

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



AGREED-UPON PROCEDURES REPORT
ISSUED FEBRUARY 23, 2011

**LEGISLATIVE AUDITOR
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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

January 12, 2011

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

**DR. JOHN L. CRAIN, PRESIDENT
SOUTHEASTERN LOUISIANA UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA
Hammond, Louisiana**

We have performed the procedures enumerated below, which were agreed to by you, as president of Southeastern Louisiana University (university), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (Statement) of the Southeastern Louisiana University Athletic Department is in compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.16.1 for the year ended June 30, 2010, and to assist you in your evaluation of the effectiveness of the Southeastern Louisiana University Athletic Department's internal control over financial reporting as of June 30, 2010. University management is responsible for the Statement (unaudited) and related notes (unaudited) and 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 procedures that we performed and associated 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 the adherence to established policies and procedures relating to revenues and expenses. We performed the following procedures:

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.

We expanded our procedures and reviewed all ticket sales for football, men's basketball, and baseball. We noted that deposits from football ticket sales totaled \$3,148 less than ticket sales recorded in the university's electronic ticket sale system, First Sports. In addition, we noted that the athletic department did not reconcile its ticket sales to deposits and to the general ledger.

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 determined that the university's internal auditor issued an internal audit report during the period relating to the intercollegiate athletics program, specifically on student athletic eligibility. The report noted no significant deficiencies.

4. We obtained the university's procedures for gathering information on the nature and extent of affiliated and outside organizational activity for or on behalf of the university's intercollegiate athletics program and determined 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 of the intercollegiate athletics program, completeness of required schedules and related financial information, adequacy of controls, compliance with NCAA rules and regulations, completeness of the list of all known affiliated and outside organizations, and other information as we considered necessary for the year ended June 30, 2010.
2. We verified the mathematical accuracy of the amounts on the Statement and agreed each operating revenue and expense category reported on the Statement 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 five operating revenue receipts and a sample of five expense disbursements obtained from supporting schedules to adequate supporting documentation.

We found no exceptions as a result of these procedures.

4. We compared each major operating revenue and expense account for June 30, 2009, and June 30, 2010, to identify variances of 5% or greater between individual revenue and expense accounts that are 5% or more of the total. We obtained and documented the university's explanations for any significant variations.

As a result of our procedures, we identified a variance of 5% or greater in the following revenue account that is 5% or more of the total.

Revenues

Direct institutional support

5. We compared the budgeted revenues and expenses to actual revenues and expenses for each major operating revenue and expense account for the year ended June 30, 2010, to identify any variances of 25% or greater in individual revenue and expense accounts that are 5% or more of the total. We obtained and documented the university's explanations for any significant variations.

As a result of our procedures, we identified no variances of 25% or greater in individual revenue and expense accounts that are 5% or more of the total for the year ended June 30, 2010.

MINIMUM AGREED-UPON PROCEDURES FOR REVENUES

1. Using a schedule prepared by the university, we compared the value of the tickets sold, complementary tickets provided, and unsold tickets for the reporting period per the schedule to the related revenue reported by the university in the general ledger and Statement and to the related attendance figures. We agreed the information on the schedule to the supporting game reconciliation for a random sample of one football, one basketball, and one baseball game. We recalculated the reconciliations for the games tested.

We expanded our procedures and reviewed all ticket sales for football, men's basketball, and baseball. We noted that deposits from football ticket sales totaled \$3,148 less than ticket sales recorded in the university's electronic ticket sale system, First Sports. In addition, we noted that the athletic department did not reconcile its ticket sales to deposits and to the general ledger.

2. We inquired of management regarding the allocation of student fees to the intercollegiate athletics program.

The university does not assess student fees that are restricted to intercollegiate athletics.

3. We selected a random sample of two away games with game guarantee settlements and agreed the amounts to the general ledger and to the contractual settlements. We recalculated the settlement reports for the games tested.

We found no exceptions as a result of these procedures.

4. We obtained and reviewed supporting documentation for each contribution of monies, goods, or services received directly by an intercollegiate athletics program for any affiliated or outside organization, agency, or group of individuals (two or more) not included above (e.g., contributions by corporate sponsors) that constitutes 10% or more of all contributions received for intercollegiate athletics during the reporting period.

The Southeastern Athletics Association, Inc., and a private donation are outside organizations that contributed monies, goods, or services for or on behalf of the athletic department that exceed 10% of total contributions.

5. We inquired of management regarding direct state or other governmental support recorded by the university during the period.

The university did not have any direct state or other governmental support during the period.

6. We compared direct institutional support recorded by the university during the period with state appropriations, institutional authorizations, and/or other corroborative supporting documentation and recalculated the totals.

We found no exceptions as a result of these procedures.

7. We compared indirect institutional support recorded by the university during the period with state appropriations, institutional authorizations, and/or other corroborative supporting documentation and recalculated the totals.

We found no exceptions as a result of these procedures.

8. Based on the relevant terms and conditions of one randomly selected agreement related to the university's participation in revenues from NCAA/Conference tournaments during the period, we compared and agreed the related revenues to the university's general ledger and/or the Statement and recalculated the totals.

We found no exceptions as a result of these procedures.

9. We inquired of management regarding the relevant terms and conditions of all agreements related to the university's participation in revenues from broadcasts, television, radio, and Internet rights during the period.

The university did not receive any revenue from television, radio, and Internet rights during the period.

10. Based on the relevant terms and conditions of two randomly selected agreements related to the university's participation in revenues from royalties, licensing, advertisements, and sponsorships during the period, we compared and agreed related revenues to the general ledger and/or the Statement and recalculated the totals.

We found no exceptions as a result of these procedures.

11. We inquired of management regarding a schedule listing all sports camp contracts between the university and the person conducting university sports camps or clinics during the period, the total amount of revenue generated for each camp, the charge per participant, and the number of participants for each camp.

The university did not have any revenue from university sports camps or clinics during the period.

12. We inquired with management regarding endowment agreements for the period.

The university did not have any endowment agreements during the period.

13. We randomly selected two program sales, concessions, novelty sales, and parking receipts revenues and agreed the sales to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

14. We randomly selected one operating revenue receipt from each category not previously mentioned above and agreed the revenues to adequate supporting documentation.

We found no exceptions as a result of these procedures.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

1. We selected a random sample of seven students from the listing of university student aid recipients, obtained individual student-account detail for each selection, and compared total aid allocated from the related aid award letter to the student's account. We recalculated the totals.

We found no exceptions as a result of these procedures.

2. We obtained and inspected a random sample of two away game settlement reports received by the university during the reporting period and agreed related expenses to the university's general ledger and/or Statement.

We found no exceptions as a result of these procedures.

3. We obtained and inspected a random sample of three contractual agreements pertaining to expenses recorded by the university from guaranteed contests during the period. We used the game settlement report from these contests to agree related expenses to the university's general ledger and/or Statement. We recalculated the totals.

We found no exceptions as a result of these procedures.

4. We obtained from management a list of coaches and support staff/administrative personnel paid by the university and related entities during the reporting period. We examined the contracts for the three highest paid support staff/administrative personnel and all head coaches from football, men's and women's basketball, and baseball. The following procedures were performed:

- a. We compared and agreed the financial terms and conditions of each head coach selected to the related coaching salaries, benefits, and bonuses recorded by the university and related entities in the Statement.
- b. We obtained and inspected W-2s and 1099s for each selection.

- c. We compared and agreed related W-2s and 1099s 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 recalculated the totals.

We found no exceptions as a result of these procedures.

- 5. We inquired of management regarding coaches and support staff/administrative personnel paid by third parties. We obtained and reviewed supporting documentation for payments made to coaches paid by third parties.

The university did not have any coaches and support staff/administrative personnel paid directly by third parties during the period.

- 6. Using a list prepared by the university, we selected the athletic employee with the highest severance payment and agreed the severance pay to the related termination letter or employment contract. We recalculated the total.

We found no exceptions as a result of this procedure.

- 7. We compared and agreed the university's recruiting expense policies to existing university and NCAA-related policies.

We found no significant differences as a result of this procedure.

- 8. We compared and agreed the university's team travel policies to existing institutional and NCAA-related policies.

We found no significant differences as a result of this procedure.

- 9. We obtained and documented an understanding of the university's methodology for allocating indirect facilities support.

- 10. We summed the indirect facilities support and indirect institutional support totals reported by the university in the Statement and determined if they are presented in accordance with the university's methodology for allocating indirect facilities support.

We found no exceptions as a result of this procedure.

11. We compared and agreed indirect facilities and administrative support reported by the university in the Statement to the corresponding revenue category (indirect facilities and administrative support) reported by the university in the Statement. We recalculated the totals.

We found no exceptions as a result of these procedures.

12. We randomly selected a sample of two equipment, uniform, and supplies expenses and agreed them to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

13. We randomly selected a sample of two game expenses and agreed them to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

14. We were to randomly select a sample of two fund raising, marketing, and promotion expenses and agree them to adequate supporting documentation.

The university did not have any expenses related to fund raising, marketing, and promotion expenses during the period.

15. We inquired of management regarding sports camp expenses during the period.

The university did not have any expenses related to sports camps during the period.

16. We randomly selected a sample of four direct facilities, maintenance, and rental expenses and agreed them to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

17. We inquired of management regarding spirit group expenses during the period.

The university did not have any expenses related to spirit group expenses during the period.

18. We randomly selected a sample of two medical and medical insurance expenses and agreed them to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

19. We selected four (all) memberships and dues expenses and agreed them to adequate supporting documentation. We recalculated the totals.

We found no exceptions as a result of these procedures.

20. We randomly selected one operating expense from each category not previously mentioned and agreed each to adequate supporting documentation. 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 money, goods, or services received directly by an intercollegiate athletics program for any affiliated or outside organization, agency, or group of individuals (two or more) that constitutes 10% or more of all contributions received for intercollegiate athletics during the period, 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.

The Southeastern Athletics Association, Inc., and a private donation are outside organizations that contributed monies, goods, or services for or on behalf of the athletic department that exceed 10 percent of the total contributions.

2. We obtained a description of the university's policies and procedures for acquiring, approving, depreciating, and disposing of intercollegiate athletics-related assets along with a schedule of changes in those assets. We agreed the schedule of changes to the university's general ledger to ensure the university's policies and procedures and schedule of changes were properly disclosed within the notes to the Statement.

We found no exceptions as a result of these procedures.

3. We inquired of university management regarding repayment schedules for all outstanding intercollegiate athletics debt maintained by the university during the period.

The university did not maintain any debt related to intercollegiate athletics during the period.

**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.
2. We obtained from management statements for all affiliated and outside organizations and performed the following:
 - a. We agreed the amounts reported in the statements to the university's general ledger or, alternatively, confirmed revenue and expenses directly with a responsible official of the organization.
 - b. We reconciled the cash disbursement made by the organization for or on behalf of the university's intercollegiate athletics programs or employees to the revenues reported on the university's Statement.
 - c. We reconciled the direct payments of outside organizations to the university with the revenues reported on the university's Statement.

We found no exceptions as a result of these procedures.

3. We obtained written representations from management of the university that the listing of all known affiliated and outside organizations provided to us by the university are the only outside organizations created for or on behalf of the athletic department.
4. We obtained from 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.
5. We obtained written representations as to the fair presentation of the summary schedule and agreed the amounts reported to the university's general ledger.

We found no exceptions as a result of these procedures.

INDEPENDENT ACCOUNTANT'S REPORT

	Southeastern Athletics Association, Inc.	(A Portion of) Southeastern Development Foundation, Inc.	(A Portion of) Southeastern Alumni Association and Other	Total
Revenues				
Contributions	\$159,210	\$186,555	\$122,451	\$468,216
Compensation and benefits provided by third party	41,975			41,975
Indirect facilities and administrative support	18,017			18,017
NCAA/Conference distributions including all tournament revenues			35,904	35,904
Royalties, advertisements, and sponsorships	343,609		55,000	398,609
Endowment and investment income		41,877		41,877
Other	123,619	34		123,653
Total revenues	<u>686,430</u>	<u>228,466</u>	<u>213,355</u>	<u>1,128,251</u>
Expenses				
Athletic student aid		1,373		1,373
Coaching other compensation and benefits paid by third party	32,881			32,881
Support staff/administrative salaries, benefits, and bonuses paid by university	9,094			9,094
Recruiting	4,547			4,547
Team travel			117	117
Equipment, uniforms, and supplies	2,790		56,128	58,918
Fund raising, marketing, and promotion	113,261		29,963	143,224
Direct facilities, maintenance, and rentals	34,870			34,870
Indirect facilities and administrative support	18,017			18,017
Medical expenses and medical insurance	3,720		35,904	39,624
Membership and dues	390			390
Other	259,505	32,653	35,350	327,508
Total expenses	<u>479,075</u>	<u>34,026</u>	<u>157,462</u>	<u>670,563</u>
Excess of Revenues Over Expenses	<u>\$207,355</u>	<u>\$194,440</u>	<u>\$55,893</u>	<u>\$457,688</u>

6. For all outside organizations that had an independent audit, we obtained the independent auditors' reports, identified any significant deficiencies relating to the outside organizations' internal controls, made inquiries of management, and documented any corrective action taken in response to the significant deficiencies.

The financial statements of the Southeastern Athletics Association, Inc., were audited by an independent certified public accounting firm for the year ended June 30, 2010. The audit report is dated November 30, 2010, and included no significant deficiencies on the outside organization's internal control.

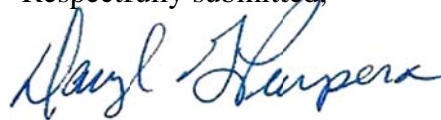
The financial statements of the Southeastern Development Foundation, Inc., were audited by an independent certified public accounting firm for the year ended June 30, 2010. The audit report is dated December 15, 2010, and included no significant deficiencies on the outside organization's internal control.

The financial statements of the Southeastern Alumni Association were audited by an independent certified public accounting firm for the year ended June 30, 2010. The audit report is dated December 1, 2010, and included no significant deficiencies on the outside organization's internal control.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the accompanying Statement and related notes of the university's athletic department or on its compliance with NCAA Bylaw 3.2.4.16.1 or on the effectiveness of the university athletic department's internal control over financial reporting for the year ended June 30, 2010. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the president of the university and is not intended to be, and should not be, used by anyone other than 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

LMF:CGEW:EFS:THC:dl

SLUNCAA 2010

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

**Statement of Revenues and Expenses
For the Year Ended June 30, 2010**

	<u>FOOTBALL</u>	<u>MEN'S BASKETBALL</u>	<u>WOMEN'S BASKETBALL</u>	<u>BASEBALL</u>	<u>OTHER SPORTS</u>	<u>NON- PROGRAM SPECIFIC</u>	<u>TOTAL</u>
REVENUES							
Operating Revenues:							
Ticket sales	\$172,888	\$21,849	\$8,866	\$45,596	\$8,277	\$371	\$257,847
Guarantees	375,000	285,000	38,000	4,000			702,000
Contributions	116,289	13,492	50,984	164,459	60,639	89,805	495,668
Compensation and benefits provided by a third party	7,750	3,620	7,680	10,848	28,283	12,694	70,875
Direct institutional support	1,313,641	342,086	549,170	284,889	2,242,955	1,304,354	6,037,095
Indirect facilities and administrative support	192,105	60,208	64,221	9,804	38,709	279,445	644,492
NCAA/Conference distributions including all tournament revenues	16,080	6,002	3,240		32,048	466,748	524,118
Program sales, concessions, novelty sales, and parking	3,920	234	182	838	120	5,593	10,887
Royalties, licensing, advertisements, and sponsorships	12,000	3,500	3,500	3,500	23,950	495,248	541,698
Endowment and investment income	24,034	1,018	671	3,263	999	11,892	41,877
Other	140,926		966	31,289	41,156	59,332	273,669
Total Operating Revenues	<u>2,374,633</u>	<u>737,009</u>	<u>727,480</u>	<u>558,486</u>	<u>2,477,136</u>	<u>2,725,482</u>	<u>9,600,226</u>
EXPENSES							
Operating Expenses:							
Athletic student aid	900,235	228,963	277,914	160,067	1,264,411	70,249	2,901,839
Guarantees	90,000	20,732	15,500	17,395	935		144,562
Coaching salaries, benefits, and bonuses paid by the university and related entities	593,796	236,802	220,109	177,130	564,602	20,962	1,813,401
Coaching salaries, benefits, and bonuses paid by a third party	7,750	3,620	7,680	10,848	28,283	3,600	61,781
Support staff/administrative salaries, benefits, and bonuses paid by the university and related entities	36,741	288	26	8,621	295	908,871	954,842
Support staff/administrative salaries, benefits, and bonuses paid by a third party						9,094	9,094
Severance payments	12,586	1,278				14,010	27,874
Recruiting	42,199	18,526	17,899	10,572	26,492	4,344	120,032
Team travel	160,552	89,672	70,312	50,998	266,751		638,285
Equipment, uniforms, and supplies	107,559	20,087	13,270	30,407	88,845	10,000	270,168
Game expenses	32,800	35,100	23,925	21,209	23,446		136,480
Fund raising, marketing, and promotion	22,432	2,853	5,867	10,778	5,869	95,425	143,224
Direct facilities, maintenance, and rental	34,768	576	769	15,474	23,450	66,228	141,265
Indirect facilities and administrative support	192,105	60,208	64,221	9,804	38,709	279,445	644,492
Medical expenses and medical insurance	45,316	6,956	5,545	11,963	60,390	41,104	171,274
Memberships and dues		230			2,015	35,000	37,245
Other operating expenses	95,794	11,118	4,443	23,220	78,213	253,933	466,721
Total Operating Expenses	<u>2,374,633</u>	<u>737,009</u>	<u>727,480</u>	<u>558,486</u>	<u>2,472,706</u>	<u>1,812,265</u>	<u>8,682,579</u>
EXCESS OF REVENUES OVER EXPENSES	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>\$4,430</u>	<u>\$913,217</u>	<u>\$917,647</u>

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1. CONTRIBUTIONS

Individual contributions to the athletic department from the Southeastern Athletics Association, Inc., and a private donation exceeded 10% of the total contributions included in Statement A.

2. CAPITAL ASSETS

Capital assets are reported at cost at the date of acquisition or their estimated fair value at the date of donation. For movable property, the university's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life greater than one year. Renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized if they exceed \$100,000. Any infrastructure exceeding \$3 million must be capitalized, but the university does not have any infrastructure that meets that criterion. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. Depreciation is computed using the straight-line method over the estimated useful life of the assets, generally 40 years for buildings and infrastructure, 20 years for depreciable land improvements, and 3 to 10 years for most movable property. All departments within the university follow standardized policies and procedures prescribed by state laws and regulations for acquiring, approving, depreciating, and disposing of capital assets. The university has no debt associated with its athletic department's capital assets.

Capital asset activity for the athletic department for the year ended June 30, 2010, is as follows:

	Balance June 30, 2009	Prior Period Adjustment	Adjusted Balance June 30, 2009	Additions	Deletions	Balance June 30, 2010
Depreciable Assets:						
Buildings	\$14,355,267	\$119,445	\$14,474,712	\$1,043,289		\$15,518,001
Equipment	156,142		156,142			156,142
Total Depreciated Assets	<u>14,511,409</u>	<u>119,445</u>	<u>14,630,854</u>	<u>1,043,289</u>	NONE	<u>15,674,143</u>
Total Assets	<u>14,511,409</u>	<u>119,445</u>	<u>14,630,854</u>	<u>1,043,289</u>	NONE	<u>15,674,143</u>
Less Accumulated Depreciation:						
Buildings	(5,943,536)	(16,883)	(5,960,419)	(375,575)		(6,335,994)
Equipment	(114,003)		(114,003)	(16,145)		(130,148)
Total Accumulated Depreciation	<u>(6,057,539)</u>	<u>(16,883)</u>	<u>(6,074,422)</u>	<u>(391,720)</u>	NONE	<u>(6,466,142)</u>
Capital Assets, Net	<u>\$8,453,870</u>	<u>\$102,562</u>	<u>\$8,556,432</u>	<u>\$651,569</u>	NONE	<u>\$9,208,001</u>

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