

ATHLETIC DEPARTMENT
GRAMBLING STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA



AGREED-UPON PROCEDURES REPORT
ISSUED FEBRUARY 3, 2021

**LOUISIANA LEGISLATIVE AUDITOR
1600 NORTH THIRD STREET
POST OFFICE BOX 94397
BATON ROUGE, LOUISIANA 70804-9397**

LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

ASSISTANT LEGISLATIVE AUDITOR
FOR STATE AUDIT SERVICES
NICOLE B. EDMONSON, CIA, CGAP, MPA

DIRECTOR OF FINANCIAL AUDIT
ERNEST F. SUMMERVILLE, JR., CPA

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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

January 14, 2021

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

**MR. RICHARD J. GALLOT, PRESIDENT
GRAMBLING STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA**
Grambling, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as President of Grambling State 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 3.2.4.17 for the year ended June 30, 2020. 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.

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 five cash receipt batch sheets of ticket sales and followed them through the University's cash control system to determine adherence to established policies and procedures.
- (b) We selected the five 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 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 accuracy 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, 2020.
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 identified errors in reporting categories and amounts; however, the University made the necessary adjustments to its Statement to correct those errors.

3. We compared and agreed a sample of five operating revenue receipts and a sample of five 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 greater than 10% of total revenues or expenses for June 30, 2020, to June 30, 2019, 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. We were to use a schedule prepared by the University to compare the value of 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. Official attendance figures are not maintained by the University. We were also to agree the information on the schedule to the supporting game reconciliation for a random sample of one football, one basketball, and one baseball game. The schedule provided by the University reflected one total for all basketball game ticket sales and one total for all baseball game ticket sales, instead of by individual game.

We were provided ticket sales reconciliations generated by Ticketmaster for the games selected and we recalculated the reconciliation for the three games tested. We found for the Alabama A&M football game held on October 12, 2019, the general ledger reflected \$1,730 more ticket sales proceeds than the amount reported by Ticketmaster. Management represented that this was due to the timing of when unsold tickets were returned back into Ticketmaster's electronic ticketing system. The Ticketmaster system does not track the number and value of tickets returned back in to the system, or account for the number of pre-printed tickets to verify the number of unsold tickets. The University adjusted its Statement to reclassify \$2,620 from football ticket sales revenues to men's basketball ticket sales totaling \$120 and to women's basketball game guarantees totaling \$2,500, reported in error. In addition, the University moved \$4,211 from men's basketball ticket sales to women's basketball ticket sales to split ticket sales revenues related to admission to both sports held on the same day.

2. Based on 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. We were to obtain explanations from the University regarding any variances in excess of 5%. We also recalculated the totals. If the athletic department is reporting that an allocation of student fees should be countable as generated revenues, we were to recalculate the totals of its methodology for supporting that the athletic department is able to count each sport, and tie the calculation to the supporting documents. The University does not allocate the student fees to each sport.

We noted an overstatement of student fees revenue by \$1,359; the University has removed this amount from student fees revenue in Statement A. We found no other exceptions as a result of these procedures and identified no variances that exceeded 5%.

3. We compared the direct institutional support recorded by the University during the reporting period with 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 selected a sample of one settlement report for an away game during the reporting period and agreed the settlement to the University's general ledger and the Statement. We recalculated the totals.

We found no exception as a result of these procedures.

5. We selected a sample of one away game with a game guarantee contract. We compared and agreed the contractual agreement for the selection to the University's general ledger and the Statement. We recalculated the totals.

We found no exceptions as a result of these procedures. However, the University adjusted its Statement to reclassify \$2,500 of game guarantees from football ticket sales revenues as noted in procedure 1 of this section.

6. We were to obtain and review 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 constitute 10% or more in aggregate for the reporting year of all contributions received for intercollegiate athletics during the reporting period, and recalculate the totals.

There were no contributions received directly by the University's Athletic Department during the reporting period that constituted 10% or more of all contributions. The University adjusted its Statement to remove capital expenditures made on behalf of the University by the Grambling University Foundation, Inc. (GUF) totaling \$349,658, and the Grambling University Athletic Foundation (GUAF) totaling \$3,779, which were not operating expenses.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

1. We selected a sample of 10% of the total student athletes from the listing of University student aid recipients, obtained individual student-account detail for each selection, and compared total aid in the University's student system to the student detail in the NCAA's Compliance Assistance (CA) software. We performed a check of each student selected to ensure their information was reported accurately in the NCAA's CA software using NCAA-specific criteria. We recalculated the totals for each sport and overall.

We found that the University's baseball team exceeded its maximum equivalent award of 11.65 allowed by .4, mainly due to an out-of-state waiver reported incorrectly for one baseball player. In addition, we noted an error in the calculation for student aid which resulted in an overstatement of \$24,525. The University has removed the amount from athletic student aid in Statement A.

2. We obtained from management a list of coaches and support staff/administrative personnel paid by the University and related entities during the reporting period and selected a sample of three coaches' contracts for football and men's and women's basketball and a sample of three staff/administrative personnel. The following procedures were performed:
 - (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 related payroll summary registers for each selection to the related salaries, benefits, and bonuses paid by the University and related entities' expenses recorded by the University in the Statement during the reporting period.
 - (d) We compared and agreed the totals recorded to the 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 general ledger detail for the purchase of equipment, uniforms, and supplies and compared the detail to the total expenses reported. We selected a sample of three transactions to validate the existence of the transactions and the accuracy of their recording. We recalculated the totals.

We noted an overstatement of \$2,325. The University has removed the amount from sports equipment, uniforms, and supplies expense in Statement A.

5. We obtained the general ledger detail for other operating expenses and compared the detail to the total expenses reported. We selected a sample of one transaction to validate the existence of the transaction and the accuracy of its recording. We recalculated the totals.

We found no exceptions as a result of these procedures.

6. We obtained the general ledger detail for medical expenses and insurance and compared the detail to the total expenses reported. We selected a sample of three transactions to validate the existence of the transactions and the accuracy of their recording. We recalculated the total.

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR OTHER REPORTING ITEMS

1. We agreed the total outstanding University debt to supporting documentation and the University's general ledger.

We found no exceptions as a result of these procedures.

2. We obtained the schedule of all athletics dedicated endowments maintained by GUF. We agreed the fair market value in the schedule to supporting documentation and GUF's audited financial statements.

We found no exceptions as a result of these procedures.

3. We agreed the fair market value of University endowments to supporting documentation and the University's general ledger.

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR NOTES AND DISCLOSURES

1. We were to obtain from University management a list of contributions of monies, goods, or services received directly by the intercollegiate athletics program from an affiliated or outside organization, agency, or individuals (e.g., contributions by corporate sponsors) that constitute 10% or more of all contributions received during the reporting period. We were to ensure the source of the funds, goods, and services, as well as the value associated with these items, were properly disclosed in the notes to the Statement; and obtain and review supporting documentation for each such contribution.

There were no contributions received directly by the University's Athletic Department during the reporting period that constituted 10% or more of all 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 in the notes to the Statement.

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

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

We found no exceptions as a result of these procedures (see note 3 to the Statement).

MINIMUM AGREED-UPON PROCEDURES FOR AFFILIATED AND OUTSIDE ORGANIZATIONS

1. We obtained from University management a listing of all affiliated and outside organizations for the reporting period. We obtained written representations from management that GUF and GUAF are the only outside organizations created for or on behalf of the athletic department.

2. We obtained from management of the University statements for affiliated and outside organizations and we confirmed the 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:

	Grambling University Foundation, Inc.	Grambling University Athletic Foundation	Total
Revenues			
Contributions	\$336,323	\$33,107	\$369,430
Total revenues	<u>336,323</u>	<u>33,107</u>	<u>369,430</u>
Expenses			
Athletic student aid	2,788	9,230	12,018
Coaching salaries, benefits and bonuses paid by the University and related entities	120,000		120,000
Support staff/administrative compensation, benefits, bonuses paid by the University and related entities	57,572	2,400	59,972
Recruiting	1,338	5,564	6,902
Team travel		6,153	6,153
Sports equipment, uniforms, and supplies	2,325	5,915	8,240
Game expenses	4,313		4,313
Student-athlete meals (non-travel)	4,238	1,974	6,212
Other operating expenses	143,749	1,871	145,620
Total expenses	<u>336,323</u>	<u>33,107</u>	<u>369,430</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENSES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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

- 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 financial statements of the foundations were audited by independent certified public accounting firms for the year ended June 30, 2020. The GUF audit report was dated November 30, 2020, and included a report on internal controls with no deficiencies. The GUAF audit report was dated September 30, 2020, and also included a report on internal controls with no deficiencies.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

- We compared and agreed the sports sponsored and reported in the NCAA Membership Financial Reporting System to the University's Calculation of Revenue Distribution Equivalencies Report from NCAA's CA software. We were to inquire about any discrepancies and report the justification.

We found no discrepancies as a result of these procedures.

2. We compared current year Grants-in-Aid revenue distribution equivalencies to prior year reported equivalencies per the Membership Financial Report submission. We inquired and documented explanation for variances greater than +/- 4%.

We found a total variance decrease of 21.57%, which was mainly due to the University's change in accounting for out-state-waivers.

3. We obtained the University's Sports Sponsorship and Demographics Form submitted to the NCAA for the reporting year and validated the University's countable sports reported met the minimum requirements set forth in Bylaw 20.9.6.3, for the number of contests and participants in each contest. We ensured the University 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. As a result of COVID-19 and its impact on institutional sport seasons, NCAA Division I Council Coordination Committee has approved a blanket waiver of the minimum sports sponsorship requirements for the 2019-20 academic year for spring sports.

4. We compared the current-year number of Sports Sponsored to the prior-year reported total per the Membership Financial Report submission. We were to inquire and document an explanation for any variance.

We found no variance as a result of this procedure.

5. 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 Athletic Aid, Pell Grant recipients on Partial Athletic Aid, and Pell Grant recipients with no Athletic 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.

6. We compared current-year Pell Grants total to prior-year reported total per the Membership Financial Report submission. We were to inquire and document an explanation for any variance greater than +/- 20 grants.

We found no exceptions as a result of these procedures and did not identify any variances greater than +/- 20 grants.

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 3.2.4.17 or on the effectiveness of the University Athletic Department's internal control over financial reporting for the year ended June 30, 2020. Accordingly, we do not express such an opinion or conclusion. 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 the President. 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

WMS:BAC:BH:EFS:aa

GSUNCAA2020

UNAUDITED

Statement A

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

**Statement of Revenues and Expenses
For the Year Ended June 30, 2020**

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES						
Operating revenues:						
Ticket sales	\$1,183,885	\$6,737	\$6,616	\$523		\$1,197,761
Student fees					\$1,115,000	1,115,000
Direct institutional support					5,235,745	5,235,745
Guarantees	550,838	400,000	109,972	28,100		1,088,910
Contributions	202,023	24,760	1,338	15,354	126,098	369,573
Program, novelty, parking, and concession sales					150,715	150,715
Royalties, licensing, advertisement, and sponsorships					52,357	52,357
Other operating revenue					61,777	61,777
Total operating revenues	<u>1,936,746</u>	<u>431,497</u>	<u>117,926</u>	<u>43,977</u>	<u>6,741,692</u>	<u>9,271,838</u>
EXPENSES						
Operating expenses:						
Athletic student aid	1,019,070	220,863	251,146	1,388,649	12,887	2,892,615
Guarantees		8,500	4,000	5,000		17,500
Coaching salaries, benefits, and bonuses paid by the University and related entities	943,691	339,976	321,450	614,146		2,219,263
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	19,782				906,142	925,924
Recruiting	37,752	24,709	24,686	8,199		95,346
Team travel	274,819	225,289	111,706	339,222		951,036
Sports equipment, uniforms, and supplies	233,002	40,121	47,310	165,645	17,762	503,840
Game expenses	67,513	39,995	37,515	22,095	57,264	224,382
Spirit groups	323,444					323,444
Athletic facilities debt service, leases, and rental fees	18,967				1,080	20,047
Medical expenses and insurance					366,148	366,148
Memberships and dues	16,250	27,495	9,450	6,463	39,983	99,641
Student-athlete meals (non-travel)	1,714			4,202	30,713	36,629
Other operating expenses	157,087	9,129	752	90,223	141,636	398,827
Total operating expenses	<u>3,113,091</u>	<u>936,077</u>	<u>808,015</u>	<u>2,643,844</u>	<u>1,573,615</u>	<u>9,074,642</u>
EXCESS (Deficiency) OF REVENUES OVER (Under) EXPENSES	<u><u>(\$1,176,345)</u></u>	<u><u>(\$504,580)</u></u>	<u><u>(\$690,089)</u></u>	<u><u>(\$2,599,867)</u></u>	<u><u>\$5,168,077</u></u>	<u><u>\$197,196</u></u>

NOTES TO THE FINANCIAL STATEMENT

(UNAUDITED)

1. CONTRIBUTIONS

No individual contributions were received directly by the University’s Athletic Department that 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 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, 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.

3. LONG TERM LIABILITIES

The following is a detailed summary of a note payable for the athletic department for the year ended June 30, 2020:

Project	Date of Note Payable	Original Amount	Principal Outstanding at 6/30/2019	Payment	Principal Outstanding 6/30/2020	Maturity	Interest Rate	Interest Outstanding at 6/30/2020
Football Stadium	9/2/2017	\$2,100,250	\$1,816,865	(\$180,845)	\$1,636,020	2023	4.95%	\$289,639

On September 2, 2017, GUF obtained a construction permanent note payable with Origin Bank to finance renovation of the University’s football stadium. The original amount was \$2,100,250, bearing interest at 4.95%, and maturing March 1, 2023, payable as interest only payments until March 1, 2019, then in annual installments of \$272,279 until maturity, with balloon payment at maturity of balance, secured by certificates of deposit.

The following is the amortization schedule for the outstanding note payable for the athletic department as of June 30, 2020:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$184,029	\$88,250	\$272,279
2022	193,265	79,014	272,279
2023	1,258,726	122,375	1,381,101
Total	<u>\$1,636,020</u>	<u>\$289,639</u>	<u>\$1,925,659</u>

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.

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

**Major Revenue and Expense Analysis
For the Year Ended June 30, 2020**

Accounts Exceeding 10% Threshold and Variation Greater Than 10%	Fiscal Year 2020	Fiscal Year 2019	Increase/ (Decrease)	Percent Variance	
Operating Revenues per Statement A					
Direct institutional support	\$5,235,745	\$4,136,404	\$1,099,341	27%	1
Guarantees	\$1,088,910	\$835,500	\$253,410	30%	2
Operating Expenses per Statement A					
Athletic student aid	\$2,892,615	\$2,582,743	\$309,872	12%	3
Support staff/administrative compensation, benefits, and bonuses paid by University and related entities	\$925,924	\$1,153,506	(\$227,582)	(20%)	4
Team travel	\$951,036	\$1,172,483	(\$221,447)	(19%)	5

NOTES:

- 1 Enrollment slightly increased in fiscal year (FY) 2020 and financial resources improved, allowing an increase in funds transferred from general fund to athletics within the maximum support allowed by Board of Regents.
- 2 There were two football guarantee games in FY 2020 -- one with University of Louisiana at Monroe and the other with Louisiana Tech University -- compared to only one game guarantee game in FY 2019.
- 3 Additional students enrolled and attended the summer semester in FY 2020 using the athletic fee funds.
- 4 There were salary savings in FY 2020 as a result of turnovers in the athletic director and athletic business manager positions and changes in the allocation of these salaries between athletics and the student affairs, academic affairs, and finance departments.
- 5 Travel costs decreased in FY 2020 due to the spring sports being cancelled.

Budget	Fiscal Year 2020 - Actual	Fiscal Year 2020 - Budget	Variance	Percent Variance	
Operating Revenues per Statement A					
Ticket Sales	\$1,197,761	\$1,662,000	(\$464,239)	(28%)	1
Student Fees	\$1,115,000	\$1,839,934	(\$724,934)	(39%)	2
Direct Institutional Support	\$5,235,745	\$3,796,018	\$1,439,727	38%	3
Guarantees	\$1,088,910	\$1,421,000	(\$332,090)	(23%)	4

NOTES:

- 1 The University was not able to secure a fourth home game in football as expected, and its attendance dropped in FY 2020.
- 2 University budgeted \$700K more student fees for the construction of the new tennis courts, but due to COVID the project was postponed until FY 2021.
- 3 University's enrollment increased in FY 2020 and its financial resources improved, which allowed for an increase in the transfer from general fund to Athletics.
- 4 The University originally projected to play three guarantee games for football in FY 2020 but only played two games.

The budget analysis is presented on University data only.