ATHLETIC DEPARTMENT SOUTHEASTERN LOUISIANA UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA



AGREED-UPON PROCEDURES REPORT ISSUED FEBRUARY 6, 2019

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January 14, 2019

<u>Independent Accountant's Report on the Application of Agreed-Upon Procedures</u>

DR. JOHN CRAIN, PRESIDENT SOUTHEASTERN LOUISIANA UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

Hammond, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as President of the Southeastern Louisiana University (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 of \$5,000, and the agreed-upon procedures described below were not applied to 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, unless requested by the University.

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 cash receipt batch sheet of ticket sales and followed it through the University's cash control system to determine adherence to established policies and procedures.
 - (b) We selected the 10 largest athletic department cash disbursement transactions and followed them 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 organizational 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 found no exceptions as a result of these procedures.

3. We compared and agreed a sample of 10 operating revenue receipts and a sample of 10 expense disbursements 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 the related attendance figures. We agreed the information on the schedule to the supporting game reconciliations for a random sample of one football, one men's basketball, one women's basketball, and one baseball game. We recalculated the reconciliations for the games tested.

We found no exceptions as a result of these procedures.

2. We obtained and documented an understanding of the University's methodology for allocating student fees to the intercollegiate athletics program. We compared and agreed student fees reported in the Statement to student enrollment and obtained explanations from the University regarding any variances in excess of 5%. We also recalculated the totals and the allocation of students fees included in general revenue by the Athletic Department for each sport, and tied the calculation to student fee totals.

We found no exceptions as a result of these procedures and identified no variance that exceeded 5%.

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 and recalculated the totals.

We found no exceptions as a result of these procedures.

4. We selected a sample of one football, one men's basketball, and one women's basketball contractual agreement pertaining to revenues derived from guaranteed contests during the reporting period. We compared and agreed each selection to the University's general ledger and recalculated the totals.

We found no exceptions as a result of these procedures. There were no baseball contractual agreements pertaining to revenue during the reporting period.

5. We obtained and reviewed supporting documentation for each contribution of monies, goods, or services received directly by an intercollegiate athletics program from any affiliated or outside organization, agency, or group of individuals (two or more) that constitutes 10% or more in the aggregate for the

reporting year of all contributions received for intercollegiate athletics during the reporting period. Also, we recalculated the totals.

The Lions Athletic Association, Inc., and the Southeastern Louisiana University Foundation are the outside organizations that contributed monies, goods, or services for or on behalf of the athletic department that exceeds 10% of total contributions.

6. We compared the NCAA distribution amounts recorded in the revenue and expense reporting during the reporting period to the general ledger detail for NCAA distributions and other corroborative supporting documentation and recalculated the totals.

We found no exceptions as a result of these procedures.

7. We obtained and inspected agreements related to the University's participation in revenues from royalties, licensing, advertisements, and sponsorships during the reporting period to gain an understanding of the relevant terms and conditions. We compared and agreed related revenues to the general ledger and recalculated the totals.

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

- 1. We selected a sample of (38) 10% of student athletes from the listing of University student aid recipients. The data was captured by the University through the creation of a squad list for each sponsored sport.
 - (a) 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 NCAA Compliance Assistant (CA) which ties directly to the NCAA Membership Financial Reporting System.
 - (b) 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.
 - (c) We recalculated the totals for each sport and overall for all sports.

We found no exceptions as a result of these procedures.

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 a sample of five coaches' contracts of football, men's and women's basketball, and baseball from the listing and a sample of three 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. We recalculated the totals.

We found no exceptions as a result of these procedures.

4. We obtained the general ledger detail for fund raising, marketing, and promotion and compared the detail to the total expenses reported. We selected the two transactions over materiality to validate the existence of the transactions and the accuracy of their recording and recalculated the totals.

We found no exceptions as a result of these procedures.

5. We obtained the general ledger detail for direct overhead and administrative expenses and compared the detail to the total expenses reported. We selected the two transactions over materiality to validate the existence of the transactions and the accuracy of their recording and recalculated the totals.

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR OTHER REPORTING ITEMS

1. We inquired of management regarding excess transfers to the University and conference realignment expenses and were informed by management that the University did not have any excess transfers and conference realignment expenses for the reporting period.

2. We obtained the repayment schedule for all outstanding intercollegiate athletics debt during the reporting period. The Lions Athletic Association, Inc., has a note payable of \$486,113 related to the scoreboard and new turf for the baseball field. We recalculated the future maturities of the notes payable as presented in the Lions Athletic Association, Inc., audit report.

We found no exceptions as a result of these procedures.

3. We agreed the total outstanding University debt to supporting documentation and the University's audited financial statements and the University's general ledger.

We found no exceptions as a result of these procedures.

4. We obtained the schedule and general ledger detail of all athletics dedicated endowments maintained by athletics, the University, and affiliated organizations. We agreed the fair market value in the schedule to the supporting documentation and the general ledger.

We found no exceptions as a result of these procedures.

5. We agreed the total fair market value of University endowments to supporting documentation, the University's general ledger, and the audited financial statements.

We found no exceptions as a result of these procedures.

6. We obtained a schedule of athletics related capital expenditures made by athletics, the University, and affiliated organizations during the reporting period. We obtained the general ledger detail and compared the detail to the total expenses reported. We selected a sample of five transactions to validate the existence of the transactions and the accuracy of their recording and recalculated the totals.

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR NOTES AND DISCLOSURES

1. We obtained from University management a list of contributions of monies, goods, or services received directly by the intercollegiate athletics program from any affiliated or outside organization, agency, or individuals (e.g., contributions by corporate sponsors) that constitutes 10% or more of all contributions received for intercollegiate athletics during the reporting period, and ensured the sources of the funds, goods, and services, as well as the value associated with these items, were properly disclosed in the notes to the Statement.

We noted the Lions Athletic Association, Inc., and the Southeastern Louisiana University Foundation are the only outside organizations that provided individual contributions of monies, goods, or services to the athletic department that exceeded 10% of the total contributions (see note 1 to the Statement).

- 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 2 to the Statement).
- 3. We inquired of University management the repayment schedules for all outstanding intercollegiate athletics debt maintained by the University during the reporting period. We were informed by management that the University did not maintain any debt related to intercollegiate athletics during the reporting period. An affiliated organization, the Lions Athletic Association, Inc., has a note payable of \$486,113 related to the scoreboard and new turf for the baseball field. We recalculated the future maturities of the notes payable as presented in the Lions Athletic Association, Inc., audit report (see note 3 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 Lions Athletic Association, Inc., the Southeastern Louisiana University Foundation, and the Southeastern Louisiana University Alumni Association, Inc., are the only outside organizations created for or on behalf of the athletic department.
 - We found no exceptions as a result of these procedures.
- 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:

	Lion Athletics Association, Inc.	(A Portion of) Southeastern Louisiana University Foundation	(A Portion of) Southeastern Alumni Association and Related	Total
Revenues				
Contributions	\$569,891	\$92,954		\$662,845
In-kind	200,311			200,311
Media rights	850			850
Program, novelty, parking, and concession sales	149,882			149,882
Royalities, licensing, advertisements, and sponsorships	1,158,876			1,158,876
Sports camp	8,000			8,000
Athletic restricted endowments and investments income		203,810		203,810
Other	29,872			29,872
Total revenues	2,117,682	296,764	NONE	2,414,446
Expenses				
Athletic student aid		6,815		6,815
Coaching other compensation and benefits paid by the				
University and related entities	273,200			273,200
Support staff/administrative salaries, benefits,				
and bonuses paid by the University and related entities	162,062			162,062
Recruiting	3,501			3,501
Team travel	11,252			11,252
Equipment, uniforms, and supplies	33,143			33,143
Game expenses	35,858			35,858
Fundraising, marketing, and promotion	657,139		\$3,077	660,216
Spirit groups	5,200			5,200
Athletic facilities debt service, leases, and rental fees	95,995			95,995
Direct overhead and adminstrative expenses	101,761			101,761
Athlete meals (non-travel)			274	274
Other	67,652	43,946		111,598
Total expenses	1,446,763	50,761	3,351	1,500,875
Excess of revenues over expenses	\$670,919	\$246,003	(\$3,351)	\$913,571

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

We found no exceptions as a result of these procedures.

4. 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 Lions Athletic Association, Inc., statements were audited by an independent certified public accountant for the year ended June 30, 2018. The audit report is dated December 19, 2018, and did not include a report on internal control.

The Southeastern Louisiana University Foundation statements were audited by an independent certified public accountant for the year ended June 30, 2018. The audit report is dated November 19, 2018, and did not include a report on internal control.

The Southeastern Louisiana University Alumni Association, Inc., statements were audited by an independent certified public accountant for the year ended June 30, 2018. The audit report is dated October 15, 2018, and did not include a report on internal control.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

- 1. In order for the NCAA to place reliance on the Division I financial reporting for NCAA distribution purposes, the following procedures were performed:
 - (a) 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 (CRDE) from CA from the institution.

We found no exceptions as a result of these procedures.

(b) For Sports Sponsorships, we obtained the University's Sports Sponsorship and Demographics Forms Report for the reporting year and validated that the countable sports reported by the University meet 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. Once countable sports were confirmed, we ensured the University had 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.

(c) For Pell Grants, we agreed the total number of Division I student athletes who, during the academic year, received a Pell Grant award (e.g., Pell Grant recipients on Full Grant-in-Aid, Pell Grant recipients on Partial Grants-in-Aid, and Pell Grant recipients with no Grants-in-Aid) 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 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,

Daryl G. Purpera, CPA, CFE

Legislative Auditor

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SLUNCAA2018

UNAUDITED

Statement A

ATHLETIC DEPARTMENT SOUTHEASTERN LOUISIANA UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

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

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	BASEBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES							
Operating revenues:							
Ticket sales	\$328,069	\$30,645	\$16,273	\$108,566	\$21,304		\$504,857
Student fees	736,146	122,942	161,910	286,690	766,743	\$379,125	2,453,556
Direct institutional support	1,943,248	376,699	423,272	676,760	2,287,467	498,232	6,205,678
Less - transfer to institution						(158,298)	(158,298)
Indirect institutional support	9,780	600	600	224,906	9,780	(, ,	245,666
Guarantees	175,000	461,500	89,000		4,500		730,000
Contributions	188,011	44,810	56,832	39,027	122,165	250,705	701,550
In-kind	36,842	8,000	12,250	25,628	19,674	97,917	200,311
Media rights						850	850
NCAA distributions		9,900			2,843	604,610	617,353
Conference distributions	111,950	5,040	1,096	142	18,831	274,816	411.875
Program, novelty, parking, and concession sales	3,162	1,836	355	4,021	24,821	123,391	157,586
Royalties, licensing, advertisement, and sponsorships	76,345	4,500	4,500	4,500	17,500	1,371,865	1,479,210
Sports camp revenues						8,000	8,000
Athletics restricted endowment and investments income	116,709	14,705	18,460	16,269	34,237	3,430	203,810
Other operating revenue	7,424	8	4	3,220	16,507	145,242	172,405
Total operating revenues	3,732,686	1,081,185	784,552	1,389,729	3,346,372	3,599,885	13,934,409
EXPENSES							
Operating expenses:							
Athletic student aid	1,739,046	381,789	290,372	296,260	1,845,542	5,419	4,558,428
Guarantees		28,645	3,000	15,387	1,000		48,032
Coaching salaries, benefits, and bonuses paid by the							
University and related entities	937,368	351,309	289,702	278,740	704,725	7,200	2,569,044
Support staff/administrative compensation, benefits, and							
bonuses paid by the University and related entities	41,838	8,709			2,596	2,134,082	2,187,225
Severance payments	14,658	5,644		4,287	10,953	45,138	80,680
Recruiting	66,860	32,929	16,828	18,241	39,780		174,638
Team travel	236,932	126,097	85,801	68,556	331,235	9,000	857,621
Sports equipment, uniforms, and supplies	187,856	42,610	22,111	56,773	143,101	95,159	547,610
Game expenses	79,553	36,750	28,275	45,881	54,278		244,737
Fundraising, marketing, and promotion	104,974	17,203	12,619	26,709	25,379	527,357	714,241
Spirit groups						5,200	5,200
Athletic facilities debt service, leases, and rental fees	27,083	1,890	1,600	4,995	13,243	109,388	158,199
Direct overhead and administrative expenses	18,870	3,227	4,177	327,400	35,378	245,574	634,626
Indirect institutional support	9,780	600	600	224,906	9,780		245,666
Medical expenses and insurance	109,735	6,622	1,628	1,094	70,994	314,716	504,789
Memberships and dues	12,000	1,733	788		2,534	37,766	54,821
Student-athlete meals (non-travel)	55,149	17,852	6,281	319	14,929	24,255	118,785
Other operating expenses	90,984	17,576	20,770	20,181	40,925	240,763	431,199
Total operating expenses	3,732,686	1,081,185	784,552	1,389,729	3,346,372	3,801,017	14,135,541
Excess transfers to institution	NONE	NONE	NONE	NONE	NONE	NONE	NONE
Total expenses	3,732,686	1,081,185	784,552	1,389,729	3,346,372	3,801,017	14,135,541
EXCESS (Deficiency) OF REVENUES							
OVER (Under) EXPENSES	\$0	\$0	\$0	\$0	\$0	(\$201,132)	(\$201,132)

NOTES TO THE FINANCIAL STATEMENT

(UNAUDITED)

1. CONTRIBUTIONS

Individual contributions to the Athletic Department from the Lions Athletic Association, Inc., and the Southeastern Louisiana University Foundation, totaling \$662,845, exceeded 10% of the total contributions included in Statement A.

2. CAPITAL ASSETS

Capital assets are reported at cost at the date of acquisition or their estimated fair value at the date of donation. For movable property, the University's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life greater than one year. 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 must be capitalized, but the University does not have any infrastructure that meets that criterion. Routine repairs and maintenance are charged to operating expense in the year in which the expense was 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. All departments within the University follow standardized policies and procedures prescribed by state laws and regulations for acquiring, approving, depreciating, and disposing of capital assets. The University has no debt associated with its Athletic Department's capital assets. An affiliated organization, the Lions Athletic Association, Inc. has a note payable of \$486,113 related to the scoreboard and new turf for the baseball field.

3. **DEBT NOTE**

The University did not maintain any debt related to intercollegiate athletics during the reporting period. An affiliated organization, the Lions Athletic Association, Inc. has a note payable of \$486,113 related to the scoreboard and new turf for the baseball field. The schedule presented in the Lions Athletic Association, Inc. audit report is as follows:

Year Ending	Amount		
2019	\$70,180		
2020	74,990		
2021	79,220		
2022	261,723		
	\$486,113		

MAJOR REVENUE AND EXPENSE ANALYSIS

(UNAUDITED)

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.

UNAUDITED

APPENDIX A

ATHLETIC DEPARTMENT SOUTHEASTERN LOUISIANA UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

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

Accounts Exceeding 10% Threshold and Variation Greater Than 10%	Fiscal Year 2018	Fiscal Year 2017	Increase/ (Decrease)	Percent Variance	_
Operating Revenues per Statement A Royalties, licensing, advertisement, and sponsorships	\$1,479,210	\$1,142,113	\$337,097	30%	1
Operating Expenses per Statement A No variations met the 10% variance threshold in the NCAA guidelines, and no explanations are required.					
Budget	Fiscal Year 2018 - Actual	Fiscal Year 2018 - Budget	Increase/ (Decrease)	Percent Variance	_
Royalities, licensing, advertisement, and sponsorships	\$190,334	\$170,000	\$20,334	12%	2

NOTES:

- 1. The Coke Sponsorship increased by \$10,000 in fiscal year 2018 over fiscal year 2017. There was a significant increase due to sponsorship sales, which increased from \$887,749 in fiscal year 2017 to \$1,152,576 in fiscal year 2018. This was attributed to seven new cabana suite tents (up from four) and an increase in our overall sponsorships in fiscal year 2018.
- 2. The variance is attributed to Southeastern Athletics conservatively budgeting for fiscal year 2018. However, merchandise sales were higher than budgeted, resulting in an increase in royalty revenue.