Athletic Department
McNeese State University
University of Louisiana System
State of Louisiana

Agreed-Upon Procedures Report
Issued January 23, 2013

LOUISIANA LEGISLATIVE AUDITOR
1600 NORTH THIRD STREET
POST OFFICE BOX 94397
BATON ROUGE, LOUISIANA 70804-9397

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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

January 10, 2013

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

DR. PHILIP C. WILLIAMS, PRESIDENT
MCNEESE STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA
Lake Charles, Louisiana

We have performed the procedures enumerated below, which were agreed to by you, as president of McNeese State University (University), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (Statement) of the University Athletic Department is in compliance with the National Collegiate Athletic Association (NCAA) Constitution 3.2.4.16 for the year ended June 30, 2012, and to assist you in your evaluation of the effectiveness of the University Athletic Department's internal control over financial reporting as of June 30, 2012. 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 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 which 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 two 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 discussed with 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 internal auditor reports issued during the reporting period relating to the intercollegiate athletics program to identify any significant deficiencies noted.

   No significant deficiencies were noted in the Internal Audit reports obtained.

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 those procedures.

   We found no exceptions as a result of this procedure.

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 we considered necessary for the year ended June 30, 2012.

2. We 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 this procedure.

3. We compared and agreed a sample of five operating revenue receipts and a sample of five expense disbursements obtained from the supporting schedules to adequate supporting documentation.

A classification error was noted in the test of operating revenue, which resulted in a $13,312 overstatement of other operating revenue and an understatement of the same amount in contributions.

4. We compared each major operating revenue and expense account for June 30, 2011, and June 30, 2012, to identify variances of 20 percent or greater between individual revenue and expense accounts that are 5 percent or more of the total and obtained and documented the University's explanations.

   As a result of our procedures, we identified variances of 20 percent or greater in the following revenue and expense accounts that are 5 percent or more of the total:

   Revenues
   Guarantees
   Contributions
   Royalties, licensing, advertising, and sponsorships

   Expenses
   Equipment, uniforms and supplies
   Direct facilities, maintenance, and rental

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, 2012, to identify any variances of 20 percent or greater in individual revenue and expense accounts that are 5 percent or more of the total and obtained and documented the University's explanations.

   As a result of our procedure, we identified variances of 20 percent or greater between budget and actual amounts in the following individual accounts that are 5 percent or more of the total:

   Revenues
   Contributions
   Other operating revenues

   Expenses
   Team travel
   Other operating expenses

MINIMUM AGREED-UPON PROCEDURES FOR REVENUES

1. We used a schedule prepared by the University and 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 reconciliations for a random sample of one football, one basketball, and one baseball game and recalculated the reconciliations for the games tested.

   We found no exceptions as a result of this procedure.

2. We reviewed the University's methodology for allocating student fees to the intercollegiate athletics program, compared and agreed student fees reported in the Statement to student enrollment, recalculated the totals, and obtained explanations from the University regarding any variances in excess of 5 percent.

   We found no exceptions as a result of this procedure.

3. We selected the away game with the largest game guarantee settlement and agreed the amount to the general ledger and to the contractual agreement. We recalculated the settlement report for the game tested.

   We found no exceptions as a result of this procedure.

4. We have 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, that are not considered corporate sponsors that constitute 10 percent or more of all contributions received for intercollegiate athletics during the reporting periods.

   The McNeese State University Foundation, Inc., an outside organization, contributed monies, goods, and services for or on behalf of the athletic department that exceeded 10 percent of the total contributions.

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

   The University had no direct state or other governmental support as defined by NCAA guidelines.

6. We compared direct institutional 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 this procedure.

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

   We found no exceptions as a result of this procedure.

8. We compared and agreed the NCAA/Conference distributions, including all tournament revenues, to the general ledger and/or the Statement based on the relevant terms and conditions of all agreements related to the University's participation in NCAA/Conference tournaments during the reporting period and recalculated the totals.

   We noted that $76,267, which should have been coded to NCAA distributions, was incorrectly coded to Contributions.

9. We obtained and inspected all agreements related to the University's participation in revenues from broadcasts, television, radio, and Internet rights during the period. We compared and agreed the related revenues to the general ledger and/or the Statement and recalculated the totals.

   We noted that the University had an agreement for internet streaming of games and the revenue collected was being included in the Other Operating Revenue Category, causing Other Operating Revenue to be overstated by $4,189 and Broadcast, Television, Radio, and Internet Rights to be understated by $4,189.

10. We obtained and inspected all agreements related to the University's participation in revenues from royalties, licensing, advertisements, and sponsorships during the reporting period. We compared and agreed the related revenues to the general ledger and/or the Statement and recalculated the totals.

    We found no exceptions as a result of this procedure.

11. We inquired about sports-camp contracts between the University and person(s) conducting the camps or clinics and were informed by management that the University had no sports camps or clinics nor did it have any revenue from sports camps during the reporting period.

12. We randomly selected one endowment agreement and compared and agreed the classification and use of the endowment and investment income reported in the statement for the reporting period to the uses of income as defined in the agreement and recalculated the totals.

    We found no exceptions as a result of this procedure.

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

    We found no exceptions as a result of this procedure.

MINIMUM AGREED-UPON PROCEDURES FOR EXPENSES

1. We randomly selected a sample of four students from the listing of University student aid recipients and obtained individual student account detail for each selection. We 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 this procedure.

2. We obtained and inspected the away game with the largest settlement report received by the University during the reporting period and agreed related expenses to the University's general ledger and the Statement and recalculated totals.

   We found no exceptions as a result of this procedure.

3. We obtained and inspected a random sample of one contractual agreement pertaining to expenses recorded by the University from guaranteed contests during the reporting period. We compared and agreed related amounts expensed by the University during the reporting period to its general ledger and Statement and recalculated the totals.

   We found no exceptions as a result of this procedure.

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 head coaches from football, men's and women's basketball, and baseball, and two randomly selected support staff/administrative personnel. The following procedures were performed:

(a) We compared and agreed the financial terms and conditions of each selection to the related salaries, benefits, and bonuses recorded by the University and related entities in the Statement.

(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 about coaches and support staff/administrative personnel that were paid by third parties and were informed by management that no salaries were paid by third parties.

6. Using a list prepared by the University, we randomly selected two athletic employees with severance payments and agreed the severance payments to the related termination letter or employment contract and recalculated the totals.

   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 exceptions as a result of this procedure.

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

   We found no exceptions as a result of this procedure.

9. We have obtained and documented an understanding of the University's methodology for allocating indirect facilities support. We summed the indirect facilities and institutional support totals reported by the University in the Statement to determine if it was presented in accordance with the University's methodology for allocating indirect facilities support. 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 and recalculated the totals.

   We found no exceptions as a result of this procedure.

10. We randomly selected one operating expense from each category not previously mentioned, agreed to adequate supporting documentation and recalculated the totals.

    We found no exceptions as a result of this procedure.

MINIMUM AGREED-UPON PROCEDURES FOR NOTES AND DISCLOSURES

1. We obtained from University management a list of contributions of monies, goods, or services received directly by the athletic department to identify any individual contributions that constitute more than 10 percent of the total contributions. We obtained and reviewed supporting documentation for each such contribution and ensured the source of funds and goods and services, as well as the value associated with these items, was properly disclosed.

   The McNeese State University Foundation, Inc., an outside organization, contributed monies, goods, and services for or on behalf of the athletic department that exceeded 10 percent of the total contributions.

2. We obtained a schedule of changes in intercollegiate athletics capitalized assets of facilities along with a description of the University's policies and procedures for acquiring, approving, depreciating, and disposing of intercollegiate athletics-related assets. We agreed the schedule of changes to the University's general ledger and affiliated and outside organizations financial statements. We ensured that 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 this procedure.

3. We obtained the repayment schedules for all outstanding intercollegiate athletics debt maintained or incurred by the University and/or affiliated outside organizations during the reporting period and reported in the notes. We recalculated annual maturities (consisting of principal and interest) incurred by the University and agreed the total annual maturities to supporting documentation and the general ledger and affiliated and outside organizations' financial statements. We ensured that the repayment schedule was properly disclosed within the notes to the Statement.

   We found no exceptions as a result of this procedure.

MINIMUM AGREED-UPON PROCEDURES FOR AFFILIATED AND OUTSIDE ORGANIZATIONS

1. We obtained written representation from management of the University that the McNeese State University Foundation, Inc., and the Cowboy Club Gaming Account were the only outside organizations created for or on behalf of the athletic department.

2. We obtained from management statements for all affiliated and outside organizations and performed the following:

   (a) Agreed the amounts reported in the statements to the University's general ledger.

   (b) Reconciled the cash disbursements 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) Reconciled the direct payments of the outside organizations to the University with the revenues reported on the University's Statement.

   We noted that contributions in the amount of $15,312 were incorrectly coded to Other Operating Revenue. We also noted contributions and expenses made on behalf of McNeese from the Foundation were left off causing an understatement of $30,192. Furthermore, as noted at number eight under minimum procedures for revenues, $76,267 which should have been coded to NCAA distributions was incorrectly coded to Contributions.

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	$334,056	$38,411	$44,494	$307,063	$298,550	$1,022,574
NCAA/Conference distributions including all tournament revenues	19,662	4,466	6,651	10,413	35,075	76,267
Total revenues	353,718	42,877	51,145	317,476	333,625	1,098,841
Expenses:						
Athletic student aid	1,958	167		354		2,479
Coaching salaries, benefits, and bonuses paid by the university and related entities		300		300		600
Recruiting	10,092	4,373	1,465	17,633		33,563
Team travel	14,495	2,850	1,386	15,922	655	35,308
Equipment, uniforms, and supplies	211,834	842	2,769	139,083	59	354,587
Game expenses	1,414	250	250	396	898	3,208
Fund raising, marketing, and promotion	32,596	2,663	2,673	961	10,249	49,142
Direct facilities, maintenance, and rental	5,472			86,692	172,165	264,329
Medical expenses and medical iInsurance	13,963	3,516	5,151	7,237	5,035	34,902
Memberships and dues	187		670	1,677	816	3,350
Other operating expense	61,707	27,916	36,781	47,221	143,748	317,373
Total expenses	353,718	42,877	51,145	317,476	333,625	1,098,841
EXCESS OF REVENUES OVER EXPENSES	NONE	NONE	NONE	NONE	NONE	NONE

Other than the corrections made as a result of procedure number two under minimum procedures for outside organizations, we found no exceptions as a result of these procedures.

4. We obtained written representation from management 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 this procedure.

5. 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, to make inquiries of management, and to document any corrective action taken in response to the significant deficiencies.

   The financial statements of the McNeese State University Foundation, Inc., were audited by an independent certified public accounting firm for the year ended June 30, 2012. The audit report is dated October 31, 2012, and includes no significant deficiencies on the outside organization's internal control. In addition, the financial statements of Cowboy Facilities, Inc., were audited by an independent certified public accounting firm for the year ended June 30, 2012. The audit report is dated August 27, 2012, and includes 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 compliance of the accompanying Statement and related notes of the University's athletic department or on its compliance with NCAA Constitution 3.2.4.16 or on the effectiveness of the University athletic department's internal control over financial reporting for the year ended June 30, 2012. 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

Daryl G. Purpera, CPA, CFE
Legislative Auditor

AHB:BH:EFS:THC:ch

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UNAUDITED

Statement A

ATHLETIC DEPARTMENT
MCNEESE STATE UNIVERSITY
UNIVERSITY OF LOUISIANA SYSTEM
STATE OF LOUISIANA

Statement of Revenues and Expenses
For the Year Ended June 30, 2012

REVENUES	FOOTBALL	MEN'S BASKETBALL	WOMEN'S BASKETBALL	OTHER SPORTS	NON-PROGRAM SPECIFIC	TOTAL
Operating Revenues:						
Ticket sales	$870,966	$40,328	$52,282	$49,670		$1,013,246
Student fees					688,582	688,582
Guarantees	400,000	292,000	45,500	13,500		751,000
Contributions	613,561	65,082	78,529	392,665	509,265	1,659,102
Direct institutional support	435,090	80,652	278,410	1,634,610	1,228,736	3,657,498
Indirect facilities and administrative support					199,446	199,446
NCAA/Conference distributions including all tournament revenues	100,500	72,595	203,744	289,701	132,553	799,093
Broadcast, television, radio, and Internet rights					4,189	4,189
Program sales, concessions, novelty sales, and parking	8,786	749	288	1,470	129,231	140,524
Royalties, licensing, advertisements, and sponsorships				18,500	672,709	691,209
Endowment and investment income					2,142	2,142
Other	120	35,668	7,130	13,054	83,532	139,504
Total operating revenues	2,429,023	587,074	665,883	2,413,170	3,650,385	9,745,535
EXPENSES						
Operating Expenses:						
Athletics student aid	882,355	181,120	163,788	984,565	81,433	2,293,261
Guarantees	48,276	14,500	33,543	21,891	1,666	119,876
Coaching salaries, benefits, and bonuses paid by the university and related entities	575,298	188,572	174,605	675,840		1,614,315
Support staff/administrative salaries, benefits, and bonuses paid by the university and related entities	71,537	16,081	29,141	92,035	722,930	931,724
Severance payments	23,073	72		19,322	1,862	44,329
Recruiting	62,633	20,518	41,898	69,315	1,667	196,031
Team travel	206,013	193,037	144,519	458,261	2,322	1,004,152
Equipment, uniforms, and supplies	279,218	31,327	26,387	209,273	175,952	722,157
Game expenses	74,783	49,766	45,202	57,952	1,906	229,609
Fund raising, marketing, and promotion	37,595	2,662	2,673	1,461	199,477	243,868
Direct facilities, maintenance, and rental	12,910	1,570	1,570	94,455	1,304,687	1,415,192
Indirect facilities and administrative support					199,446	199,446
Medical expenses and medical insurance	13,963	3,516	5,151	7,237	115,572	145,439
Membership and dues	26,942	2,285	1,721	6,002	29,414	66,364
Other operating expense	167,531	51,037	58,094	127,784	509,788	914,234
Total operating expenses	2,482,127	756,063	728,292	2,825,393	3,348,122	10,139,997
EXCESS (Deficiency) OF REVENUES OVER (Under) EXPENSES	($53,104)	($168,989)	($62,409)	($412,223)	$302,263	($394,462)

1. CONTRIBUTIONS

No individuals or outside organizations, other than the McNeese State University Foundation, Inc., contributed monies, goods, or services for or on behalf of the athletic department that exceeded 10 percent 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.

Capital asset activity for the athletic department for the year ended June 30, 2012, is as follows:

	Balance June 30, 2011	Additions	Transfers	Balance June 30, 2012
Capital assets not being depreciated - construction-in-progress	$7,575,532	NONE	($7,575,532)	NONE
Other capital assets:				
Land improvements	$2,843,600			$2,843,600
Less - accumulated depreciation	(1,359,086)	($161,854)		(1,520,940)
Total land improvements	1,484,514	(161,854)	NONE	1,322,660
Buildings	12,161,425	558,211	$7,575,532	20,295,168
Less - accumulated depreciation	(6,483,492)	(448,918)		(6,932,410)
Total buildings	5,677,933	109,293	7,575,532	13,362,758
Equipment	199,541			199,541
Less - accumulated depreciation	(99,300)	(21,290)		(120,590)
Total equipment	100,241	(21,290)	NONE	78,951
Total other capital assets	$7,262,688	($73,851)	$7,575,532	$14,764,369
Capital Asset Summary:				
Capital assets not being depreciated	$7,575,532		($7,575,532)	
Other capital assets, at cost	15,204,566	$558,211	7,575,532	$23,338,309
Total cost of capital assets	22,780,098	558,211		23,338,309
Less - accumulated depreciation	(7,941,878)	(632,062)		(8,573,940)
Capital assets, net	$14,838,220	($73,851)	NONE	$14,764,369

3. BONDS PAYABLE

The University has the following debt associated with its athletic department's capital assets:

On April 1, 2005, Cowboy Facilities, Inc., entered into a loan agreement with the Calcasieu Parish Trust Authority to obtain financing of the construction of scoreboard improvements at various athletic locations on the campus of the University. Financing of the project is through issuance of $1,900,000 McNeese State University - Cowboy Facilities, Inc., Scoreboard Project Taxable Revenue Bonds. The bonds have a yearly fixed rate of interest at 6.5 percent and are due in varying installments through 2015.

On August 6, 2009, the University entered into a trust indenture with The Bank of New York Mellon Trust Company to obtain financing of the renovation and expansion of the University's athletic field house. Financing of the project is through the issuance of $6,000,000 University Revenue Bonds, Series 2009. The bonds have a yearly fixed rate of interest at 3.93 percent and are due in varying installments through 2030.

The following is a detailed summary of bonds payable for the athletic department for the year ended June 30, 2012:

Issue	Date of Issue	Original Issue	Outstanding June 30, 2011	Issued (Redeemed)	Outstanding June 30, 2012	Maturities	Interest Rates	Interest Outstanding June 30, 2012
Cowboy Facilities, Inc.:								
University Scoreboard Project Bonds - Series 2005	April 1, 2005	$1,900,000	$905,000	($205,000)	$700,000	2015	6.5%	$92,950
University Field House Project Bonds - Series 2009	August 6, 2009	6,000,000	5,795,000	(210,000)	5,585,000	2030	3.93%	2,201,291
Total		$7,900,000	$6,700,000	($415,000)	$6,285,000			$2,294,241

The following is the amortization schedule for the outstanding bonds payable for the athletic department as of June 30, 2012:

Fiscal Year Ending	Principal	Interest	Total
2013	$440,000	$260,668	$700,668
2014	455,000	237,623	692,623
2015	490,000	213,536	703,536
2016	245,000	187,756	432,756
2017	255,000	177,931	432,931
2018-2022	1,440,000	727,639	2,167,639
2023-2027	1,740,000	415,990	2,155,990
2028-2030	1,220,000	73,098	1,293,098
Total	$6,285,000	$2,294,241	$8,579,241