each major revenue and expense account over 10% of total revenues or expenses for June 30, 2018, to June 30, 2017, amounts and budget estimates, to identify variations greater than 10%.

We reported the analysis in Appendix A to this report.

#### **MINIMUM AGREED-UPON PROCEDURES FOR REVENUES**

1. Using a schedule prepared by the University, we compared the value of the tickets sold, complimentary tickets provided, and unsold tickets for the reporting period per the schedule to the related revenue reported by the University in the general ledger and Statement and to related attendance figures. We agreed the information on the schedule to the supporting game reconciliations for a random sample of one football and one men's basketball game. We recalculated the reconciliations for the games tested.

We found no exceptions as a result of these procedures. We were unable to perform comparison procedures to attendance figures because attendance is based on ticket sales and not an actual count of game day attendees.

2. We obtained and documented an understanding of the University's methodology for allocating student fees to intercollegiate athletics programs. We compared and agreed the student fees reported in the Statement to student enrollment. We obtained explanations from the University for any variances exceeding 5%. We recalculated the totals.

We found no exceptions as a result of these procedures.

3. We compared direct institutional support recorded by the University during the reporting period with the institutional supporting budget transfers documentation and other corroborative supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

4. We compared indirect institutional support recorded by the University during the reporting period with expense payments, cost allocation detail, and other corroborative supporting documentation and recalculated the totals.

We noted that \$1,409,604 of Indirect Institutional Support – Athletic Facilities Debt Service Lease and Rental Fees was reported as Indirect Institutional Support. Statement A was corrected.

5. We were to select a sample of one settlement report for an away game during the reporting period and agree to the University's general ledger and/or the Statement and recalculate the totals.

There were no settlement reports during the reporting period; therefore, this procedure was not performed.

6. We selected a sample of one contractual agreement pertaining to revenues derived from guarantee contests during the reporting period and compared and agreed to the University's general ledger and/or the Statement. We recalculated the totals.

We found no exceptions as a result of these procedures.

7. We were to randomly select a sample of one operating revenue receipt from each revenue category not previously sampled and agree transactions selected to adequate supporting documentation.

There were no other revenue categories that exceeded 4% of total revenues; therefore, this procedure was not performed.

#### **MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES**

1. We selected a sample of 20% of student athletes, with a maximum sample size of 60, from the listing of student aid recipients during the reporting period. Data was captured by the University through the creation of a squad/eligibility list for each sponsored sport. We obtained individual student account detail for each selection, and compared total aid in the University's student system to the student's detail in the NCAA's Compliance Assistant (CA) software or the University report that ties directly to the NCAA Membership Financial Reporting System. We performed a check of each student selected to ensure his/her information was reported accurately in either the NCAA's CA software or entered directly into the NCAA Membership Financial Reporting System using the criteria found in 2018 NCAA Agreed-Upon Procedures. We recalculated the totals for each sport and overall for all sports.

We noted \$26,111 of non-program specific student aid expenses related to graduate assistants was misclassified to various team expense categories. Statement A was corrected.

2. We obtained and inspected a list of coaches and support staff/administrative personnel paid by the University and related entities during the reporting period. We selected all head coaches' contracts of football and men's and women's basketball from the listing and a sample of two support staff/administrative personnel and performed the following:
  - (a) We compared and agreed the financial terms and conditions of each selection to the related salaries, benefits, and bonuses recorded by the University and related entities in the Statement during the reporting period.



- (b) We obtained and inspected payroll summary registers for the reporting year for each selection.
- (c) We compared and agreed payroll summary registers for each selection to the related salaries, benefits, and bonuses paid by the University and related entities' expense recorded by the University in the Statement during the reporting period.
- (d) We compared and agreed the totals recorded to any employment contracts executed for the sample selected.
- (e) We recalculated the totals.

We found no exceptions as a result of these procedures.

3. We obtained and documented an understanding of the University's team travel policies and compared and agreed the University's team travel policies to existing University and NCAA-related policies. In addition, we obtained the general ledger detail and compared the detail to the total expenses reported and recalculated the totals.

We found no exceptions as a result of these procedures.

4. We were to obtain the general ledger for game expenses, compare the detail to the total expenses reported, and select a sample of one transaction to validate the existence of the transaction and the accuracy of its recording.

Game expenses did not exceed 4% of total expenses; therefore, this procedure was not performed.

5. We obtained a listing of debt service schedules, lease payments and rental fees for athletics facilities and were to compare a sample of the two largest facility payments to additional supporting documentation (e.g., debt financing agreements, leases, rental agreements). We compared amounts recorded to the general ledger detail and recalculated totals.

There was one athletic facility payment. We found no exceptions as a result of these procedures.

**MINIMUM AGREED-UPON PROCEDURES  
FOR OTHER REPORTING ITEMS**

1. We obtained the repayment schedule and general ledger detail for all outstanding intercollegiate athletics debt during the reporting period. We recalculated the annual maturities (consisting of principal and interest) provided in the schedules obtained. We agreed the total annual maturities and total outstanding athletic debt to supporting documentation and the University's general ledger, as applicable.

We found no exceptions as a result of these procedures.

2. We agreed the total outstanding University debt to supporting documentation and the University's audited financial statements, if available, or the University's general ledger.

We found no exceptions as a result of these procedures.

**MINIMUM AGREED-UPON PROCEDURES  
FOR NOTES AND DISCLOSURES**

1. We were to disclose if there were any contributions of monies, goods, or services received directly by the intercollegiate athletics program from any affiliated or outside organization, agency, or group of individuals (two or more) that constitutes 10% or more of all contributions received for intercollegiate athletics during the reporting period, and ensure the source(s) of the funds, goods, and services, as well as the value associated with these items, were properly disclosed in the notes to the Statement.

Per University management, no contributions were received by the University for intercollegiate athletics during the reporting period.

2. We obtained a description of the University's policies and procedures for acquiring, approving, depreciating, and disposing of intercollegiate athletics-related assets. We ensured that the University's policies and procedures are properly disclosed within the notes to the Statement.

We found no exceptions as a result of these procedures (see note 1 to the Statement).

3. We determined that intercollegiate athletics debt exists and we ensured that the repayment schedule is properly disclosed within the notes to the Statement.

We found no exceptions as a result of these procedures (see note 2 to the Statement).

**MINIMUM AGREED-UPON PROCEDURES FOR  
AFFILIATED AND OUTSIDE ORGANIZATIONS**

1. We obtained from management a listing of all affiliated and outside organizations for the reporting period. We obtained written representations from management that the Southern University System Foundation (Foundation) is the only outside organization created for or on behalf of the athletic department.
2. We obtained from management of the University statements for all affiliated and outside organizations and agreed the amounts reported in the statements to the University's general ledger or, alternatively, we confirmed revenues and expenses directly with a responsible official of the organization.

We found no exceptions as a result of these procedures.

3. We obtained from University management a summary schedule of revenues and expenses for or on behalf of intercollegiate athletics programs by affiliated and outside organizations not under the accounting control of the University to be included with the agreed-upon procedures report as follows:

	<u>Southern University System Foundation</u>
<b>Revenues</b>	
Royalties, licensing, advertising, and sponsorships	<u>\$280,500</u>
<b>Expenses</b>	
Team travel	2,949
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	68,180
Direct overhead and administrative expenses:	
Operating services	144,943
Supplies	82,386
Other operating expenses	<u>49,207</u>
Total operating expenses	<u><u>347,665</u></u>
<b>DEFICIENCY OF REVENUES UNDER EXPENSES</b>	<u><u>(\$67,165)</u></u>

Management reported Foundation team travel and salaries expense as direct overhead and administrative expenses. Statement A was corrected.

4. We obtained written representations from management as to the fair presentation of the summary schedule.

5. For all outside organizations that had an independent audit, we obtained the independent auditor's report to identify any significant deficiencies relating to the outside organization's internal controls. We were to make inquiries of management to document any corrective action taken in response to the significant deficiencies.

The Foundation's statements were audited by an independent certified public accountant for the year ended December 31, 2017. The audit report was dated July 25, 2018, and did not include a report on internal control.

#### **ADDITIONAL MINIMUM AGREED-UPON PROCEDURES**

1. For Grants-in-Aid, we compared and agreed the sports sponsored and reported in the NCAA Membership Financial Reporting System to the Calculation of Revenue Distribution Equivalencies report from CA or equivalent supporting equivalency calculations from the Institution. We were to inquire about any discrepancies and report the justification.

We found no exceptions as a result of these procedures.

2. For Sports Sponsorship, we obtained the University's Sports Sponsorship and Demographics Forms Report for the reporting period. We validated that the countable sports reported by the University met the minimum requirements set forth in Bylaw 20.9.6.3 for the number of contests and the number of participants in each contest that are counted toward meeting the minimum contest requirement. We ensured that the University has properly reported these sports as countable for revenue distribution purposes within the NCAA Membership Financial Reporting System.

We found no exceptions as a result of these procedures.

3. For Pell grants, we agreed the total number of Division I student athletes who, during the academic year, received a Pell Grant award and the total value of these Pell Grants reported in the NCAA Membership Financial Reporting System to a report, generated out of the University's financial aid records, of all student-athlete Pell Grants.

We found no exceptions as a result of these procedures.

We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the compliance of the accompanying Statement and related notes of the University's Athletic Department or on its compliance with NCAA Bylaw 3.2.4.15 or on the effectiveness of the University Athletic Department's internal control over financial reporting for the year ended June 30, 2018. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the president and chancellor of the University and is not intended to be, and should not be, used by anyone other than this specified party. By provisions of State law, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,

A handwritten signature in blue ink that reads "Thomas H. Cole". The signature is written in a cursive style with a large, stylized initial 'T'.

Thomas H. Cole, CPA  
First Assistant Legislative Auditor

TWD:AD:RR:EFS:ch

SUNCAA2018



**UNAUDITED**

**Statement A**

**ATHLETIC DEPARTMENT  
SOUTHERN UNIVERSITY  
SOUTHERN UNIVERSITY SYSTEM  
STATE OF LOUISIANA**

**Statement of Revenues and Expenses  
For the Year Ended June 30, 2018**

	FOOTBALL	BAYOU CLASSIC	FOOTBALL SUBTOTAL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON-PROGRAM SPECIFIC	TOTAL
<b>REVENUES</b>								
Operating revenues:								
Ticket sales	\$836,746	\$536,347	\$1,373,093	\$31,615	\$6,375	\$20,063		\$1,431,146
Student fees							\$2,582,602	2,582,602
Direct institutional support							2,374,841	2,374,841
Indirect institutional support							3,431,685	3,431,685
Indirect institutional support - athletic facilities debt service, lease, and rental fees	1,409,604		1,409,604					1,409,604
Guarantees	825,000		825,000	270,000	64,000	4,500		1,163,500
NCAA distributions							281,887	281,887
Conference distributions							32,000	32,000
Program, novelty, parking, and concession sales	325,755		325,755					325,755
Royalties, licensing, advertisement, and sponsorships	158,750		158,750	6,250	6,250	109,250	62,423	342,923
Other operating revenue						1,700	71,492	73,192
Total operating revenues	<u>3,555,855</u>	<u>536,347</u>	<u>4,092,202</u>	<u>307,865</u>	<u>76,625</u>	<u>135,513</u>	<u>8,836,930</u>	<u>13,449,135</u>
<b>EXPENSES</b>								
Operating expenses:								
Athletic student aid	971,498		971,498	220,646	277,286	1,246,160	26,111	2,741,701
Guarantees	50,000		50,000	10,500	8,000			68,500
Coaching salaries, benefits, and bonuses paid by the University and related entities	892,906		892,906	334,226	340,663	864,291		2,432,086
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	18,180		18,180	12,500	12,500	12,500	1,271,535	1,327,215
Severance payments	8,109		8,109	15,338	16,342	10,078	16,000	65,867
Recruiting	25,153		25,153	5,279	16,771	3,100	5,950	56,253
Team travel	268,812		268,812	192,470	183,799	409,206	21,650	1,075,937
Sports equipment, uniforms, and supplies	49,929		49,929	3,018		54,513	271,603	379,063
Game expenses	116,208		116,208	41,100	26,988	28,612	334,544	547,452
Spirit groups							25,944	25,944
Athletic facilities debt service, leases, and rental fees	1,670,964		1,670,964					1,670,964
Direct overhead and administrative expenses	5,400	62,886	68,286	9,999	12,526	19,500	373,685	483,996
Indirect institutional support							3,431,685	3,431,685
Medical expenses and insurance							275,205	275,205
Memberships and dues							40,961	40,961
Other operating expenses							54,230	54,230
Total operating expenses	<u>4,077,159</u>	<u>62,886</u>	<u>4,140,045</u>	<u>845,076</u>	<u>894,875</u>	<u>2,647,960</u>	<u>6,149,103</u>	<u>14,677,059</u>
<b>EXCESS (Deficiency) OF REVENUES OVER (Under) EXPENSES</b>	<u>(\$521,304)</u>	<u>\$473,461</u>	<u>(\$47,843)</u>	<u>(\$537,211)</u>	<u>(\$818,250)</u>	<u>(\$2,512,447)</u>	<u>\$2,687,827</u>	<u>(\$1,227,924)</u>





# NOTES TO THE FINANCIAL STATEMENT

(UNAUDITED)

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## 1. CAPITAL ASSETS

Capital assets are reported at cost at the date of acquisition or their estimated fair value at the date of donation. The University's capitalization policy provides that movable property items with a unit cost of \$5,000 or more and an estimated useful life greater than one year and buildings and improvements with a cost of \$100,000 or more are capitalized. Renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized if they exceed \$100,000. Any infrastructure exceeding \$3 million is also capitalized. Computer software purchased for internal use with depreciable costs of \$1 million or more is capitalized. Routine repairs and maintenance are charged to operating expense in the year in which the expense is incurred.

Depreciation is computed using the straight-line method over the estimated useful life of the assets, generally 40 years for buildings and infrastructure, 20 years for depreciable land improvements, and 3 to 10 years for most movable property. Library collections regardless of age, with a total acquisition value of \$5,000,000 or more are capitalized and depreciated.

## 2. LONG-TERM LIABILITIES

### Capital Leases

The Southern University System (System) records items under capital leases as an asset and an obligation in its financial statements. Assets under capital lease are included as capital assets in the notes to the System's financial statements. The capital lease obligation is associated with the cooperative endeavor and capital lease agreement between the System and the Southern University System Foundation. The capital lease obligation reported by the System does not equal the capital lease receivable reported by the Foundation due to its fiscal year ending on December 31. The following is a schedule of future minimum lease payments under these capital leases, together with the present value of minimum lease payments, at June 30, 2018, for the Southern University and A&M College campus within the System (Note: The University Athletic Department is responsible for an annual allocated percentage of these future minimum lease payments.):

Fiscal Year Ended June 30.

2019	\$1,851,721
2020	1,850,699
2021	1,851,151
2022	1,852,166
2023	1,691,684
2024-2028	8,458,418
2029-2033	8,461,419
2034-2038	8,461,436
2039	<u>1,691,514</u>
Total minimum payments	36,170,208
Less - amount representing interest	<u>(15,084,788)</u>
Present value of net minimum lease payments	<u><u>\$21,085,420</u></u>

The gross amount, including capitalized interest, of assets held under capital leases as of June 30, 2018 for the Southern University and A&M College campus, totals \$28,152,693 and includes buildings, land and land improvements, and equipment of \$24,152,164; \$2,218,112; and \$1,782,417, respectively.

The annual allocated percentage of the capital lease payment that the University's Athletic Department owed for the fiscal year 2018 is \$1,670,964, which represents 44.57% of the total due by the System to the Foundation.

# MAJOR REVENUE AND EXPENSE ANALYSIS

(UNAUDITED)

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## Appendix A

Appendix A includes an analysis of revenue and expense accounts that exceed 10% of total revenues and expenses. A comparison is presented of current-year amounts to prior-year amounts and of current-year amounts to budget estimates.



**ATHLETIC DEPARTMENT  
SOUTHERN UNIVERSITY  
SOUTHERN UNIVERSITY SYSTEM  
STATE OF LOUISIANA**

**Major Revenue and Expense Analysis  
For the Year Ended June 30, 2018**

<b>Accounts Exceeding 10% Threshold and Variation Greater Than 10%</b>	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2017</b>	<b>Increase/ (Decrease)</b>	<b>Percent Variance</b>	
<b>Operating Revenues per Statement A</b>					
Ticket sales	\$1,431,146	\$1,606,947	(\$175,801)	(11%)	1
<b>Operating Expenses per Statement A</b>					
Athletic student aid	\$2,741,701	\$2,421,002	\$320,699	13%	2

**NOTES:**

1. Ticket sales declined due to the decrease in home contest attendance in fiscal year 2018 compared to fiscal year 2017.
2. There was a 5% increase in tuition and an increase in housing cost, which resulted in an increase in athletic student aid.

<b>Fiscal Year 2018 - Budget Variances</b>	<b>Fiscal Year 2018 - Actual</b>	<b>Fiscal Year 2018 - Budget</b>	<b>Increase/ (Decrease)</b>	<b>Percent Variance</b>	
<b>Revenue Account Balances Exceeding 10% Threshold and Variance Greater Than 10%</b>					
Ticket sales	\$1,431,146	\$1,785,000	(\$353,854)	(20%)	1
<b>Expense Account Balances Exceeding 10% Threshold and Variance Greater Than 10%</b>					
Athletic student aid	\$2,741,701	\$2,403,086	\$338,615	14%	2

**NOTES:**

1. The budget variance for ticket sales is due to the decline in game day attendance and game day ticket sales.
2. There was a 5% increase in tuition and an increase in housing cost, which resulted in an increase in athletic student aid.

The budget analysis is presented based on University data only.