

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



AGREED-UPON PROCEDURES REPORT
ISSUED JANUARY 27, 2021

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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

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

We have performed the procedures enumerated below, which were agreed to by you, as President and Chancellor of the Southern University and A&M College (University), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (Statement) of the University's Athletic Department is in compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.17 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.

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

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

MINIMUM COMPLIANCE AGREED-UPON PROCEDURES

INTERNAL CONTROL

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

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

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

STATEMENT OF REVENUES AND EXPENSES

GENERAL PROCEDURES

1. We obtained written representations from management as to the 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 noted one misclassification of \$5,047 in Statement A between other operating expenses and athletic facilities debt service, leases, and rental fees expenses. Statement A was corrected.

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

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures. We were unable to perform comparison procedures to attendance figures because attendance supporting documentation was not available for review.

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

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

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

We 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 and agree to the University's general ledger and/or the Statement and recalculate the totals.

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

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

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

1. We selected a sample of 10% of student athletes from the listing of student aid recipients during the reporting period. Data was captured by the University through the creation of a squad/eligibility list for each sponsored sport. We obtained individual student account detail for each selection, and compared total aid in the University's student system to the student's detail in the NCAA's Compliance Assistance (CA) software or the University report that ties directly to the NCAA Membership Financial Reporting System. We performed a check of each student selected to ensure his/her information was reported accurately in either the NCAA's CA software or entered directly into the NCAA Membership Financial Reporting System using the criteria found in 2020 NCAA Agreed-Upon Procedures. We recalculated the totals for each sport and overall for all sports.

Two of 28 student athletes tested had incorrect athletic grant amounts in the NCAA Membership Financial Reporting System. One student's grant amount was overstated by \$1,000 and another student's grant amount was understated by \$436 for a net error of \$564. The NCAA system was corrected.

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

related entities' expense recorded by the University in the Statement during the reporting period.

- (d) We compared and agreed the totals recorded to any employment contracts executed for the sample selected.
- (e) We recalculated the totals.

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

- 4. We obtained the general ledger 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 as well as 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 athletics facilities and compared the two facility payments made to additional supporting documentation (e.g., debt financing agreements, leases, rental agreements). We compared amounts recorded to the general ledger detail and recalculated totals.

Athletic facilities debt service schedules, lease payments and rental fees were overstated by \$5,047. Statement A was corrected.

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

Other operating expenses were understated by \$5,047. Statement A was corrected.

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

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

Total athletics related debt was reported as \$20,442,928 and should have been \$20,758,437. The other reporting item was corrected.

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 were to obtain 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 ensure the source(s) of the funds, goods, and services, as well as the value associated with these items, were properly disclosed in the notes to the Statement.

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

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

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

3. We 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 with the repayments schedule as a result of these procedures; however, the annual allocated percentage of the capital lease payment that the athletic department owed for fiscal year 2020 was reported as 98.26% of the total due by the Southern University System, but should have been 92.62%. The note was corrected (see note 2 to the Statement).

MINIMUM AGREED-UPON PROCEDURES FOR AFFILIATED AND OUTSIDE ORGANIZATIONS

1. We obtained from management a listing of all affiliated and outside organizations for the reporting period. We obtained written representations from management that the Southern University System Foundation (Foundation) is the only outside organization created for or on behalf of the athletic department.

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:

	Southern University System Foundation
Revenues	
Sponsorships	<u>\$500,930</u>
Expenses	
Coach salaries	18,750
Sport equipment, uniforms, and supplies	2,440
Game expenses	79,126
Direct overhead and administrative expense	121,651
Other operating expenses	<u>262,193</u>
Total operating expenses	<u>484,160</u>
Excess of Revenue Over Expenses	<u><u>\$16,770</u></u>

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 Foundation's statements were audited by an independent certified public accountant for the year ended December 31, 2019. The audit report was dated September 17, 2020, and did not include a report on internal control.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

1. For Grants-in-Aid, we compared and agreed the sports sponsored and reported in the NCAA Membership Financial Reporting System to the Calculation of Revenue Distribution Equivalencies report from CA or 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.

2. 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%.

There were variances of +/- 4% for baseball (28.1%), football (7.3%), men's basketball (18.2%), men's indoor/outdoor track and cross country (26.5%), women's basketball (7.1%), women's indoor/outdoor track and cross country (35.7%), soccer (8.8%), and softball (30.5%).

The University stated that the increases noted above were caused by additional student athletes being awarded scholarships in fiscal year 2020 as follows: two for baseball, four for football, two for men's basketball, two for men's indoor/outdoor track and cross country, one for women's basketball, eight for women's indoor/outdoor track and cross country, three for soccer, and six for softball.

3. For Sports Sponsorship, 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. 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 found no exceptions as a result of these procedures. As a result of COVID-19 and its impact on institutional sports seasons, the NCAA Division I Council Coordination Committee has approved a blanket waiver of the minimum sports sponsorship requirements for the 2019-2020 academic year for spring sports.

4. We compared current-year number of Sports Sponsored to prior-year reported total per Membership Financial Report submission and were to obtain explanations for any variances.

We found no variances as a result of these procedures.

5. For Pell Grants, we agreed the total number of Division I student athletes who, during the academic year, received a Pell Grant award and the total 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.

Nine student athletes' Pell award amounts were incorrect in the NCAA Membership Financial Reporting System by a net \$41,730. Four of the student's Pell Grant amounts were understated by a total of \$13,739 and five student's Pell Grant amounts were overstated by a total of \$55,469. The NCAA Membership Financial Reporting System was corrected.

6. We compared current-year Pell Grants total to prior-year reported total per the Membership Financial Report submission and documented explanations for variances greater than +/- 20 grants.

Total Pell Grants increased by 46 in fiscal year 2020. The University stated that the variance was from an increase in the number of student athletes that were eligible for Pell 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 and Chancellor of the University and is not intended to be, and should not be, used by anyone other than this specified party. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Daryl G. Purpera, CPA, CFE
Legislative Auditor

JS:AD:RR:EFS:aa

SUBRNCAA2020

UNAUDITED

Statement A

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

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

	FOOTBALL	Bayou Classic	Sub-Total Football	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES								
Operating revenues:								
Ticket sales	\$948,417	\$606,100	\$1,554,517	\$28,692	\$450	\$5,130		\$1,588,789
Student fees							\$3,028,420	3,028,420
Direct institutional support							3,283,841	3,283,841
Indirect institutional support							3,320,942	3,320,942
Indirect institutional support - athletic facilities debt service, lease, and rental fees	1,040,964		1,040,964					1,040,964
Guarantees	500,000		500,000	367,500	95,000	2,500		965,000
NCAA distributions							37,474	37,474
SWAC Revenue							64,115	64,115
Program, novelty, parking, and concession sales	353,710		353,710					353,710
Royalties, licensing, advertisement, and sponsorships	263,362		263,362	74,912	56,312	106,344	61,354	562,284
Other operating revenue						200	314,904	315,104
Total operating revenues	3,106,453	606,100	3,712,553	471,104	151,762	114,174	10,111,050	14,560,643
EXPENSES								
Operating expenses:								
Athletic student aid	1,067,547		1,067,547	127,301	274,477	1,590,914		3,060,239
Guarantees	82,000		82,000	20,000	2,500			104,500
Coaching salaries, benefits, and bonuses paid by the University and related entities	981,515		981,515	407,897	358,108	819,698		2,567,218
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities							1,394,860	1,394,860
Severance payments	21,242		21,242			6,058	15,071	42,371
Recruiting	59,116		59,116	12,838	9,566	7,842		89,362
Team travel	307,881		307,881	210,542	181,361	334,249		1,034,033
Sports equipment, uniforms, and supplies	83,418		83,418	833	5,154	72,280	213,667	375,352
Game expenses	545,544		545,544	42,086	37,420	12,600		637,650
Spirit groups	24,489	39,228	63,717				4,169	67,886
Athletic facilities debt service, leases, and rental fees	1,297,144		1,297,144					1,297,144
Direct overhead and administrative expenses	41,404		41,404	2,317	2,317	2,500	143,069	191,607
Indirect institutional support							3,320,942	3,320,942
Medical expenses and insurance							284,000	284,000
Memberships and dues							41,650	41,650
Other operating expenses	9,646		9,646	1,230	3,942	70,911	647,207	732,936
Total operating expenses	4,520,946	39,228	4,560,174	825,044	874,845	2,917,052	6,064,635	15,241,750
EXCESS (Deficiency) OF REVENUES OVER (Under) EXPENSES	(\$1,414,493)	\$566,872	(\$847,621)	(\$353,940)	(\$723,083)	(\$2,802,878)	\$4,046,415	(\$681,107)

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

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

2. LONG-TERM LIABILITIES

Capital Leases

The Southern University System (System) records items under capital leases as an asset and an obligation in its financial statements. Assets under capital lease are included as capital assets in the notes to the System's financial statements. The capital lease obligation is associated with the cooperative endeavor and capital lease agreement between the System and the Foundation. The capital lease obligation reported by the System does not equal the capital lease receivable reported by the Foundation due to its fiscal year ending on December 31. The following is a schedule of future minimum lease payments under these capital leases, together with the present value of minimum lease payments, at June 30, 2020, for the Southern University and A&M College campus within the System (Note: The University Athletic Department is responsible for an annual allocated percentage of these future minimum lease payments):

Fiscal Year Ended June 30,

2021	\$1,755,993
2022	1,753,062
2023	1,593,369
2024	1,591,492
2025	1,587,739
2026-2030	7,908,088
2031-2035	7,925,316
2036-2040	<u>6,303,953</u>
Total minimum payments	30,419,012
Less - amount representing interest	<u>(9,393,552)</u>
Present value of net minimum lease payments	<u><u>\$21,025,460</u></u>

The gross amount, including capitalized interest, of assets held under capital leases as of June 30, 2020 for the Southern University and A&M College campus, totals \$28,152,693 and includes buildings, land and land improvements, and equipment of \$24,152,164; \$2,218,112; and \$1,782,417, respectively.

The annual allocated percentage of the capital lease payment that the University's Athletic Department owed for the fiscal year 2020 is \$1,297,144, which represents 92.62% 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.

**ATHLETIC DEPARTMENT
SOUTHERN UNIVERSITY AND A&M COLLEGE
SOUTHERN UNIVERSITY 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					
Ticket sales	\$1,588,789	\$1,805,125	(\$216,336)	(12%)	1
Student fees	\$3,028,420	\$2,663,117	\$365,303	14%	2

Operating Expenses per Statement A

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

Budget	Fiscal Year 2020 - Actual	Fiscal Year 2020 - Budget	Increase/ (Decrease)	Percent Variance	
Athletic student aid	\$3,060,239	\$2,662,796	\$397,443	15%	3

NOTES:

- 1 The fall 2018 football schedule consisted of two top rivalry schools in the conference, which aided in generating more revenue in fiscal year 2019 than in fiscal year 2020.
- 2 Student athletic fees increased from \$190.00 to \$250.00 per student in fiscal year 2020.
- 3 In fiscal year 2020, more freshman student athletes were awarded student aid than what was predicted when the budget was prepared. Also the option to attend summer school was utilized for eligibility purposes by the student athletes.