ATHLETIC DEPARTMENT LOUISIANA TECH UNIVERSITY

UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

Agreed-Upon Procedures Report Issued January 25, 2023



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January 13, 2023

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

DR. LESLIE K. GUICE, PRESIDENT LOUISIANA TECH UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

Ruston, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as President of Louisiana Tech 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 3.2.4.17 for the year ended June 30, 2022. 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. Management of the University has acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures were not performed on specific reporting categories that were less than 4% of the total revenues or expenses.

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

MINIMUM COMPLIANCE AGREED-UPON PROCEDURES

INTERNAL CONTROL

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

- 2. We performed procedures to test specific elements of the control environment and accounting systems that are unique to intercollegiate athletics to determine adherence to established policies and procedures relating to revenues and expenses. The following procedures were performed:
 - (a) We randomly selected one cash receipt batch sheet of ticket sales and followed it through the University's cash control system to determine adherence to established policies and procedures.
 - (b) We selected the largest athletic department cash disbursement transaction and followed it through the University's accounting system to determine adherence to established policies and procedures.
 - (c) We inquired of and observed 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 fiscal year ended June 30, 2022.
- 2. We verified the mathematical accuracy of the amounts on the Statement and compared and agreed the amounts to supporting schedules provided by the University and/or the University's general ledger.

We found no exceptions as a result of these procedures.

3. We compared and agreed a sample of one operating revenue receipt and a sample of one expense disbursement obtained from the supporting schedules to adequate supporting documentation. We found no exceptions as a result of these procedures.

4. We compared each major revenue and expense account greater than 10% of total revenues or expenses for June 30, 2022, to June 30, 2021, amounts and budget estimates, to identify variations greater than 10%. We obtained and documented the University's explanations for any variations greater than 10% from June 30, 2021.

We reported the analysis in Appendix A to this report.

MINIMUM AGREED-UPON PROCEDURES FOR REVENUES

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

We found no exceptions as a result of these procedures.

2. 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.

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

We found no exceptions as a result of these procedures.

4. We selected a sample of one contractual agreement pertaining to revenues derived from guaranteed contests during the reporting period and compared and agreed our selection to the University's general ledger and Statement. We recalculated the totals.

We found no exceptions as a result of these procedures.

5. There were no contributions 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) 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.

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

7. We obtained and inspected agreements related to the University's conference distributions and participation in revenues from tournaments during the reporting period for relevant terms and conditions. We compared and agreed the related revenues 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 total student athletes from the listing of University student aid recipients.
 - (a) We obtained individual student-account detail for each selection, and compared total aid in the University's student system to the student detail in NCAA's Compliance Assistant (CA) software.
 - (b) We performed a check of each student selected to ensure their information was reported accurately in the NCAA's CA software using the criteria found in 2022 NCAA Agreed-Upon Procedures.
 - (c) We recalculated the totals for each sport and overall.

We noted that one scholarship worth \$1,297 was incorrectly coded to football that should have been coded to Men's basketball. The University adjusted its Statement to reclassify this amount. There were no other 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 a sample of three coaches' contracts that included football and men's and women's basketball from the listing and a sample of one staff/administrative personnel and performed the following:
 - (a) 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) Obtained and inspected payroll summary registers for the reporting year for each selection.
- (c) 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) Compared and agreed the totals recorded to any employment contracts executed for the sample selected.
- (e) Recalculated the totals.

We noted an error of \$2,163 due to an overpayment to an employee. The University adjusted its Statement to correct for this error. There were no other exceptions as a result of these procedures.

3. Using a list prepared by the University, we selected a sample of one employee receiving severance payments by the University during the reporting period and agreed each severance payment to the related termination letter or employment contract. We recalculated the totals.

We found no exceptions as a result of these procedures.

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

We found no exceptions as a result of these procedures.

5. We obtained the general ledger detail for the purchase of equipment, uniforms, and supplies 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. We recalculated the totals.

We found no exceptions as a result of these procedures.

6. We obtained the general ledger detail for other operating expenses and transfers to the University and compared the detail to the total expenses reported. We selected a sample of one transaction and validated the existence of the transaction 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 OTHER REPORTING ITEMS

1. We obtained the repayment schedule and general ledger detail for all outstanding intercollegiate athletics debt during the reporting period. We recalculated the annual maturities (consisting of principal and interest) provided in the schedule obtained. We agreed the total annual maturities and total outstanding 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 no exceptions as a result of these procedures.

3. We obtained the schedule and general ledger detail of all athletics dedicated endowments maintained by athletics, the University, and affiliated organizations. We agreed the fair market value in the schedule to the supporting documentation, the general ledger, and the Louisiana Tech University Foundation, Inc.'s (Foundation) audited financial statements.

We found no exceptions as a result of these procedures.

4. We agreed the total fair market value of University endowments to supporting documentation and the Foundation's audited financial statements

We found no exceptions as a result of these procedures.

5. We obtained a schedule of athletics related capital expenditures made by athletics, the University, and affiliated organizations during the reporting period. We obtained the general ledger detail 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. We recalculated the totals.

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 (two or more) that constitutes 10% or more of all contributions received for intercollegiate athletics during the reporting

period, and ensure the sources of the funds, goods, and services, as well as the value associated with these items, were properly disclosed in the notes to the Statement.

There were no contributions received directly by the University during the reporting period that constituted 10% or more of all contributions received for intercollegiate athletics (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 determined that intercollegiate athletics debt exists and we ensured that the repayment schedule is properly disclosed within the notes to the Statement.

We found no exceptions as a result of these procedures (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 organizations on the listing provided to us by the University are the only outside organizations created for or on behalf of the athletic department.

We found no exceptions as a result of these procedures. Louisiana Tech Foundation, Inc. was the only organization identified by management.

2. We obtained from management of the University statements for all affiliated and outside organizations and 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 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:

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
Revenues						
Contributions	\$2,536,704	\$548,307	\$143,971	\$357,948	\$988,333	\$4,575,263
Total revenues	2,536,704	548,307	143,971	357,948	988,333	4,575,263
Expenses						
Coaching salaries, benefits, and bonuses						
paid by the University and related entities	796,947	422,658	113,500	152,871		1,485,976
Support staff/administrative compensation, benefits,						
and bonuses paid by the University and related entities	10,871	6,918			92,068	109,857
Severence Payments	1,136,123					1,136,123
Recruiting	761		1,208	3,608	79	5,656
Team travel	2,142	269	3,421	18,216	20,861	44,909
Sports equipment, uniform, and supplies	390,497	31,967	1,204	63,359	235,274	722,301
Fundraising, marketing, and promotion			800	200	7,967	8,967
Medical Expenses and Insurance					29,539	29,539
Other operating expenses	199,363	86,495	23,838	119,694	602,545	1,031,935
Total expenses	2,536,704	548,307	143,971	357,948	988,333	4,575,263
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENSES	None	None	None	None	None	None

We obtained written representations from management as to the accuracy of the summary schedule.

We found no exceptions as a result of these procedures.

4. For all outside organizations that had an independent audit, we obtained the independent auditor's report to identify any significant deficiencies relating to the outside organization's internal controls. We were to make inquiries of management to document any corrective action taken in response to the significant deficiencies.

The Foundation's statements were audited by an independent certified public accountant for the year ended June 30, 2022 and 2021. The audit report dated November 21, 2022, included no significant deficiencies on the outside organization's internal control.

ADDITIONAL MINIMUM AGREED-UPON PROCEDURES

- 1. In order for the NCAA to place reliance on the Division I financial reporting to calculate the NCAA revenue distributions, we performed the following procedures:
 - (a) We compared and agreed the sports sponsored and reported in the NCAA Membership Financial Reporting System to the University's squad lists supporting equivalency calculations. We were to inquire about any discrepancies and report the justification.

We found no discrepancies as a result of these procedures.

(b) We compared current-year Grants-in-Aid revenue distribution equivalencies to prior-year reported equivalencies per the Membership Financial Report submission. We were to inquire and document an explanation for a variance greater than +/- 4%.

We noted that the variance did not meet the +/-4% threshold.

(c) We obtained the University's Sports Sponsorship and Demographics Form submitted to the NCAA for the reporting year between May and August. We validated that the institution's countable sports reported meet the minimum requirements set forth in Bylaw 20.9.6.3, related to the number of contests and the number of participants. Once we validated the countable sports, we ensured 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

(d) We compared current-year number of Sports Sponsored to prioryear reported total per the Membership Financial Report submission. We were to inquire about any variance.

We found no variance as a result of these procedures.

(e) We agreed the total number of 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.

We found no exceptions as a result of these procedures.

(f) We compared current-year Pell Grants total to prior-year reported total per the Membership Financial Report submission. We were to inquire about and document an explanation for any variance greater than +/- 20 grants.

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

An agreed-upon procedures engagement involves the practitioner performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the compliance of the accompanying

Statement and related notes of the University's 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, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely for the information and use of the President of the University and is not intended to be, and should not be, used by anyone other than this specified party. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,

Michael J. "Mike" Waguespack, CPA Legislative Auditor

WW:AHC:BH:EFS:aa

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ATHLETIC DEPARTMENT LOUISIANA TECH UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

Statement of Revenues and Expenses For the Year Ended June 30, 2022

	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON- PROGRAM SPECIFIC	TOTAL
REVENUES						
Operating revenues:						
Ticket sales	\$611,824	\$177,852	\$51,381	\$295,449		\$1,136,506
Direct state or other government support	550,000	183,500	451,501	φ295,449	\$743,082	1,476,582
Direct institutional support	4,223,732	1,300,422	1,383,232	4,611,584	33,802	11,552,772
Indirect institutional support					2,364,400	2,364,400
Indirect institutional support - athletic facilities debt service, lease,					605,395	605,395
and rental fees						
Guarantees	1,100,000	230,992	23,000	15,000		1,368,992
Contributions	2,536,704	548,307	153,971	362,157	1,085,066	4,686,205
In-kind Madia dia kata	12,759	61.040	10,950	2,100		25,809
Media rights NCAA distributions	197,836 498,930	61,048 153,960	56,626 142,808	173,598 441,243		489,108 1,236,941
Conference distributions (non media and non bowl)	101,338	39,516	39,033	89,023	2,013,184	2,282,094
Conference distributions of football bowl generated revenue	657,859	55,510	55,055	05,025	2,015,104	657,859
Program, novelty, parking, and concession sales	14,392				143,708	158,100
Royalties, licensing, advertisement, and sponsorships	,			5,754	487,916	493,670
Athletics restricted endowment and investments income	17,032	3,074	3,869	27,161	11,581	62,717
Other operating revenue	2,813	303	5,609	17,759	70,324	96,808
Total operating revenues	10,525,219	2,698,974	1,870,479	6,040,828	7,558,458	28,693,958
EXPENSES						
Operating expenses:						
Athletic student aid	2,375,189	423,148	451,515	2,523,146	139,593	5,912,591
Guarantees	275,000	128,125	44,469	20,755		468,349
Coaching salaries, benefits, and bonuses paid by the University and related entities	2,834,618	1,056,735	695,374	1,514,796	27,774	6,129,297
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	557,705	231,474	85,321	400	2,098,871	2,973,771
Severance payments	1,136,123					1,136,123
Recruiting	266,196	78,969	76,138	119,176	18,627	559,106
Team travel	560,318	325,428	256,874	917,699	24,861	2,085,180
Sports equipment, uniforms, and supplies	720,377	62,938	21,525	290,848	352,648	1,448,336
Game expenses	149,642	148,953	81,711	127,229	279,068	786,603
Fundraising, marketing, and promotion Spirit groups	3,674	18 3,730	889 3,730	859	91,319	96,759 7,460
Athletic facilities debt service, leases, and rental fees		5,750	5,750		605,395	605,395
Direct overhead and administrative expenses	56,905	19,797	17,751	35,400	398,075	527,928
Indirect institutional support	50,505	10,707	17,751	55,100	2,364,400	2,364,400
Medical expenses and insurance			47		919,613	919,660
Memberships and dues	2,650	750	440	4,040	372,350	380,230
Student-athlete meals (non-travel)	397,138	36,169	20,285	101,440		555,032
Other operating expenses	247,579	108,308	27,655	155,751	769,710	1,309,003
Football bowl expenses	29,501					29,501
Total operating expenses	9,612,615	2,624,542	1,783,724	5,811,539	8,462,304	28,294,724
Excess transfers to institution						
Total expenses	9,612,615	2,624,542	1,783,724	5,811,539	8,462,304	28,294,724
EXCESS (Deficiency) OF REVENUES						
OVER (Under) EXPENSES	\$912,604	\$74,432	\$86,755	\$229,289	(\$903,846)	\$399,234

NOTES TO THE FINANCIAL STATEMENT (Unaudited)

1. CONTRIBUTIONS

No individual contributions received directly by the Athletic Department 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; however, the University's Athletic Department does not have any infrastructure that meets that criterion. Routine repair 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 three to 10 years for most movable property. All departments within the University follow standardized policies and procedures established by state laws and regulations for acquiring, approving, depreciating, and disposing of capital assets.

3. LONG-TERM LIABILITIES

Bonds Payable

the year ended June 30, 2022: Principal Principal Interest Date of Original Outstanding Issued/ Outstanding Interest Outstanding

The following is a detailed summary of bonds payable for the athletic department for

Issue	Date of Issue	Original Issue	Outstanding at 6/30/2021	Issued/ (Retired)	Outstanding at 6/30/2022	Maturities	Interest Rates	Outstanding at 6/30/2022
2014	4/10/2014	\$9,000,000	\$7,375,000	(\$275,000)	\$7,100,000	2039	4.48%	\$3,194,464
Т	otal	\$9,000,000	\$7,375,000	(\$275,000)	\$7,100,000			\$3,194,464

In April 2014, Innovative Student Facilities, Inc., a blended component unit of the University, issued bonds of \$9,000,000 for the construction of an athletic and student facility located at the south end zone of Joe Aillet football stadium.

The following is the amortization schedule for the outstanding bonds payable for the athletic department as of June 30, 2022:

Fiscal Year Ending	Principal	Interest	Total
2023	\$285,000	\$318,080	\$603,080
2024	300,000	305,312	605,312
2025	315,000	291,872	606,872
2026	330,000	277,760	607,760
2027	340,000	262,976	602,976
2028-2032	1,960,000	1,070,496	3,030,496
2033-2037	2,435,000	591,136	3,026,136
2038-2039	1,135,000	76,832	1,211,832
Total	\$7,100,000	\$3,194,464	\$10,294,464

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 LOUISIANA TECH UNIVERSITY UNIVERSITY OF LOUISIANA SYSTEM STATE OF LOUISIANA

Major Revenue and Expense Analysis For the Year Ended June 30, 2022

Accounts Exceeding 10% Threshold and Variation Greater Than 10%	Fiscal Year 2022	Fiscal Year 2021	Increase/ (Decrease)	Percent Variance	-
Operating Revenues per Statement A					
Contributions	\$4,686,205	\$3,786,371	\$899,834	24%	1
Operating Expenses per Statement A					
Coaching salaries, benefits, and bonuses paid by the University and related entities	\$6,129,297	\$5,393,946	\$735,351	14%	2
Support staff/administration compensation, benefits and bonuses paid by the University and related entities	\$2,973,771	\$2,522,833	\$450,938	18%	3
	Fiscal Year	Fiscal Year	Increase/	Percent	
Budget ⁴	2022 - Actual	2022 - Budget	(Decrease)	Variance	
Direct institutional support	\$11,552,772	\$9,342,640	\$2,210,132	24%	5
Athletic student aid	\$5,912,591	\$3,925,800	\$1,986,791	51%	6

NOTES:

- 1. There was an increase in funds received from and/or paid by the Foundation on behalf of the University, which vary year to year due in part to the level of donors' giving; and the University's Athletic Department's needs for coaches compensation, travel, team equipment and supplies, and bowl and other post-season expenses.
- 2. The coaching salaries and benefits increased due to raises and changes in coaching staff during fiscal year (FY) 2022.
- 3. The Support Staff/Administration salaries and benefits increased due to raises and changes in support staff during FY 2022.
- 4. The budget information does not include affiliated outside organization amounts; therefore, the analysis is presented on University amounts only.
- 5. The University did not include out-of-state waivers, gender equity waivers, federal funded portion of College Federal Workstudy program, or the employee fee waivers in its budget, which totaled approximately \$1,897,631 in FY 2022. The University also had a \$312,500 increase in the transfers from other University resources over the amount budgeted.
- 6. The University did not include out-of-state waivers or gender equity waivers in its budget, which totaled approximately \$1.855 million in FY 2022, as previously mentioned. Also, scholarships vary due to the graduation of student athletes during the year, the number of hours enrolled, and the selections to live on or off campus during the year.