

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



AGREED-UPON PROCEDURES REPORT

ISSUED JANUARY 18, 2006

**LEGISLATIVE AUDITOR
1600 NORTH THIRD STREET
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STEVE J. THERIOT, CPA
LEGISLATIVE AUDITOR

OFFICE OF
LEGISLATIVE AUDITOR
STATE OF LOUISIANA
BATON ROUGE, LOUISIANA 70804-9397

1600 NORTH THIRD STREET
POST OFFICE BOX 94397
TELEPHONE: (225) 339-3800
FACSIMILE: (225) 339-3870

January 3, 2006

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

DR. MICHAEL R. MOFFETT, 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 6.2.3 for the year ended June 30, 2005. 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 Southeastern Louisiana 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. University management is responsible for the Statement (unaudited) and related notes (unaudited) and compliance with NCAA requirements.

Our procedures and associated findings are as follows:

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 regulations, and other information we considered necessary for the year ended June 30, 2005. We also verified the mathematical accuracy of the amounts on the Statement 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.

2. We obtained an understanding and tested the specific elements of the control environment and accounting systems that are unique to the university's intercollegiate athletics program.

We detected no deficiencies in the control environment and accounting systems of the university's intercollegiate athletic department as a result of these procedures.

3. We inquired of management about the involvement of the university's internal auditor in the intercollegiate athletics program and we obtained reports issued by the internal auditor to support the auditor's involvement.

On August 24, 2005, the internal auditor issued a report on Football Ticket Accountability. The report summary identified 19 findings:

- The Athletics Ticket Operations Office did not maintain segregation of duties between the tasks of opening mail containing ticket orders and preparing the daily deposit. In addition, the person who opened the mail did not prepare a control listing of items received.
- Athletics Ticket Operations did not make daily deposits at the Controller's office.
- Restrictive endorsements were not immediately placed on checks when received.
- Athletics Ticket Operations did not print machine-generated daily transaction reports and reconcile them to the daily deposits of ticket revenues.
- Athletics did not reconcile ticket revenue deposits to the university Financial Information System monthly budget reports to ensure the revenues were posted correctly.
- Athletics Ticket Operations did not account for pre-numbered ticket stock, did not keep excess ticket stock in a locked and secure location, and did not retain ticket stock "deadwood." Deadwood is any use of ticket stock that did not result in a ticket being issued to a customer including printer tests, misprints, voids, damaged stock, and printed tickets that remained unsold after an event.
- Athletics Ticket Operations did not prepare and retain game day ticket manifests documenting the number of tickets printed, sold, and not sold.
- Athletics Ticket Operations did not keep a control log detailing the issuance of complimentary tickets to patrons. In addition, ticket office personnel did not require the persons receiving complimentary tickets to sign for the tickets.

INDEPENDENT ACCOUNTANT'S REPORT

- Athletics did not maintain adequate control over pass lists used to administer complimentary admissions to guests of student athletes.
- Nine student support personnel were each allotted four guest complimentary admissions per game rather than the two admissions allowed under the complimentary ticket policy approved by the University of Louisiana System (ULS) Board of Supervisors.
- The reduced rate student companion season pass was not approved by ULS system staff. In addition, Athletics did not provide for reduced rate single-game spouse/companion passes.
- Athletics Ticket Operations had no policy requiring the approval of refunds and voided transactions by supervisory personnel independent of the original transaction.
- Portable remote keychain alarm activation buttons were not readily accessible to employees and the ticket office alarm system had not been tested since it was installed in 2003.
- The combination to the file cabinet safe used for overnight storage of petty cash and funds awaiting deposit had not been changed by Ticket Operations since it was acquired from the Athletics business manager.
- Athletics Ticket Operations did not maintain a control log for pre-numbered parking passes.
- Three of 15 alumni season ticket patrons sampled should not have received the alumni discount because they were not active Alumni Association members when their 2004 season tickets were purchased. In addition, Ticket Operations did not maintain documentation to substantiate discounts given to Alumni members.
- The \$20,700 ticketing software contract with TicketsXchange (TXC) lacked the signature of the university president, provost, or a vice-president; was executed by Athletics without the approval of Purchasing; and did not provide for enforcement under Louisiana law.
- Athletics Ticket Operations did not monitor the TXC ticketing software contract to ensure that revenues due from TXC were promptly remitted to the university and did not request credit from TXC for refundable transaction fees.
- Athletics Ticket Operations did not have a formal written policy and procedures manual.

University management concurred with the findings and recommendations of the internal auditor. The finding regarding the student-athlete guest complimentary admissions could result in a secondary NCAA violation. The university self-reported the violation to the NCAA but has not received a response regarding the violation.

4. We compared each operating revenue and expense account for the intercollegiate athletics program recorded in the university's general ledger for June 30, 2004, and June 30, 2005, to identify variances of 5% or greater than \$50,000 for all individual revenue and expense accounts that are 5% or more of the total.

We identified variances of 5% or greater than \$50,000 in the following revenue and expense accounts that are 5% or more of the total:

Revenues

Guarantees
NCAA distributions
Program sales
Other sources

Expenses

Travel
Operating services
Other charges
Equipment

5. We compared the budgeted revenues and expenses to actual revenues and expenses recorded in the university's general ledger for the year ended June 30, 2005, to identify any variances of 25% or greater in individual revenue and expense accounts that are 5% or more of the total.

As a result of our procedures, we identified variances of 25% or greater between budget and actual amounts in the following revenue accounts that are 5% or more of the total:

Revenues

Gate receipts
NCAA distributions
Program sales
Other sources

Expenses

Personal services
Other charges

**MINIMUM AGREED-UPON PROCEDURES
FOR REVENUES**

6. We obtained the football, baseball, and men's basketball game statements for all home games and compared the amounts reported to the revenue recorded in the general ledger and reported on the statement of revenues and expenses. We randomly selected one cash receipts batch sheet of the ticket sales category and agreed to adequate supporting documentation.

The football event reports for gate sales totaled \$7,653 less than the general ledger. The TicketXchange Report totaled \$3,772 less than the general ledger.

The baseball event reports for gate sales totaled \$1,034 less than the general ledger. The TicketXchange Report totaled \$563 less than the general ledger.

The men's basketball event report for gate sales totaled \$410 less than the general ledger. The TicketXchange Report totaled \$739 less than the general ledger.

7. On a sample basis, for the football, baseball, and men's basketball away games with game guarantee settlements, we agreed the amounts recorded in the general ledger to the contractual agreements. The settlement reports for the games tested were recalculated.

We found no exceptions as a result of this procedure.

8. We inquired as to the university's participation in revenues from football post-season activity during the period to obtain and inspect related agreements and gain an understanding of relevant terms and conditions.

The university did not have any football post-season activity during the period.

We selected one operating revenue receipt from the NCAA/Conference distributions category and agreed it to adequate supporting documentation.

We found no exceptions as a result of this procedure.

9. We inquired as to the university's participation in revenues from broadcasts, television, radio, and Internet rights during the period to obtain and inspect agreements and gain an understanding of relevant terms and conditions.

The university did not have any revenues from broadcasts, television, radio, and Internet rights during the period.

10. We selected two operating revenue receipts from the program sales, concessions, novelty sales, and parking category and agreed to adequate supporting documentation.

A receipt for football concession was not deposited timely to the Controller's office. We found no other exceptions as a result of this procedure.

11. We obtained and inspected agreements related to the university's participation in revenues from royalties, advertisements, and sponsorships during the period to gain an understanding of relevant terms and conditions. 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.

12. We reviewed selected transactions for the men's basketball sports camp, as well as the camp's participant list, and agreed the information to the athletic department's ledger.

We found no exceptions as a result of this procedure.

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

We found no exceptions as a result of this procedure.

14. We determined that the educational and general amount transferred to the athletic department by the university was in accordance with the Board of Regents policy.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

15. We selected a sample of seven athletic scholarship expense transactions from the general ledger. We identified the students included in the seven transactions and 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 found no exceptions as a result of these procedures.

16. We selected the football, baseball, and men's basketball games with game guarantee expenses and agreed the amounts to the general ledger and to the contractual agreements. We recalculated the settlement reports for the games tested.

We found no exceptions as a result of these procedures.

17. We obtained from management a list of coaches and support staff/administrative personnel paid by the university and paid by third parties. We examined the contracts for the head coaches from football, baseball, and men's and women's

basketball, and we selected the three highest paid support staff/administrative personnel. The following procedures were performed:

- (a) We compared and agreed the financial terms and conditions to the related coaching salaries, benefits, and bonuses recorded by the university and related entities in the Statement and to the related other compensation and benefits paid by a third party and recorded by the university 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 amounts recorded by the university in the Statement during the reporting period.

We found no exceptions as a result of these procedures.

18. We inquired about any coaches' salaries paid by third parties during the reporting period to obtain and inspect a listing of coaches' salaries and compare and agree the financial terms and conditions of selected coaching salaries, benefits, and bonuses recorded by the university.

We found no exceptions as a result of this procedure.

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

We found no exceptions as a result of these procedures.

20. We obtained and documented an understanding of the university's recruiting expense policies. We compared and agreed them to existing university and NCAA related policies. We selected four recruiting expenses and agreed to adequate supporting documentation.

We found no exceptions as a result of this procedure.

21. We obtained an understanding of the university's team travel policies. We compared and agreed them to existing university and NCAA related policies. We selected 10 team travel expenses and agreed to adequate supporting documentation.

We found no exceptions as a result of this procedure.

22. We selected two operating expense transactions from the equipment, uniforms, and supplies category and agreed them to adequate supporting documentation.

We found no exceptions as a result of this procedure.

23. We selected four operating expenses from the direct facilities, maintenance, and rental categories and agreed them to adequate supporting documentation.

We found no exceptions as a result of these procedures.

24. We selected travel expenses incurred by spirit groups for travel and agreed to adequate supporting documentation.

We found no exceptions as a result of these procedures.

25. We selected six operating expenses from the other operating expense category and agreed them to adequate supporting documentation.

We found no exceptions as a result of these procedures.

26. We selected one operating expense from each category not previously mentioned above and agreed them to adequate supporting documentation.

We found no exceptions as a result of this procedure.

27. We determined that the amount charged to the athletic department by the university for its share of university services was charged in accordance with university policy.

**MINIMUM AGREED-UPON PROCEDURES
FOR NOTES AND DISCLOSURES**

28. We obtained from university management a list of contributions received by the athletic department to identify any individual contributions that constitute more than 10% of the total contributions. We obtained and reviewed supporting documentation for each such contribution and ensured the source of funds, goods and services, as well as the value associated with these items.

The Southeastern Athletics Association, Inc., and the Southeastern Development Foundation, Inc., both outside organizations, each contributed monies, goods, or services for or on behalf of the athletic department that exceed 10% of the total contributions.

29. We obtained and reviewed a schedule of total intercollegiate athletics capitalized assets, additions, deletions, and improvements of facilities by type along with a description of the university's policies and procedures for acquiring, approving, depreciating, and disposing of intercollegiate athletics-related assets.

30. We agreed the capital asset schedule to the university's and/or affiliated and outside organizations' general ledger. We selected any capitalized addition that was greater than 10% of total capital additions and agreed recorded cost to adequate supporting documentation.

There was an increase in construction-in-progress which was greater than 10% of total capital additions. We found no exceptions as a result of this procedure.

31. We agreed the capitalized asset amounts in the notes to the university's general ledger.

We found no exceptions as a result of this procedure.

32. We inquired as to the repayment schedules for all outstanding intercollegiate athletics debt maintained by the university during the reporting period.

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

**MINIMUM AGREED-UPON PROCEDURES FOR
AFFILIATED AND OUTSIDE ORGANIZATIONS**

33. We obtained written representation from management of the university that the Southeastern Athletics Association, Inc., and the Southeastern Development Foundation, Inc., were the only outside organizations created for or in behalf of the athletic department.

34. We obtained from management a summary of revenues and expenses for or on behalf of university's intercollegiate athletics program by the affiliated and outside organizations to be included with the agreed-upon procedures report. We obtained written representations as to the fair presentation of the summary and agreed the amounts reported to the organization's and university's general ledgers.

We found no exceptions as a result of this procedure.

ATHLETIC DEPARTMENT, SOUTHEASTERN LOUISIANA UNIVERSITY _____

	Southeastern Athletics Association, Inc.	(A Portion of) Southeastern Development Foundation, Inc.	Total
Revenues			
Contributions	\$486,798	\$102,226	\$589,024
NCAA/Conference distribution	27,490		27,490
Broadcast, television, radio, and Internet	202,410		202,410
Program sales, concessions, novelty sales, and parking	(2,918)		(2,918)
Royalties, advertisements, and sponsorships	335,942		335,942
Endowment and investment income		14,129	14,129
Other	55,072	213,423	268,495
Total Revenues	1,104,794	329,778	1,434,572
Expenses			
Support staff/administrative salaries, benefits, and bonuses paid by university	8,526		8,526
Recruiting	11,660		11,660
Team travel	25,660		25,660
Equipment, uniforms, and supplies	2,746		2,746
Game expenses	1,435		1,435
Fund raising, marketing, and promotion	185,943		185,943
Other	824,940	116,506	941,446
Total Expenses	1,060,910	116,506	1,177,416
Excess of Revenues Over Expenses	\$43,884	\$213,272	\$257,156

35. We obtained an understanding and tested the procedures used by the university to gather information on the nature and extent of affiliated and outside organizational activity for or on behalf of the university's intercollegiate athletics program.

We found no deficiencies in the design of the university's procedures for gathering information on the nature and extent of booster group activity for or in behalf of the university's intercollegiate athletics program.

36. For all outside organizations that had an independent audit, we obtained the independent auditor's report to identify any reportable conditions relating to the outside organization's internal controls, to make inquiries of management, and to document any corrective action taken in response to the reportable condition.

The financial statements of the Southeastern Athletics Association were audited by an independent certified public accounting firm for the year ended June 30, 2005. The audit report is dated August 18, 2005, and includes no reportable conditions on the outside organization's internal control.

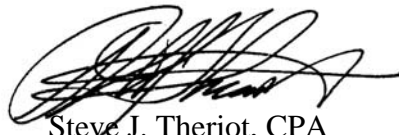
The financial statements of the Southeastern Development Foundation were audited by an independent certified public accounting firm for the year ended June 30, 2005. The audit report is dated November 9, 2005, and includes no reportable conditions on the outside organization's internal control.

INDEPENDENT ACCOUNTANT'S REPORT

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the compliance of the accompanying Statement of Revenues and Expenses and related notes of the Southeastern Louisiana University Athletic Department. Accordingly, we do not express such an opinion. Also, we express no opinion on Southeastern Louisiana University's internal control over financial reporting or any part thereof. 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 Southeastern Louisiana 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,



Steve J. Theriot, CPA
Legislative Auditor

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

**Statement of Revenues and Expenses
For the Year Ended June 30, 2005**

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	BASEBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES							
Operating Revenues:							
Ticket sales	\$410,818	\$26,434	\$6,656	\$68,695	\$17,647		\$530,250
Student fees			50,950		74,050	\$2,447,982	2,572,982
Guarantees	35,000	160,000	26,500	1,865	1,500		224,865
Contributions	387,631	18,665	67,027	61,605	134,968	1,006,864	1,676,760
Compensation and benefits provided by a third party			1,000		8,045		9,045
Direct state or other government support	3,069	6,639	6,621	2,303	392	65,423	84,447
Direct institutional support			24,392		59,561		83,953
NCAA/Conference distributions including all tournament revenues	48,998	40,163				139,496	228,657
Program sales, concessions, novelty sales, and parking	22,784	415	184	1,707	109	183,967	209,166
Royalties, advertisements, and sponsorships						107,906	107,906
Sports camp revenues						92,563	92,563
Endowment and investment income						169	169
Other	38,092			2,780	1,310	10,931	53,113
Total Operating Revenues	<u>946,392</u>	<u>252,316</u>	<u>183,330</u>	<u>138,955</u>	<u>297,582</u>	<u>4,055,301</u>	<u>5,873,876</u>
EXPENSES							
Operating Expenses:							
Athletic student aid	517,279	112,736	111,998	87,039	534,894	3,139	1,367,085
Guarantees	152,837	12,200	5,200	31,325	12,400		213,962
Coaching salaries, benefits, and bonuses paid by the university and related entities	320,189	136,861	140,808	64,771	283,855	17,857	964,341
Coaching salaries, benefits, and bonuses paid by the third party			1,000		8,045		9,045
Support staff/administrative salaries, benefits and bonuses paid by the university and related entities	119,445	27,669	22,610	23,993	53,925	776,226	1,023,868
Severance payments	27,019	14,374		661	3,490	3,653	49,197
Recruiting	5,810	16,917	11,348	9,155	16,923		60,153
Team travel	105,945	77,283	53,458	53,122	168,347		458,155
Equipment, uniforms, and supplies	10,615	586	2,542	9,605	9,241	16,341	48,930
Game expenses	25,760	21,600	20,250	11,250	16,805	1,435	97,100
Fund raising, marketing, and promotion	2,140	2,808	28,954	1,198	39,275	169,412	243,787
Sports camp expense						75,720	75,720
Direct facilities and maintenance	89,502	440	740	2,805	14,977	92,450	200,914
Medical expenses and medical insurance		3,708					3,708
Spirit groups						132,191	132,191
Indirect facilities and administrative support	68,074	4,087	4,369	10,444	40,961	15,086	143,021
Memberships and dues		625			1,170	21,800	23,595
Other operating expenses	368,685	52,586	40,103	82,522	105,246	510,391	1,159,533
Total Operating Expenses	<u>1,813,300</u>	<u>484,480</u>	<u>443,380</u>	<u>387,890</u>	<u>1,309,554</u>	<u>1,835,701</u>	<u>6,274,305</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENSES							
	<u>(\$866,908)</u>	<u>(\$232,164)</u>	<u>(\$260,050)</u>	<u>(\$248,935)</u>	<u>(\$1,011,972)</u>	<u>\$2,219,600</u>	<u>(\$400,429)</u>

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NOTES TO THE FINANCIAL STATEMENT (UNAUDITED)

1. CONTRIBUTIONS

Individual contributions to the athletic department from the Southeastern Athletics Association, Inc., and the Southeastern Development Foundation, Inc., totaling \$267,407 and \$699,610, respectively, 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, 2005, is as follows:

	<u>Balance</u> <u>June 30, 2004</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2005</u>
Capital assets not being depreciated - construction-in-progress	<u>\$13,994</u>	<u>\$162,012</u>	<u>\$176,006</u>
Other capital assets:			
Buildings	\$8,191,725		\$8,191,725
Less - accumulated depreciation	<u>(4,812,591)</u>	<u>(\$192,418)</u>	<u>(5,005,009)</u>
Total buildings	<u>3,379,134</u>	<u>(192,418)</u>	<u>3,186,716</u>
Equipment	99,380		99,380
Less - accumulated depreciation	<u>(82,216)</u>	<u>(6,498)</u>	<u>(88,714)</u>
Total equipment	<u>17,164</u>	<u>(6,498)</u>	<u>10,666</u>
Total Other Capital Assets	<u>\$3,396,298</u>	<u>(\$198,916)</u>	<u>\$3,197,382</u>
Capital Asset Summary:			
Capital assets not being depreciated	\$13,994	\$162,012	\$176,006
Other capital assets, at cost	8,291,105		8,291,105
Less - accumulated depreciation	<u>(4,894,807)</u>	<u>(198,916)</u>	<u>(5,093,723)</u>
Capital assets, net	<u>\$3,410,292</u>	<u>(\$36,904)</u>	<u>\$3,373,388</u>

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