

SOUTHERN UNIVERSITY SYSTEM STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

Agreed-Upon Procedures Report Issued February 26, 2025



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TABLE OF CONTENTS

	Page
Independent Accountant's Report on the Application of Agreed-Upon Procedures	2
	Statement
Financial Statement - Statement of Revenues and Expenses (Unaudited)	A 12
Notes to the Financial Statement (Unaudited)	13
	Appendix
Major Revenue and Expense Analysis (Unaudited)	15



February 14, 2025

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

MR. DENNIS SHIELDS, PRESIDENT 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 of the Southern University and A&M College (University), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (Statement) of the University's Athletics Department is in compliance with the National Collegiate Athletic Association (NCAA) Bylaw 20.2.4.17, in evaluating the University's compliance with other specified NCAA legislation, and in evaluating the effectiveness of the University's internal control over compliance for the year ended June 30, 2024. University management is responsible for the accuracy of the Statement (unaudited) and the related notes (unaudited), compliance with NCAA requirements and legislation, and internal control over financial reporting and compliance. 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. Management of the University has acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The University specified a threshold of \$5,000 for reporting exceptions and the agreedupon procedures described below were not applied to any transactions that fell under this amount, nor did we report any exceptions noted below 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 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 largest athletics department cash disbursement transaction and followed it through the University's accounting system to determine adherence to established policies and procedures.
 - (c) We inquired of and observed athletics department personnel to determine their compliance with policies and procedures related to the control and safeguarding of unsold tickets.

We noted that, for one football game, the University did not follow their policies and procedures governing the handling of cash. The ticket sales transaction selected was entered into the accounting system 101 days after the required time per policy.

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 legislations, completeness of the list of all known affiliated and outside organizations, and other information as we considered necessary for the fiscal year ended June 30, 2024.

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 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, 2024, to June 30, 2023, 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 and recalculated totals. 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 reconciliation for the games tested.

We found no exceptions as a result of these procedures.

2. We obtained documentation 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. We obtained explanations from the University regarding any variances in excess of 5%. We recalculated the totals. Additionally, if the athletic department is reporting that an allocation of student fees should be countable as generated revenue, we were to recalculate the totals of the University's methodology for supporting that the athletics department is able to count each sport. We were to tie the calculation to supporting documents such as seat manifests, ticket sales reports, and student fee totals.

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

The University does not report the allocation of student fees as generated revenue.

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. We recalculated the totals.

These procedures included the associated expenses reported in Statement A as indirect institutional support. We found no exceptions as a result of these procedures.

5. We were to select a sample of one settlement report for an away game during the reporting period, agree to the University's general ledger and/or the Statement, and recalculate totals. We selected a sample of one contractual agreement pertaining to revenues derived from guaranteed contests during the reporting period and compared and agreed the transaction to the University's general ledger and/or the Statement. We recalculated the totals.

There were no settlement reports during the reporting period. We found no exceptions as a result of these procedures.

6. We obtained and inspected agreements related to the University's participation in revenues from royalties, licensing, advertisements, and sponsorships during the reporting period for relevant terms and conditions. We compared and agreed the related revenues to the general ledger, and/or the Statement. We 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 10% of student athletes from the listing of University student aid recipients and performed the following:
 - We obtained individual student account detail for each selection, and compared the total athletic aid reported to the student athlete's account detail reported in the NCAA's Compliance Assistance (CA) software.
 - We performed a check of each student selected to ensure his/her information was reported accurately in the NCAA CA software using

the criteria found in 2024 NCAA Agreed-Upon Procedures Appendix D, step 20.c.

We recalculated the totals for each sport and overall for all sports.

Five of 26 student athletes tested had the incorrect athletic grant amounts in the NCAA CA software. Two students' grant amounts were overstated by a total of \$6,217, and three students' grant amounts were understated by \$15,006 for a net understatement of \$8,789. The student account detail in the NCAA CA software was corrected for the three understatements of \$15,006 and only one of the overstatements for \$4,000. The net uncorrected overstatement in the NCAA CA software is \$2,217.

- 2. We obtained and inspected a list of coaches and support staff/ administrative personnel employed by the University and related entities during the reporting period. We selected all head coaches' contracts for football, men's basketball, and women's basketball from the listing and a sample of two 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 documentation 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.

A total of \$32,838 of team travel expenses was misclassified as other operating expenses. Statement A was corrected.

4. We obtained the general ledger detail for game 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 and recalculated the totals.

We found no exceptions as a result of these procedures.

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

These procedures included the associated revenues reported in Statement A as indirect institutional support – athletic facilities debt service, lease, and rental fees. 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 schedule obtained. We agreed the total annual maturities and total outstanding athletics 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.

3. We agreed the total fair market value of University endowments to supporting documentation, the University's general ledger, and/or audited financial statements, if available.

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 group of 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 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, amortizing, 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 obtained from University management the repayment schedules for all outstanding intercollegiate athletics debt maintained by the University during the reporting period. We recalculated the annual maturities, agreed annual maturities to supporting documentation and to the University's general ledger, and ensured 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) and the Southern University Alumni Federation (Federation) are the only outside organizations created for or on behalf of the athletics 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.

University management represented there was no activity for the Federation, therefore no statements were prepared. 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:

Revenues	Southern University System Foundation
Sponsorships	\$753,623
Total operating revenues	753,623
Expenses	
Coaching salaries, benefits, and bonuses	68,500
Team travel	88,742
Sport equipment, uniforms, and supplies	219,941
Game expenses	78,033
Direct overhead and administrative expenses	294,471
Other operating expenses	3,936
Total operating expenses	753,623
Excess (Deficiency) of Revenues Over (Under) Expenses	NONE

We obtained written representations from management as to the accuracy 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 financial statements of the Southern University System Foundation for the year ended December 31, 2023, are being audited by an independent certified public accounting firm. The audit report has not been issued as of February 14, 2025.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

- 1. In order for the NCAA to place reliance on the Division I financial reporting to calculate the NCAA revenue distributions, we performed the following procedures:
 - (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 from CA or other report that supports the 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.

(b) We compared current-year Grants-in-Aid revenue distribution equivalencies to prior-year reported equivalencies per the Membership Financial Report submission and obtained explanations for variances greater than +/-4%.

We found no exceptions as a result of these procedures.

(c) We obtained the University's Sports Sponsorship and Demographics Form submitted to the NCAA Research for the reporting year. We validated that the countable NCAA sports reported by the University met the minimum requirements, set forth in Bylaw 20.10.6.3, related to the number of contests and the number of participants. Once validated, we ensured that the University has properly reported these sports as countable for revenue distribution purposes within the NCAA Membership Financial Reporting System.

We noted that the women's golf team played in four countable contests and did not meet the required eight minimum contests played as required by Bylaw 20.10.6.3. We also noted that the men's tennis team had four participants and did not meet the required five minimum participants as required by Bylaw 20.10.6.3.

(d) We compared the current-year number of Sports Sponsored to the prior-year reported total per the Membership Financial Report submission and obtained explanations for any variances.

The University reinstated the men's tennis, men's golf, and women's golf teams in fiscal year 2024. They had previously been discontinued and were not included in the fiscal year 2023 sponsored sports.

(e) 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 dollar amount 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.

On the original NCAA report, we found nine students excluded who received Pell Grants totaling \$61,319, and four students' Pell Grants

were overstated by a total of \$2,690 in the NCAA Membership Financial Reporting System. The NCAA Membership Financial Reporting System was corrected.

(f) We compared the current-year Pell Grants total to the 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 identified no variances that exceed +/- 20 grants.

An agreed-upon procedures engagement involves the practitioner performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed. 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 Athletics Department or on its compliance with NCAA Bylaw 20.2.4.17 or on the effectiveness of the University Athletics Department's internal control over financial reporting or compliance for the year ended June 30, 2024. 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.

We are required to be independent of the University and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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,

Michael J. "Mike" Waguespack, CPA

Legislative Auditor

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UNAUDITED

Statement A

ATHLETICS DEPARTMENT
SOUTHERN UNIVERSITY AND A&M COLLEGE
SOUTHERN UNIVERSITY SYSTEM
STATE OF LOUISIANA

Statement of Revenues and Expenses For the Year Ended June 30, 2024

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES						
Operating revenues:						
Ticket sales	\$2,190,678	\$65,284		\$29,300		\$2,285,262
Student fees					\$3,399,182	3,399,182
Direct institutional support					3,699,841	3,699,841
Indirect institutional support					2,708,469	2,708,469
Indirect institutional support - athletic facilities debt service, lease, and rental fees	\$1,125,696					1,125,696
Guarantees		625,000	\$161,000	18,200		804,200
NCAA distributions					378,789	378,789
Conference distributions (non media and non-football bowl)					374,599	374,599
Program, novelty, parking, and concession sales	531,302					531,302
Royalties, licensing, advertisement, and sponsorships					919,855	919,855
Other operating revenue					90,335	90,335
Total operating revenues	3,847,676	690,284	161,000	47,500	11,571,070	16,317,530
EXPENSES						
Operating expenses:						
Athletic student aid	999,066	277,496	323,564	1,766,556		3,366,682
Guarantees	60,000	20,000	4,500	800		85,300
Coaching salaries, benefits, and bonuses paid by the	1,294,937	635,053	470,731	999,190		3,399,911
University and related entities	1,254,557	033,033	470,731	333,130		3,333,311
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities					2,026,412	2,026,412
Severance payments	3,356	21,443		6,645	1,123	32,567
Recruiting	19,876	3,556	10,997	9,803		44,232
Team travel	562,423	270,719	291,499	742,088	32,838	1,899,567
Sports equipment, uniforms, and supplies	131,571	59,725	40,330	162,864	32,930	427,420
Game expenses	752,671	83,385	41,585	58,538	4,543	940,722
Spirit groups	70,573				36,121	106,694
Athletic facilities debt service, leases, and rental fees	1,571,266					1,571,266
Direct overhead and administrative expenses	15,532	21,270	6,384		371,006	414,192
Indirect institutional support					2,708,469	2,708,469
Medical expenses and insurance					318,197	318,197
Memberships and dues					2,700	2,700
Student-athlete meals (non-travel)	70,532			23,869		94,401
Other operating expenses	69,717	4,360	827	19,751	531,655	626,310
Total operating expenses	5,621,520	1,397,007	1,190,417	3,790,104	6,065,994	18,065,042
EXCESS (Deficiency) OF REVENUES						
OVER (Under) EXPENSES	(\$1,773,844)	(\$706,723)	(\$1,029,417)	(\$3,742,604)	\$5,505,076	(\$1,747,512)

NOTES TO THE FINANCIAL STATEMENT

(Unaudited)

1. 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. 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. Library collections regardless of age, with a total acquisition value of \$5,000,000 or more are capitalized and depreciated.

The right to use assets are initially measured at an amount equal to the initial measurement of the related lease liability, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right to use assets are amortized on a straight-line basis over the life of the related lease. The University reports lessee and lessor leases of \$100,000 or more based upon the total lease contract value.

2. LEASES

Financed Purchase Lease with Foundation

The Southern University System (System) records items under the lease agreement with the Foundation as assets and liabilities in its financial statements. Assets under the Foundation lease agreement are included as capital assets in the notes to the System's financial statement. The lease liability is associated with the Foundation lease agreement described in the notes to the System's financial statement. The lease liability reported by the System does not equal the lease receivable reported by the Foundation due to the Foundation's fiscal year ending on December 31. The following is a schedule of future minimum lease payments under these leases, together with the present value of minimum lease payments, at June 30, 2024, for the Southern University and A&M College campus within the System (Note: The University Athletics Department is responsible for an annual allocated percentage of these future minimum lease payments):

Fiscal Year Ended June 30,	Amount
2025	\$1,587,739
2026	1,582,110
2027	1,583,752
2028	1,583,048
2029	1,579,999
2030-2034	7,922,126
2035-2039	7,886,322
Total mimimum payments	23,725,096
Less - amount representing interest	(6,025,953)
Present value of net minimum lease payments	\$17,699,143

The gross amount, including capitalized interest, of assets held under the leases as of June 30, 2024, for the Southern University and A&M College campus, totals \$27,354,227 and includes buildings, land and improvements, and equipment of \$24,152,164, \$2,218,112, and \$983,951 respectively.

The annual allocated percentage of the lease payment that the University's Athletics Department owed for the fiscal year 2024 is \$1,571,266, which represents 92.63% of the total due by the System to the Foundation.

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.

ATHLETICS DEPARTMENT SOUTHERN UNIVERSITY AND A&M COLLEGE SOUTHERN UNIVERSITY SYSTEM STATE OF LOUISIANA

Major Revenue and Expense Analysis For the Year Ended June 30, 2024

Accounts Exceeding 10% Threshold and Variation Greater Than 10%	Fiscal Year 2024	Fiscal Year 2023	Increase/ (Decrease)	Percent Variance	
Operating Revenues per Statement A Ticket sales	\$2,285,262	\$1,663,724	\$621,538	37%	1
Operating Expenses per Statement A Coaching salaries, benefits, and bonuses paid by the University and related entities	\$3,399,911	\$2,976,923	\$422,988	14%	2
	Fiscal Year	Fiscal Year	Increase/	Percent	
Budget	2024 - Actual	2024 - Budget	(Decrease)	Variance	
Ticket sales	\$2,285,262	\$2,045,650	\$239,612	12%	3
Team travel	\$1,899,567	\$1,360,000	\$539,567	40%	4

NOTES:

- 1. The increase in Ticket Sales occurred due to implementing Ticketmaster digital ticket platform for fiscal year 2024. This gave season ticket holders who live outside of the Baton Rouge metropolitan area the capability to purchase tickets. The number of season tickets holders accounts and ticket sales increased.
- 2. The increase in Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities is due to the following: increase in volleyball and basketball coaching staff; increase in incentive payout for football, administrators, and basketball coaching staff.
- 3. The increase in Ticket Sales occurred due to implementing Ticketmaster digital ticket platform for fiscal year 2024. This gave season ticket holders who live outside of the Baton Rouge metropolitan area the capability to purchase tickets. The number of season tickets holders accounts and ticket sales increased greater than the expected amount included in the budget.
- 4. Increase in Team Travel occurred due to actual cost for transportation (charter bus, airline cost) exceeding the budgeted cost for each sport. In addition, more sports teams traveled to Florida for competitions since two Florida schools have joined the Southwestern Athletics Conference.