

ATHLETIC DEPARTMENT
NICHOLLS STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA



AGREED-UPON PROCEDURES REPORT
ISSUED JANUARY 29, 2020

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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

January 14, 2020

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

**DR. JOHN CLUNE, JR., PRESIDENT
NICHOLLS STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA**
Thibodaux, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as President of the Nicholls 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 3.2.4.15 for the year ended June 30, 2019. 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 \$250 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 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 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, 2019.
- 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 that \$8,800 of Other Operating Revenue was reported as Sports Camp Revenue. Statement A was corrected.

- 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 over 10% of total revenues or expenses for June 30, 2019, to June 30, 2018, 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 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 and obtained explanations from the University regarding any variances in excess of 5%. We recalculated the totals. In addition, since the athletic department reported that an allocation of student fees should be countable as generated revenue, we recalculated the totals of its methodology for supporting that the athletic department is able to count each sport. We tied the calculation to supporting documents.

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

2. We compared 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.

3. We selected one contractual agreement pertaining to revenues derived from guaranteed contests during the reporting period and compared and agreed 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.

4. We obtained and reviewed supporting documentation evidencing 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) not included above (e.g., contributions by corporate sponsors) that constituted 10% or more in the aggregate for the reporting year of all contributions received for intercollegiate athletics during the reporting period. We recalculated the totals.

No outside organization, other than the Nicholls State University Foundation, Inc., contributed monies, goods, or services for or on behalf of the athletic department that exceeded 10% of total contributions.

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

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 Statement. We recalculated the totals.

We found no exceptions as a result of these procedures.

7. We randomly selected one operating revenue receipt from each revenue category not previously sampled elsewhere in our procedures. We agreed the selected revenue transactions to adequate supporting documentation. 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 a listing of University student aid recipients. The following procedures were performed:
 - (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 the University report that 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 the NCAA Membership Financial Reporting System using the criteria found in the 2019 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 the head coaches' contracts for football and men's and women's basketball and a sample of three staff/administrative personnel from the listing. 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 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 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. We obtained the general ledger detail and compared 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 direct overhead and administrative expenses and compared the detail to the total expenses reported. We selected two transactions and obtained supporting documentation to validate the existence of the transactions and the accuracy of their recordings. We recalculated the totals.

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.

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 general ledger.

We found the total outstanding University debt reported did not agree to the University's annual fiscal report as of June 30, 2019. The other reporting item has been corrected.

3. We agreed the total 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 athletics related capital expenditures made by athletics, the University, and affiliated organizations during the reporting period. We obtained and compared general ledger detail to the total expenses reported. We selected one transaction and obtained supporting documentation to validate its existence and the accuracy of its 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 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 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.

We noted the Nicholls State University Foundation, Inc. is the only outside organization 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 were to obtain from University management the repayment schedules for all outstanding intercollegiate athletics debt maintained by the University during the reporting period. If such debt exists, we were to recalculate the annual maturities, agree annual maturities to supporting documentation and to the University's general ledger, and ensure the repayment schedule is properly disclosed within the notes to the Statement.

The University did not maintain any debt related to intercollegiate athletics during the reporting period (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 Nicholls State University Foundation, Inc. is the only outside organization 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.

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:

	Nicholls State University Foundation, Inc.
REVENUES	
Contributions	\$454,685
Program, novelty, parking, and concession sales	21,981
Royalties, licensing, advertisements, and sponsorships	149,501
Sports camp revenue	4,813
Other operating revenue	25,270
Total revenues	656,250
EXPENSES	
Athletic student aid	152
Coaching salaries, benefits, and bonuses paid by the University and related entities	13,677
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	4,200
Recruiting	34,164
Team travel	17,440
Sports equipment, uniforms, and supplies	90,128
Game expenses	15,269
Fundraising, marketing, and promotion	107,688
Sports camp expenses	1,059
Spirit groups	3,868
Athletic facilities debt service, leases, and rental fee	186,659
Direct overhead and administrative expenses	112,038
Medical expenses and medical insurance	1,378
Memberships and dues	2,762
Student athlete meals (non-travel)	13,651
Other expenses	20,227
Bowl expenses	27,870
Total expenses	652,230
EXCESS OF REVENUES OVER EXPENSES	\$4,020

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 Nicholls State University Foundation, Inc., statements were audited by an independent certified public accountant for the year ended June 30, 2018. The audit report dated August 29, 2019, included two material weaknesses in the Foundation's internal control related to input and formula errors in spreadsheets used in the financial reporting process and a prior year unrecorded liability. The foundation has engaged the services of an external accounting firm to assist with correcting the spreadsheet errors and reviewing its year end cutoff procedures.

The financial statements of the Nicholls State University Foundation, Inc., for the year ended June 30, 2019, are being audited by an independent certified public accounting firm. The audit report has not been issued as of January 14, 2020.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

1. In order for the NCAA to place reliance on the Division I financial reporting for NCAA revenue 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 University's Calculation of Revenue Distribution Equivalencies Report.

We found no exceptions as a result of these procedures.

- (b) We compared current year Grants-in-Aid revenue distribution equivalences to prior year reported equivalences per the Membership Financial Report submission. We inquired and documented explanations for any variances +/-4.0%.

There were variances of +/- 4.0% for men's basketball (8.96%), men's cross country (1526.67%), men's golf (11.28%), women's basketball (6.53%), women's soccer (-5.78%), softball (15.35%), women's tennis (8.06%), and women's outdoor track and field (26.88%). The university stated that there was an increase in scholarship funding in fiscal year 2019 for men's golf, softball, and women's outdoor track and field. In addition, men's cross country added scholarships to account for men's track and field, which was a new sport added in fiscal year 2019. The increase in men's basketball, women's basketball, and women's tennis was the result of not awarding all of the sport's budgeted aid in fiscal year 2018. For fiscal year 2019, woman's soccer did not award all of its budgeted aid, resulting in the decrease noted above.

- (c) We obtained the University's Sports Sponsorship and Demographics Form submitted to the NCAA for the reporting year. We validated that the countable NCAA sports reported by the University met the minimum requirements set forth in Bylaw 20.9.6.3, related to the number of contests and the number of participants. We also ensured that 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.

- (d) We compared the number of sports sponsored in the current year to the number reported in the prior year per the Membership Financial Report submission. We inquired and documented an explanation for any variances.

The number of sports reported increased from 14 in fiscal year 2018 to 17 in fiscal year 2019. The increase was the result of adding men's indoor and outdoor track and field and women's beach volleyball in the current fiscal year.

- (e) 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.

- (f) We compared the current year Pell Grants total to the prior year reported total per the Membership Financial Report submission. We inquired and documented explanations for any variance greater than +/- 20 grants.

We noted no variance that met the +/- 20 grants threshold.

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, 2019. 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 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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NICHOLLSNCAA2019

UNAUDITED

Statement A

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

**Statement of Revenues and Expenses
For the Year Ended June 30, 2019**

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES						
Operating revenues:						
Ticket sales	\$199,668	\$11,928	\$9,374	\$36,316		\$257,286
Student fees	891,587	185,808	336,005	1,370,390	\$110,204	2,893,994
Direct institutional support	851,367	177,425	320,847	1,308,571		2,658,210
Indirect institutional support					161,484	161,484
Guarantees	750,000	408,781	94,250	13,586		1,266,617
Contributions	159,534	29,426	4,437	133,943	513,025	840,365
In-kind	4,225	4,092	3,387	47,315	171,068	230,087
NCAA distributions				3,000	558,497	561,497
Program, novelty, parking, and concession sales	32,621	772	682	6,487	21,313	61,875
Royalties, licensing, advertisement, and sponsorships	6,000			3,350	403,985	413,335
Sports camp revenues		2,988	4,813			7,801
Other operating revenue	4,385		275	2,043	27,367	34,070
Bowl revenues	176,367					176,367
Total operating revenues	3,075,754	821,220	774,070	2,925,001	1,966,943	9,562,988
EXPENSES						
Operating expenses:						
Athletic student aid	1,174,661	262,374	249,470	1,245,164	55,154	2,986,823
Guarantees		14,500	4,503	58,929		77,932
Coaching salaries, benefits, and bonuses paid by the University and related entities	1,010,276	287,367	265,837	766,716		2,330,196
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities					1,005,075	1,005,075
Severance payments	4,183	1,057	11,790	9,499	3,448	29,977
Recruiting	45,663	5,947	11,625	21,828		85,063
Team travel	275,993	143,888	115,027	365,004		899,912
Sports equipment, uniforms, and supplies	142,094	28,545	24,444	158,783		353,866
Game expenses	123,025	36,230	29,679	75,196	21,736	285,866
Fundraising, marketing, and promotion	462	180	604	16,946	101,833	120,025
Sports camp expenses	700		359			1,059
Spirit groups					62,909	62,909
Athletic facilities debt service, leases, and rental fees					186,659	186,659
Direct overhead and administrative expenses	17,837	8,615	9,980	8,439	502,611	547,482
Indirect institutional support					161,484	161,484
Medical expenses and insurance					194,109	194,109
Memberships and dues		1,750	225	5,867	58,064	65,906
Student-athlete meals (non-travel)	7,131	6,443	8,328	17,167	41,369	80,438
Other operating expenses	10,707	1,790	1,452	9,277	22,044	45,270
Bowl expenses	154,899					154,899
Total operating expenses	2,967,631	798,686	733,323	2,758,815	2,416,495	9,674,950
EXCESS (Deficiency) OF REVENUES OVER (Under) EXPENSES	<u>\$108,123</u>	<u>\$22,534</u>	<u>\$40,747</u>	<u>\$166,186</u>	<u>(\$449,552)</u>	<u>(\$111,962)</u>

NOTES TO THE FINANCIAL STATEMENT

(UNAUDITED)

1. CONTRIBUTIONS

No individuals or outside organizations, other than the Nicholls State University Foundation, Inc., contributed monies, goods, or services for or on behalf of the 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. 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, 3 years for software with an acquisition cost of \$1,000,000 or more, and 3 to 10 years for internally generated software with development costs of \$1,000,000 or more. 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. DEBT NOTE

The University did not maintain any debt related to intercollegiate athletics during the reporting period. An affiliated organization, the Nicholls State University Foundation, Inc., has a loan agreement with a local financial institution for capital improvements/projects to various Nicholls athletic facilities.

The following is a detailed summary of the payable for the year ended June 30, 2019.

Issue	Date of Issue	Original Issue	Outstanding July 1, 2018	Issued (Redeemed)	Outstanding June 30, 2019	Maturities	Interest Rate	Future Interest Payments June 30, 2019
United Community Bank	5/1/2018	\$1,299,518	\$1,299,518	(\$113,313)	\$1,186,205	2023	5.75%	\$221,928

The following is an amortization schedule for the outstanding liability:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$119,890	\$66,769	\$186,659
2021	127,209	59,450	186,659
2022	134,788	51,870	186,658
2023	804,318	43,839	848,157
Total	<u>\$1,186,205</u>	<u>\$221,928</u>	<u>\$1,408,133</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.

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

**Major Revenue and Expense Analysis
For the Year Ended June 30, 2019**

Accounts Exceeding 10% Threshold and Variation Greater Than 10%	Fiscal Year 2019	Fiscal Year 2018	Increase/ (Decrease)	Percent Variance	
Operating Revenues per Statement A					
Guarantees	\$1,266,617	\$1,001,500	\$265,117	26%	¹
Operating Expenses per Statement A					
Coaching salaries, benefits, and bonuses paid by the University and related entities	\$2,330,196	\$2,105,907	\$224,289	11%	²

Budget

No variations met the 10% variance threshold in the NCAA guidelines, and no explanations are required.

NOTES:

1. The increase in guarantees is due to an increase in the number of guaranteed football contests. In fiscal year 2019, there were two guaranteed contests as compared to only one guaranteed contest in fiscal year 2018.
2. The increase was caused primarily by a 2% salary increase given out in fiscal year 2019 and two positions being filled at higher salaries than the previous position holders.