



# 2020 NCAA AUP and Financial Reporting FAQ's

## General Questions

- Q1** Q: Could you please clarify the due dates?  
A: See the table below:
- | What  | Item                          | Presented To            | Deadline     |
|---|-------------------------------|-------------------------|--------------|
| <b>EADA Reporting:</b> The Department of Education requires that institutions submit annually information related to equity in athletics. The information must be made available to the public as well as submitted to the Department of Education.   | Public Disclosure             | General Public          | October 15th |
|   | EADA Report                   | Department of Education | October 30th |
| <b>NCAA Revenues and Expenses Reporting:</b> The NCAA requires that institutions submit revenues and expenses information for their athletic department as well as other general information online annually. This report is to be reviewed by the Chief Executive Officer of the institution prior to submitting electronically to the NCAA. | NCAA Revenues and Expenses    | NCAA                    | January 15th |
| <b>Agreed-Upon Procedures Reporting:</b> The NCAA requires institutions to have an independent public accountant review their revenues and expenses according to the NCAA Agreed-Upon Procedures Guidelines. The report issued by the independent accountant is to be submitted to the Chief Executive Officer of the institution.            | Agreed-Upon Procedures Report | Institution's CEO       | January 15th |
- Q2** Q: I am having problems logging in to the system with the login that was given to me by the Department of Education. What is wrong?  
A: The Department of Education maintains a totally different system than what we have at the NCAA. The DOE's login might look like this:  
username: E12345678  
password: ABCDEF  
While the NCAA login is through single source-sign on:  
username is your email address  
password is created by the user
- Q3** Q: I'm having problems logging into the NCAA Financial Reporting System with the valid NCAA login. Why?  
A: Certain versions of Microsoft Internet Explorer (without certain security updates) are resulting in receiving an invalid login response. Have your IT department verify you are using the proper updates to that version or try using Chrome, Mozilla Firefox or other browsers.
- Q4** Q: I am trying to select a sport that is grayed out in the Sports Sponsorship section of the School Info page that I have always reported in previous years (e.g. Men's Rowing). Why can't I select that, and how should I report these revenues/expenses?  
A: The Sponsored Sports table in the School Info page is governed by a table contained within our membership services database that will gray out any choice that is not a NCAA sponsored sport for the three team options (men's, women's, and mixed). To report any revenues/expenses for the sport/gender options that are grayed out, you can check the "Other" sport choice (you can pick any/all of the three team/gender options for "Other") which will open up this row in all the necessary data entry screens.
- Q5** Q: When I am entering data and hit the Enter key, it jumps me to the School Info page or the Revenue/Expense Summary page. Why?  
A: We are looking into getting the Enter key to behave like the Tab key (but it might be a significant undertaking). While it seems to save the data you last entered (because it navigates you to another screen), you should get in the habit of either clicking the mouse on another field or hitting the Tab key to navigate to different fields.
- Q6** Q: I get an error message that says "Men's/Women's Team values must be a whole number". Why?  
A: Do not try to enter anything but numbers in the monetary-related fields. Do not enter cents either; round to the nearest dollar. Any attempt to add any type of formatting characters (examples: "\$", ",", ".") result in the error message.
- Q7** Q: How can I retrieve previous submissions to the NCAA?  
A: Links for the previous years of submissions in the Print Menu. Along the top of the page click the drop down menu "Review/Submit" and select "Print Menu". Once on the Print Menu page, select the desired reporting year from the drop down menu in the upper right corner of the page, labeled "Reporting Year (FY)". Then select desired pages and then "Run Report(s)".
- Q8** Q: If survey is complete prior to January (i.e.: November 1) can we submit the NCAA survey at that point?  
A: Yes.
- Q9** Q: What are the potential consequences of differences in financial reports made to the EADA and NCAA? Can revisions be made to the EADA reports if they are identified while preparing the NCAA reports?  
A: There is no official comparison made between the two reports. The institution would have to contact the Department of Education regarding any requests to change their EADA report.
- Q10** Q: Is my understanding correct that even though the EADA and NCAA reports are due on October 31st and January 15th, respectively, we still need to have these reports in essence complete for public disclosure by October 15th?  
A: Correct, the Department of Education requires that the EADA information be available for the public on October 15th. The agreed upon procedures report and submission to the NCAA are due on January 15th.

- Q11** Q: Do we have access to start working on the NCAA report? If so, where do we find on the NCAA website. Since the EADA report is more of a summary report, I would like to do the NCAA report first since this is a more detailed report.  
A: The NCAA Financial Reporting System opens by September 15th; the following link takes you to the NCAA Financial Reporting System:  
<https://web1.ncaa.org/frs>
- Q12** Q: Do the numbers in the EADA report need to exactly match the numbers in the NCAA financial report?  
A: It is expected that there will be some differences between the two reports. Formerly the EADA output on the NCAA online revenues and expenses system provided the reporting lines necessary for Department of Education reporting. However, as the NCAA and EADA continue to change and deviate more and more from each other, these EADA Output reports will no longer be available, beginning in the FY17 reporting cycle.
- Q13** Q: Just to verify, we need to report ALL Revenue & Expense, that is, we should not NET items: for example, we would have Bowl Revenue of \$1.2 M and Expenses of 900 K...so we should not report the NET amount?  
A: Whenever possible, provide revenues in the revenues section of the report and expenses in the appropriate expense line item. Please also note that all Bowl activity, revenue and expenses, should be reported in Categories 19 and 41A and B, respectively.
- Q14** Q: The Auditors need to verify W-2 information...which is on a calendar year basis and not on a fiscal year basis for this report.  
A: You may use either a calendar year basis or a fiscal year basis as long as you are consistent year to year.
- Q15** Q: For those of us with non-NCAA sports such as Polo or Heavyweight Rowing, how should we include that data in your report? The EADA does include it. We currently treat them as two completely different reports.  
A: They should be reported as "other."
- Q16** Q: Other than 'judgment' what means may be used in determining if the minimum agreed upon procedures requirements are being followed?  
A: Consultation with the independent accountants, the business office and the compliance officer are recommended.
- Q17** Q: What's the average time the external auditor should spend at the institution's athletic department in order to do a complete process under the new procedures?  
A: Because every institution is different, there is no set time needed to complete the review. Again, we recommend coordination with the independent accountant, the business office and the athletics business officer to determine the appropriate amount of detail to be reviewed.
- Q18** Q: Is there a sample general ledger that can be shared that will delineate the method to capture the categories requested?  
A: Please see the revenue and expense categories included in the agreed-upon procedures document.
- Q19** Q: Is there a listserv or some resource we might be able to have access to obtain advice on NCAA compliance issues?  
A: Please be sure to contact your compliance officer. You may also contact the national office Membership Services group at 317/917-6003.
- Q20** Q: How do the agreed-upon procedures relate to an institution whose athletic department already receives an independent financial statement audit? Will there be two separate reports?  
A: The Agreed-Up Procedures (AUP) could be applied in conjunction with the annual audit or completed as a separate engagement with the audit firm. The steps spelled out within the AUP document go into more detail than the steps performed within the scope of a normal financial statement audit. The auditors will produce two separate reports, an audit report and an agreed-upon procedures report upon completion of their procedures.
- Q21** Q: Where would you recommend we allocate recreational athletics expenses (club sports, intramurals) and revenue (recreational membership permit sales) if that's part of our athletic budget?  
A: The NCAA's Financial Reporting System is for intercollegiate varsity sports only.
- Q22** Q: Do the NCAA Agreed-Up Procedures include Campus Recreation programs (including intramural sports) or just intercollegiate sports?  
A: Only intercollegiate sports should be included in the agreed-upon procedures.
- Q23** Q: To what degree, if any, do student financial aid officers need to be involved in planning and coordinating efforts for financial reporting, in division III.  
A: Anyone who may have knowledge of the revenues and expenses of the athletics department is encouraged to participate.
- Q24** Q: At our university (DIII) we do not have any need-based full grant-in-aid packages. So would our answer to this question be zero (Average Cost of Full Grant-in-Aid)?  
A: Yes, you are correct. If you would like to complete the fields for informational purposes, please feel free to do so.
- Q25** Q: Which fall semester enrollment figures should I use on the School Info page for Reporting Year: 2015 (Fall 2014 or Fall 2015)?  
A: For the Reporting Year 2015 (FY2015), you should report the enrollment figures from the fall 2014 (since fall 2015 would reflect FY2016 data).
- Q26** Q: My print outs of the "Revenues by Sport" and "Expenses by Sport" reports don't have the correct grand total. What's wrong?  
A: If you open the screens for these two forms (by clicking the "Revenues by Sport" and "Expenses by Sport" menu buttons) before you request the reports from the Print Menu, it will build records in the database that the reports use to display the proper grand totals.

**Q27** Q: How do I adjust the peer review list in FRS, meaning some people are no longer here and can be deleted, and the main person who reviews is not on the list?  
 A: The peer review list comes from the active personnel tied to the institution in the membership database. If some people listed are no longer with the institution, you are encouraged to go to the NCAA Directory (link below), login, and submit change requests to update personnel. Otherwise you can enter an unlisted email address to notify a peer reviewer that the form is ready for their review. The peer reviewer would need to be added in SSO and assigned the REVIEWER role for FRS.  
<https://web3.ncaa.org/directory/>

### Revenue Reporting Category Questions

- Q1** Q: Ticket Sales/Guarantees. What is the suggested reporting if our conference has revenue sharing in place?  
 A: If your conference has revenue sharing for ticket revenue, then it is ok to show gross ticket sales for the home team and the residual - whether an institution is a giver or taker - should be reflected as a guarantee either on the revenue or expense side. This practice would be more appropriate than reporting a conference distribution.
- Q2** Q: Ticket Sales. Away games and post-season competition normally result in an expense as the institution has to purchase the tickets that student-athletes are allowed to have for player pass. We've been including these as an "other operating expense" though they could also be considered a cost of "team travel" or "game expenses" (this category doesn't specify that it is for home events only). Others may also be netting it against this income. What is your preference?  
 A: We recommend that the expense be reported in Category 28, Team Travel.
- Q3** Q: We raise money through various fundraisers throughout the year. Where should the revenues be reported?  
 A: Report amounts received and used in Contributions (Category 8). Do not report: Contributions to be used in other reporting years.
- Q4** Q: Contributions - Are premium seating contributions to be reported as sport specific or general contributions? Is there any reason for premium seating revenue to be separated for institutional comparison purposes?  
 A: The face value of the ticket should be reported to Ticket Sales category (Category 1), while any premium amounts over the face value should be reported to Contributions (Category 8) (to the specific sport in both categories if possible).
- Q5** Q: Net fund raising revenues are not spent for current year athletic expenses and are retained for future years. When do you record the revenue?  
 A: Funds received by the athletic department should be recorded in the year they are received and used by the athletic department. Do not report contributions to be used in other reporting years.
- Q6** Q: Please clarify the issues surrounding pledges, contributions, and routing of such through a foundation.  
 A: Pledges (a promise to contribute money or assets) are not to be reported into the system. Only when contributions are actually received in the form of cash or assets should they be reported in the year they were received and spent. If a contribution (in whole or in part) is made to a foundation specifically for athletics, then the portion allocated to athletics should be reported as contribution revenue in the year it was received and used. Do not report: Contributions to be used in other reporting years. If, however, a general contribution has been made to a foundation without knowing how much will be allocated to athletics, then no reporting as contribution revenue should be made until that determination is made. Basically, there should be transparency between any foundation revenue and expense that is athletically related. If it is athletically related, it should also be reported and included with revenues and expenses reported on behalf of the athletics department.
- Q7** Q: NCAA/Conference Distributions – There are schools that include shared television revenue under Broadcast, Television, Radio and Internet Rights despite the specific statement that shares of conference television agreements belong under Conference Distributions. Which is better for institutional comparison purposes?  
 A: All media rights revenues, whether negotiated by the conference or the institution, should be reported under Media Rights (Category 11).
- Q8** Q: How should we record the revenue distributions that were formerly released in July/Aug but are now being released in June? This would cause double distributions recorded in 16/17 if we are to record when received.  
 A: As a recommendation from the Value Based Revenue Distribution Working Group, the Board of Governors approved that all Revenue Distributions will be released by the national office prior to June 30th which is prior to most institutions' upcoming academic year. Therefore, if the funds are received prior to the start of the new fiscal year, depending on the institutions accounting policies, it may be appropriate for institutions to either record these funds as revenue when they are received or to record them as deferred revenue and recognize the revenue in the following fiscal year. Please contact your business office to determine the proper method of accounting based on your institution's policies.
- Q9** Q: Do we report NCAA special assistance fund and student athlete opportunity fund activity?  
 A: Yes, include the funds received under revenue Category 12, NCAA Distributions Including all tournament revenues and report the expense under the appropriate expense line item (athletics aid, medical expenses, etc.).
- Q10** Q: Travel Reimbursements and Per Diems – Should travel reimbursements and per diems for post-season be reflected as income or treated as pass-through with only the net expense being reported?  
 A: The revenue should be reported as NCAA Distributions (Category 12) and the expense should go under Team Travel (Category 28).
- Q11** Q: Should revenues from concessions sold at summer camps be recorded as concessions or summer camp revenues?  
 A: Concessions revenue (Category 14) would appear to be the appropriate line item. But, an institution would have some discretion as long as they are consistent with the reporting from year to year.
- Q12** Q: Does the NCAA Financial Reporting survey consider the revenue from licensing, concessions, & parking for athletics events?  
 A: Yes. Licensing is included in Category 15 (Royalties, Licensing, Advertisements and Sponsorships) and concessions and parking are considered in Category 14 (Program, Novelty, Parking and Concession Sales). Currently, the NCAA does not suggest any particular allocation methodology between the university and athletics. It is the responsibility of the institution to determine and recognize the appropriate allocation of revenue and expenses in the survey.

**Q13** Q: Category 16 - Sports Camp Revenues: Our fiscal reporting year ends June 30, and our athletic camps are operated over two fiscal years. Do you want all camps reported on the form or on that portion of camps conducted during the one year?  
A: Appropriate accounting cut-off should be used for reporting. It is most important to be consistent from year-to-year.

**Q14** Q: I am unable to enter negative amounts in the Investment Income section. With market losses last year our Investment Income on endowment accounts are actually losses. How does a loss get entered?  
A: Category 17 should only be used to report endowment/investment income up to the amount used for the operations of intercollegiate athletics. The purpose of this reporting is to capture "operating revenue and expenses."

**Q15** Q: Are gains on an endowment funds included in Endowment & Investment Income?  
A: Only report in Category 17, Athletics Restricted Endowment and Investment Income, amounts up to the amount of expenses covered by the endowment for the reporting year.

**Q16** Q: Income Category 18 (Other Operating Revenue) suggests to 'reclassify' revenue to an appropriate category if over 5%. What if this revenue does not fit any other category, such as parking revenue?  
A: Please review all items included in "Other Operating Revenue" to make sure none of them would be more appropriate in another category. If not, there is no choice but to exceed the 5% recommended threshold. We revised the definition of the "Other Operating Revenue" to be dealt with like the "Other Operating Expenses" – if you go over the 5% recommended threshold, please list the top 3 activities in the comments section. Please also note that parking revenue should be recorded in Category 14 (Program, Novelty, Parking and Concessional Sales).

### Expense Reporting Category Questions

**Q1** Q: Are 'student athlete opportunity fund' monies provided to athletes to be considered 'student aid'?  
A: If the monies are used for summer tuition, fees, room and board or required course-related books, then it should be included in athletics aid (Category 20). If the monies are used for another purpose, please attempt to include it in the appropriate line item, for example, Medical Expenses and Insurance (Category 37) or Other Operating Expenses (Category 40).

**Q2** Q: If we can identify a GA, team manager etc., who is receiving athletics financial aid to a specific sport, should the aid still be reported in 'expenses not related to specific teams'?  
A: Yes, because this type of aid is not student-athlete aid, it needs to be reported as Not Related to a Specific Sport in Category 20.

**Q3** Q: If the coach receives amounts in excess of his guaranteed amount (i.e. for outside speaking) does his guarantee get reported or the total amount earned?  
A: The total amount earned should be reported.

**Q4** Q: If coaching compensation is paid out of a Foundation, is it reportable for NCAA purposes?  
A: Yes. Report the coaching compensation under Category 22 "Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities." Foundations and booster clubs are considered related/affiliated entities and should be included in the NCAA Financial Report.

**Q5** Q: What about non-interest loans to an athletic director? How would we report that?  
A: Any benefit to the athletic director should be included on the report. Please discuss with the business office or payroll administrator the benefits received and include in Category 22 (Coaching Salaries, Benefits and Bonuses paid by the University and Related Entities).

**Q6** Q: With regard to Category 22 (Coaching Salaries) in the Revenue/Expense worksheet, do I exclude volunteer assistant coaches, and only include those that received pay?  
A: Yes, this item is only for those coaches who are paid. Volunteer coaches will only appear on the item where you are breaking out the number of coaches who work full or part time and their employment status (full or part time) at the university.

**Q7** Q: When entering a coach's salary, do you enter their total salary, or do you factor out the portion of their salary as a fraction of the total, based on the FTE that you assigned determined by their coaching responsibility?  
A: You are correct; we only want the amount of salary paid for coaching. Factoring out by the FTE is the correct way to do so.

**Q8** Q: How should we report a contract buyout our University received from a coach who ended his contract early and left the University? Would that be a considered a revenue, or would we report it against the salary and benefit expenses?  
A: Although we generally don't recommend netting revenues against expenses, a contract buyout isn't really a revenue stream. Therefore, with this type of transaction, we would recommend recording it as an offset of salary and benefit expense.

**Q9** Q: Under Compensation and Benefits provided by a third party (Category 23 & 25)... What is meant by 'contractually guaranteed by the institution to athletics department employees'? Please provide examples of situations above when it is contractually guaranteed and not contractually guaranteed.  
A: Some employment contracts have provided income from sports camps or product sponsorships included in them. Those amounts should be reported in the report.

**Q10** Q: Explain reporting requirements with respect to student earnings. What distinctions, if any, need to be made in reporting on student financial aid for non-athletes (i.e. managers, statisticians, public information assistants, etc.)?  
A: Student earnings should be reported as Support Staff/Administrative Compensation (Categories 24 or 25). However, student aid for tuition, books, etc. should be reported under Athletics Student Aid (Category 20) Not Related to a Specific Sport.

**Q11** Q: Work study money is reported in revenue; where do we report the expense?  
A: It would be reported as Support Staff/Administrative Compensation (Category 24).

- Q12** Q: Support Staff/Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities – Should all salaries be included here? When institutions have dual-reports and transfer monies (including salaries) to other units on campus, should they split those allocations to the various categories? Should part-time and student support staff hourly wages and benefits be included in this category or just full-time staff?  
A: The percentage of the salary that is athletically-related should be reported. Any part-time or student support staff should be included as well.
- Q13** Q: Recruiting – Should all postage and telephone charges be included? Not all charges are recruiting related. Some schools try to allocate a portion of telephone and postage, some report all of it and some report none because they don't know how to allocate between recruiting and non-recruiting. This may not be large enough to worry about, but it does raise questions when completing the report.  
A: The recruiting portion of postage and telephone should be allocated based on the university's practice. If uncertain of an allocation method, contact your university business office. Postage and telephone expenses not related to recruiting should be reported in Category 35, Direct Overhead and Administrative Expenses if paid by the Athletic Department. If paid by the Institution on behalf of Athletics, it should be included in Category 36, Indirect Institutional Support.
- Q14** Q: We have coaches with leased cars that are being charged entirely to Recruiting. Since we can only recruit for so many months per year, do we have to reallocate a portion of this cost?  
A: Correct, if the expense is not truly "recruiting," then it should be reclassified/reallocated. You may want to check with your business office to determine if the amount should be reclassified to benefits for those coaches.
- Q15** Q: Where do the expenses for hosting an NCAA event go on the NCAA report? 'Other expenses' not attributed to a specific sport, or should they be under the sport that was hosted?  
A: Report the expenses in their appropriate categories, such as game expenses, under the sport that was hosted.
- Q16** Q: Fundraising, Marketing and Promotion – Since this is a separate category but also relates to a couple of actual operating areas in most athletic departments, it's confusing as to how to allocate their everyday operating expenses. I would consider most of their day-to-day expenses to go in this category rather than Other Operating Expenses but I would imagine everyone views it differently.  
A: This should be allocated based on your university's practices. If uncertain of an allocation method, contact your university business office.
- Q17** Q: Does the Fund Raising, Marketing and Promotion expense area include salaries, and other expense?  
A: It does not include compensation, salaries for non-coaches should be included in Support Staff/Administrative Compensation (Categories 24 and/or 25).
- Q18** Q: Spirit Groups – Should post-season costs for this group be included here, in team travel or in perhaps a new post-season travel category? Marching band expenses for a bowl game would significantly change this line item.  
A: The post-season component should be included with other spirit group expenses. Bowl related expenses are to be reported in Category 41A.
- Q19** Q: What should be included in debt service?  
A: Debt service is defined as "the series of payments of interest and principal required on a debt."
- Q20** Q: Medical Expenses and Medical Insurance – Should the amount include or exclude travel for medical treatment and drug testing?  
A: The travel associated with medical treatment and drug testing can be reported in this category. If this is a significant amount, document it in the comments section.
- Q21** Q: Medical Expenses and Medical Insurance: Are we to include only medical expenses NOT paid by our insurance company for student athlete claims in addition to the medical insurance premium paid by the Department for the policy?  
A: Include medical expenses and medical insurance premiums, deductibles and self-insurance expenses paid by the athletics department on behalf of student-athletes. Do not include medical expenses paid by the insurance carrier.
- Q22** Q: Given the new Category 39, Student-Athlete Meals (non-travel), should we report meals provided as part of student-aid room and board in this category or keep it in Category 20, Athletic Student Aid?  
A: Meals provided as a part of Student-Aid should remain in Category 20, Athletic Student Aid. Enhanced meals, over and above a campus meal plan provided as part of student aid should be reported in Category 39 along with study table meals and snacks provided in accordance with the expanded bylaws on the subject.
- Q23** Q: How is depreciation expense to be reported for equipment?  
A: Depreciation expense is no longer reported in the expense categories. Please exclude all depreciation expense. This includes any depreciation for State owned equipment.
- Q24** Q: For the first time, we received money from another institution to buy out a coach's contract so that the coach could go work for them. Where should this type of revenue be recorded?  
A: Currently there is no category that specifically states where coaching buyouts should be reported. We would recommend reporting it in category 18, Other Operating Revenue.
- Q25** Q: Should benefits provided as part of a coach or athletics staff's compensation be included in the reporting if it is not reportable on the employee's W-2?  
A: Yes. The NCAA Membership Financial Report is meant to collect all expenses of operating an intercollegiate athletics department. Non-taxable benefits, like health insurance premiums and tuition exemptions, provided to the employee, but not reported on the employee's W-2 are still valid expenses of athletics and should be included.
- Q26** Q: Would Category 30, Game Expenses, include offseason events (e.g. spring events for soccer and volleyball)?  
A: Since the Game Expense category doesn't specifically state only regular season competition should be reported, if an institution has offseason competition, this would be the appropriate category to report those expenses.

## Revenue/Expense Reporting Category Questions

- Q1** Q: Should state provided/funded benefits be included in compensation reporting for FRS purposes?  
A: Yes, in order to get a complete picture of the cost of running an intercollegiate athletics department, state provided/funded benefits to athletics coaches and administrative staff should be included in categories 22 and 24, respectively, as the state would be considered a related entity. The amount should also be included as revenue in Category 2, Direct State or Other Government Support, since the state funded those amounts. This will create a net zero affect on the statement of revenues and expenses.
- Q2** Q: Indirect University Support (Categories 6, 6A, and 36) lists categories the institution may include, is it the institutions choice which categories to include?  
A: It is recommended that you consult with your business office to determine an appropriate allocation of Indirect Facilities and Administrative Support.
- Q3** Q: Do the indirect revenues/expenses have to be broken down by sport?  
A: You do not have to report the indirect amounts by sport. If you have that information available, it would be great, but otherwise, you can simply put the lump sum in "Not Related to Specific Teams" row and/or "Not Allocated by Gender" column.
- Q4** Q: With such a broad definition for indirect institutional support, is there a concern that this category will skew the comparability of the reports?  
A: There was inconsistent reporting prior to this category being included; the intent is to at least have everyone working off of the same description. We are always working on developing some effective best practices. Some indirect cost allocation methodologies might include: headcount, Federal Facilities & Administrative Cost proposal, effort to auxiliaries, or document counts.
- Q5** Q: How do you treat the salaries and benefits of employees not directly included in the athletic department, but directly impact the athletic department. An example would be an employee housed in the University Relations Department.  
A: We would expect a portion of the salary to be included in the revenue category Indirect Institutional Support (Category 6) and the expense category Indirect Institutional Support (Category 36).
- Q6** Q: Since all schools have NCAA allocated funding from Academic Enhancement, Special Assistance and Student-Athlete Opportunity Funds, what category do you want them reported under or do you want them split by use?  
A: The revenues from these distributions should be reported under NCAA Distributions (Category 12) while the expenses paid for with these funds should be reported into the best category available based on usage.
- Q7** Q: How should the One-Time Revenue Distribution be recorded?  
A: For the one-time distribution, the full amount of the distribution should be reported as revenue in Category 12, NCAA Distributions, in the reporting year it is received. Related expenses should be reported in the reporting year incurred.
- Q8** Q: Where should we report tournament entry fees, both paid and received?  
A: Include tournament entry fees in "Other Operating" for both revenues and expenses, Categories 18 and 40, respectively.
- Q9** Q: Where should Bowl related revenues and expenditures be reported?  
A: Bowl Revenues should be reported in Category 19 and Bowl Expenses should be reported in Category 41A and 41B.
- Q10** Q: Do all revenue and expense categories need to be reported by sport?  
A: Revenues and expenses should be reported by sport to the best of your ability. Many revenues are not sport-specific and can be reported as such. Non-sport specific expenses such as Direct Overhead and Administrative Expenses can be reported as "Not Related to Specific Teams" in FRS instead of allocating across sports based on estimated use/benefit.
- Q11** Q: What category(ies) should we use to report the new excise tax on highly compensated employees?  
A: Depending on the institution's circumstances, we recommend the excise tax be reported as follows:  
1. If the institution pays for the excise tax without charging it directly to athletics, the amount should be reported in Categories 6 and 36, Indirect Institutional Support.  
2. If the institution pays for the excise tax and charges it directly to athletics, the amount should be reported as revenue in Category 4, Direct Institutional Support, as revenue.  
3. If the excise tax is charged to athletics by the institution or paid for directly by athletics, the amount should be reported in Category 35, Direct Overhead and Administrative, as expense.

## Other Reporting Category Questions

- Q1** Q: Where should we report capital expenditures?  
A: Capital expenditures should be reported in Category 56, Total Athletics Related Capital Expenditures under Other Reporting Items. These expenditures should be excluded from all other expense reporting category.
- Q2** Q: What is the definition of endowment for FRS reporting purposes?  
A: In general, the following definition for endowment is used: An endowment is a financial asset, in the form of a donation made to a non-profit group, institution or individual consisting of investment funds or other property that may or may not have a stated purpose at the bequest of the donor.

- Q3** Q: Is there any further guidance as to what should be included in the Expenses Dedicated to Compliance?  
 A: Per the detail provided in the info button in the reporting system, the definition is as follows: "Pursuant to the Constitution of the NCAA, Bylaw 2.8.1, "Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance." Please describe the total expenses dedicated to fulfilling that responsibility. "  
 Given this definition we recommend reporting portions of salaries dedicated to compliance with NCAA bylaws and rules, as well as training, software, etc.  
 Also keep in mind this is an information reporting item and any expenses reported here should still be included in the main expense categories included in the Statement of Revenues and Expenses.
- Q4** Q: For Category 55 for institutional endowments, should the institution only report endowments it maintains, or should it also report endowments held by its foundation that are spent on the institution?  
 A: Category 55 is for institutional endowments per the institution's financial statements. If there is a foundation or similar organization that is consolidated into the institution's financial statements, they would be included for reporting in this category.

### Revenue Distribution Related Reporting Questions

- Q1** Q: For Division I and II, there is a Pell Grant reporting section. What is being asked in this section?  
 A: You should report the number of student athletes receiving Pell Grants (full grants-in-aid, partial grants-in-aid and no grants-in-aid) by sport in the "2017-18 Pell Grants" column. This number should be an unduplicated number, only count athletes once even if the athlete participates in multiple sports.  
 The Total Dollar Amount for SAs on Pell Grants" column should represent the dollar of Pell Grants, those student athletes received, by sport.
- Q2** Q: With the implementation of year-round Pell and athletes that receive summer Pell awards, do you know if there is guidance available as to whether or not these summer grant awards should be included for reporting purposes? We understand from the Agreed Upon Procedures that there is no impact on the Statement of Revenues and Expenses, since Pell is federally administered, but was wondering about other reporting with regard to Compliance Assist and FRS.  
 A: In terms of the Pell Grant count, the count should only include the student athlete once within the reporting year.  
 In regard to the dollar amount, the dollar amount of Pell Grants received within the fiscal year reported on should be used. Depending on the institution's fiscal year the summer may be in the beginning of the fiscal year (for example if the fiscal year is 6/1 through 5/31) or at the end of the year (ex: 8/1-7/31). Reporting the amount in this manner will assist with consistency for reporting purposes.
- Q3** Q: Can you provide a definition of the revenue distribution equivalency and the dollar amount in Category 20.  
 A: The revenue equivalency represents the number of grants-in-aid given, rounded to two decimal points. The calculation includes tuition, fees, room, board and required course related books. The calculation excludes any other expenses related to attendance (also known as cost of attendance). The equivalencies are the numbers that will be used to calculate and release NCAA Division I Revenue Distributions.  
 The dollar amount associated with Category 20 is the full amount of athletic student aid provided during the reporting year, including the amounts of other expenses related to attendance. This dollar amount will be part of the institution's overall statement of revenues and expenses.
- Q4** Q: What is a Grants-in-Aid equivalency for the purposes of NCAA revenue distributions?  
 A: A Grants-in-Aid equivalency for revenue distributions purposes is an athletically related award that is calculated by only including tuition, fees, room, board and required course related books in the numerator (amount of athletic grant-in-aid awarded to the student-athlete) and in the denominator (value of a full grant-in-aid).
- Q5** Q: What is the difference between a revenue distribution grants-in-aid equivalency and a compliance equivalency?  
 A: An equivalency calculated for NCAA revenue distribution grants-in-aid purposes should only include tuition, fees, room, board and required course related books. An equivalency calculated for compliance could include tuition, fees, room, board, required course related books and, if applicable, other expenses related to attendance (also known as cost of attendance).
- Q6** Q: Are other resources available for NCAA Grants-in-Aid, Sports Sponsorship and Pell Grant revenue distributions data submissions?  
 A: Yes, more information can be found at [www.ncaa.org](http://www.ncaa.org) > Division I > Finances. This page includes the NCAA revenue distribution plan, helpful videos and other resources, posted under Revenue Distribution on the left side of the webpage.
- Q7** Q: Why is a variance explanation needed on the Grants-in-Aid, Sports Sponsorship and Pell Grant revenue distributions submission pages in the NCAA Membership Financial Reporting System (FRS)?  
 A: The NCAA Finance staff reviews all revenue distribution submissions. A variance explanation will assist with the review process. Note: The variance explanation provided in FRS is included in the data subjected to the Agreed-Upon Procedures, performed by the independent accountant retained by the institution. Please ensure the variance explanation that is submitted within the FRS agrees to the explanation provided to the independent accountant during the Agreed-Upon Procedures and any related findings in the accountant's report have been addressed and/or corrected in the explanation prior to submission.
- Q8** Q: Our independent accountant had a question pertaining to the 4% variance explanation for comparing current year to prior year for Grants-in-Aid equivalencies related to revenue distribution data. Should the explanation be provided for the total overall variance or by sport?  
 A: The variance should compare Prior Year Total Revenue Distribution Equivalencies to the Current Year Total Revenue Distribution Equivalencies. The same is true for the variance explanations required for sports sponsorship and Pell Grant data, taking into account the variance threshold for each of those data points.

### Miscellaneous Reporting Questions

- Q1** Q: How do we exactly determine the FTE of part-time coaches, student assistants and graduate assistants?  
A: There are a few ways that an institution can use to calculate the FTE. (1) Use the length of the sport's season and compare with the calendar year. If a sport is four months in length, the FTE would then be .33.(2) Look at the amount of time a coach spends coaching and compare that with a full-time position.(3) This is probably the most accurate and consistent way. Take the salary that you are paying the individual for coaching and relate that to what a full-time salary would be. For example, if you are paying a coach \$5,000 and a full-time salary would be \$20,000, the FTE would be .25. Please consult with your business office to ensure a consistent methodology is being used and document said methodology to ensure consistent application in future reporting years.
- Q2** Q: With regard to the FTE question on coaches, should I report a coach who is hired 3/4 time, their exact salary or their FTE salary?  
A: You would report their FTE salary (3/4 of their full pay).
- Q3** Q: Why are fund balances excluded from reporting?  
A: The NCAA report is intended to cover revenues and expenses. However, the institution is welcome to include their fund balances in the footnotes to the financial report in the agreed-upon procedures report provided to the President/Chancellor.
- Q4** Q: Should male practice players count as participants?  
A: The federal EADA requires male practice players be counted as participants. Institutions should work with the DOE on the appropriate means of including these individuals. The NCAA financial report does not want male practice players to be included, as we collect that data elsewhere.
- Q5** Q: I am a little confused on how to enter multi-sport student athletes in the Athletics participation screen. For example, how should I enter a student athlete who plays football, swims and does outdoor track?  
A: You enter him in all three sports across all three columns (number of participants, number of participants participating on a second team, number of participants participating on a third team). So, he will appear 9 times on the sheet, but the "behind the scenes" calculation will figure out the non-duplicated count.
- Q6** Q: Is there any clarification for the definition of scheduled scrimmages?  
A: The federal EADA clarifies that the first date of competition, when EADA rosters are set, can begin with a scrimmage. Specifically:  
A scheduled scrimmage meets the definition of a team's first scheduled contest if the score counts. If the scrimmage is played just for fun or practice and the result of the scrimmage doesn't matter in the long run, it wouldn't count. NCAA members should consider that NCAA designations of championship/non-championship season are not relevant in this circumstance. As an example, a fall baseball game, where score is kept, might be the EADA-relevant first date of competition.
- Q7** Q: Are we to include graduate assistants in the Assistant Coaching employment and salary portion of the FRS?  
A: For head count graduate assistants should be included regardless if they receive a salary, stipend or are volunteer. If they receive a stipend, it is not considered salary and therefore they would not be reported in the salaried coaches section.