



# 2023 NCAA AUP and Financial Reporting FAQ's

## General Questions

1 Q: What are the due dates?

A: See the table below:

What	Item	Presented To	Important dates
<b>NCAA Membership Financial Reporting (MFRS):</b> <u>Division I:</u> Per Bylaw 20.2.4.17 of the Division I Manual, the NCAA requires annually Division I institutions submit revenues and expenses information for their athletic department as well as other general information via the Membership Financial Reporting Application located within NCAA My Apps. The report is to be reviewed by the Chief Executive Officer of the institution prior to submitting electronically to the NCAA. <u>Division II:</u> Per the NCAA Constitution Article 2(D)(1)(c), institutions are required to submit financial data annually to the NCAA via the Membership Financial Reporting System. <u>Division III:</u> Members are provided with two methods in which to meet the constitutional requirement. 1. Division III institutions can submit financial data annually to the NCAA via the Membership Financial Reporting System for Institutional Performance Program (IPP) purposes. Per the regular financial audit requirements, revenue and expenditures associated with outside groups or individuals shall be included in this audit. 2. Division III institutions can submit the EADA Certificate of Completion to the NCAA via the Membership Financial Reporting System.	NCAA Revenues and Expenses	NCAA	MFRS opens: September 15th MFRS closes: January 15th NO EXTENSIONS
<b>Agreed-Upon Procedures (AUP):</b> <u>Division I:</u> The NCAA requires Division I institutions to have an independent public accountant review their revenues and expenses annually, according to the NCAA Agreed-Upon Procedures Guidelines. The report issued by the independent accountant is to be reviewed by the Chief Executive Officer of the institution. <u>Division II:</u> As mandated under the provisions of NCAA Constitution 6.2.3 (Financial Report), at least once every three years, NCAA Division II member institutions are required to perform an expenses and revenues review related to its intercollegiate athletics programs which is subject to the agreed-upon procedures. The expenses and revenues review shall be performed by a qualified independent accountant and must be presented to the president or chancellor. <b>Please reference the Agreed Upon Procedures for more information.</b>	Agreed-Upon Procedures Report	Institution's CEO	AUP is released in late May.

2 Q: How do I access the NCAA Membership Financial Reporting Application?

A: The NCAA Membership Financial Report is located within NCAA My Apps which can be found on [ncaa.org](https://www.ncaa.org/).

<https://www.ncaa.org/>

A: To obtain access to the NCAA Membership Financial Reporting Application, contact your on campus NCAA My Apps (Single Source Sign-on) administrator.

A: To login to the NCAA Membership Financial Reporting Application:

*username is your email address*

*password is created by the user*

3 Q: What causes an issue when logging into the NCAA Financial Reporting Application with a valid NCAA login?

A: Certain versions of Microsoft Internet Explorer (without certain security updates) can produce an invalid login response. Your IT department should verify if you are using the proper updated version. Using Chrome, Mozilla Firefox or other browsers could eliminate the issue as well.

4 Q: Is the financial data shared with external parties?

A: The NCAA does not share institutional data. We provide data through IPP in totals or groups to NCAA members, not external parties.

5 Q: Why do I receive the error message "Men's/Women's Team values must be a whole number"?

A: The NCAA Financial Reporting Application does not recognize special characters or types of formatting characters (e.g. \$, . or ").

- 6 Q: How can I obtain or print a prior year submission from the NCAA Membership Financial Reporting Application?  
A: Using the tabs at the top of the webpage click *Review/Submit* from the drop down menu select *Print Menu*, in the upper right corner of the webpage select the reporting year by using the dropdown menu, to the left of the webpage select *All Content* or individual pages, then click *Run Report(s)*.
- 7 Q: What is the difference between the EADA report and Membership Financial Report?  
A: The EADA report is a governmental report that is geared towards Title IX analysis, whereas the NCAA Membership Financial Report is geared toward institutional performance for comparison purposes with like institutions or within a conference. The EADA report may not match the NCAA Membership Financial Report. The Agreed Upon Procedures are guidelines for data entered within the NCAA Membership Financial Report.
- 8 Q: Should the amounts and counts for the EADA report match those entered into the NCAA Membership Financial Report?  
A: Differences are expected. The EADA report is a governmental report that is geared towards Title IX analysis, whereas the NCAA Membership Financial Report is geared toward institutional performance.
- 9 Q: Should all Revenue & Expense be accounted for within those sections? Should items be netted (e.g. Football Bowl Revenue of \$1.2 M net against Expenses of \$900,000)?  
A: Whenever possible, provide revenues within the appropriate revenue section of the report and provide expenses within the appropriate expense section of the report. Please note: Football Bowl activity has specified revenue and expense line items.
- 10 Q: The Auditors verify W-2 information on a calendar year basis. The NCAA Membership Financial Report is based on fiscal year. Which year should be used for NCAA Membership Financial Report purposes?  
A: Either calendar year or fiscal year can be used as long as the reporting is consistent year to year.
- 11 Q: Within the NCAA Membership Financial Reporting Application, on the School Info page in the Sports Sponsorship section, the sport I need to select is grayed out, why? How should revenues/expenses be reported?  
A: The Sports Sponsorship section is imported from data collected by the Sports Sponsorship and Demographics form which opens annually in May, closes in August and is maintained by the NCAA Research staff.  
A: The Sports Sponsorship section will gray out sports that are not NCAA sponsored within the three team options (men's, women's, and mixed). To report revenues/expenses for the sport/gender options that are grayed out.
- 12 Q: For non-NCAA sports (e.g. Polo or Heavyweight Rowing), how should the revenue and expenses be captured on the NCAA Membership Financial Report?  
A: The non-NCAA sports should be reported as "other" in total.
- 13 Q: Who do I contact for NCAA compliance questions or issues?  
A: Questions can be submitted through the Request/Self-Reports Online (RSRO) application located within NCAA My Apps.
- 14 Q: If an athletic department already conducts an independent financial statement audit how can the agreed-upon procedures be incorporated? Will two separate reports be required?  
A: The Agreed-Upon 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.
- 15 Q: Where should recreational athletics expenses (club sports, intramurals) and revenue (recreational membership permit sales) be listed if it is part of our athletic budget?  
A: The NCAA's Membership Financial Reporting Application and Agreed Upon Procedures are for intercollegiate varsity sports only, not recreational.
- 16 Q: Which fall semester enrollment figures should I use on the School Info page for Reporting Year: 2022?  
A: For the Reporting Year 2022, enrollment figures should reflect the 2020-2021 academic year.
- 17 Q: The "Revenues by Sport" and "Expenses by Sport" reports don't have the correct grand total, why?  
A: Prior to requesting the reports from the Print Menu, you will need to create/update the reports by opening the screens for the two forms (by clicking the "Revenues by Sport" and "Expenses by Sport" menu buttons) this action will build records in the database for the reports use to display the proper grand totals.

- 18 Q: How do I update the peer review list in the NCAA Membership Financial Reporting Application?  
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 <https://web3.ncaa.org/directory/>
- 19 Q: When should institutions that are reclassifying to Division I start to complete the required NCAA Membership Financial Report?  
A: Institutions reclassifying to Division I should begin to complete the NCAA Membership Financial Reporting form in the year in which they begin the reclassifying process. This action provides the institution a learning curve with reporting, as well as, data for future NCAA Division I Revenue Distribution forecasting. Division I institutions are required to complete the NCAA Membership Financial Report annually.
- 20 Q: Should foreign institutions convert revenues and expenses to US dollars?  
A: Yes, using the exchange rate date of the institution's year end.
- 21 Q: Division II: Is financial reporting required in the first provisional year?  
A: As a provisional year one institution, you are not required to submit the financial report. The financial report becomes a requirement beginning when an institution transitions to provisional year two.
- 22 Q: Division III members are now required to submit a financial report annually. How can this be completed?  
A: There are two ways to meet the requirement: enter financial data via the Membership Financial Reporting application or upload the EADA Certificate of Completion to the NCAA from the Membership Financial Reporting application.  
The correct access to the application is as follows: **Under Roles:**
- Roles

☒ Application Administrator? ☐ APPROVER? ☒ REVIEWER? ☒ USER?
- Within the Membership Financial Reporting application go to the Review/Submit tab, in the dropdown the third option is the Submit EADA Completion Certificate.
- 23 Q: What is the difference between the EADA report and the NCAA Membership Financial report?  
A: The EADA Report is an annual requirement of the U.S. Government to ensure equity in athletics is compliant with Title IX. The Membership Financial Reporting is an annual NCAA requirement for all members per the new Constitution (DIII may submit its EADA certificate in lieu of financial reporting).

## Revenue Reporting Category Questions

- 24 Q: Ticket Sales/Guarantees: If our conference has a revenue sharing program, what is the suggested reporting?  
A: If the conference has revenue sharing for ticket revenue, then the 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.
- 25 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. How should this expense be reported?  
A: We recommend that the expense be reported in Category 28, Team Travel.
- 26 Q: Contributions: How should revenue from various fundraisers throughout the year be reported?  
A: Report the amount(s) received and used within the academic year in Contributions (Category 8). Do not report Contributions to be used in other reporting years. The Membership Financial Report is to record activity for the requested academic year.
- 27 Q: Contributions: When should the net fundraising revenues that are retained for future years be reported?  
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.
- 28 Q: Contributions: Should premium seating contributions be reported to a specific sport or as a general contributions?  
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 when possible).

- 29 Q: Contributions: Can you define pledges and contributions, then clarify how they should be routed through a foundation?  
A: Pledges (a promise to contribute money or assets) are not to be reported. Only when contributions are actually received in the form of cash or assets should they be reported in the year they were received and used. 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. The Membership Financial Report is to record activity for the requested academic year. 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. 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.
- 30 Q: How should gains and losses be entered into the Investment Income - Category 17?  
A: Only report in Athletics Restricted Endowment and Investment Income - Category 17, revenue amount covered by the endowment for expenses within the reporting year. The Membership Financial Report is to record activity for the requested academic year.
- 31 Q: Conference Distributions: If an institution shares in the conference television agreements for which the agreement/revenue is considered a conference distribution where should this be accounted for on the NCAA Membership Financial Report?  
A: All media rights revenue, whether negotiated by the conference or the institution, should be reported under Media Rights - Category 11.
- 32 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 be accounted for within the Team Travel - Category 28.
- 33 Q: NCAA Grants: Should NCAA Grants be reported as revenue (example: AASP)?  
A: Yes. The NCAA Grant is a revenue and should be reported within NCAA Distributions - Category 12.
- 34 Q: Should summer camp concessions be recorded as concession revenue or summer camp revenues?  
A: Concessions revenue - Category 14 would be the appropriate line item. However, as long as the institution is consistent with the reporting from year to year the summer camp concession could be accounted for in Summer Camp revenue.
- 35 Q: Should revenue from licensing, concessions, and parking for athletics events be included in the NCAA Membership Financial Report?  
A: Yes. Licensing would be reported in Royalties, Licensing, Advertisements and Sponsorships - Category 15. Concessions and parking would be included in Program, Novelty, Parking and Concession Sales - Category 14. Currently, the NCAA does not suggest an 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 report.
- 36 Q: Sports Camp Revenues: Our athletic camps operate over two fiscal years, year end is June 30. How should sport camp revenue be reported?  
A: The appropriate accounting cut-off should be used for reporting. Institutions should report consistently year-to-year.

## Expense Reporting Category Questions

- 37 Q: If we can identify a GA, team manager etc., who is receiving athletics financial aid for a specific sport, should the still aid be reported in "expenses not related to specific teams"?  
A: Yes, because this type of aid is not related to student-athlete aid, therefore, should be reported as Not Related to a Specific Sport - Category 20.
- 38 Q: If a coach receives amounts in excess of his guarantee (e.g. outside speaking engagements), can the amounts be reported as the total amount earned?  
A: Yes. Guarantees and excess amounts can be reported as the total amount earned.
- 39 Q: If coaching compensation is paid out of a Foundation, is it reportable for NCAA purposes?  
A: Yes. Report the coaching compensation within Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities - Category 22. Foundations and booster clubs are considered related/affiliated entities and should be included in the NCAA Membership Financial Report.
- 40 Q: How should non-interest loans to an athletic director be reported?  
A: Any benefit to the athletic director should be reported. A discussion with the business office or payroll administrator about the benefits received can assist with the entry for Coaching Salaries, Benefits and Bonuses paid by the University and Related Entities - Category 22.
- 41 Q: Should volunteer coaches and assistant coaches be exclude from Coaching Salaries - Category 22?  
A: Yes. Only report the coaches who are paid. Volunteer coaches should only be included in the count of coaches; full or part time employment status at the university.
- 42 Q: If a coach is performing other non-coaching duties (e.g. teaching), should the total salary be entered or should only the portion (FTE) dedicated to coaching be entered?  
A: The salary amount paid for coaching should be entered. Factoring out by the FTE is the best way to do so.

- 43 Q: How should a coaching contract buyout received by our institution be reported?  
A: Normally, the NCAA does not recommend netting revenues against expenses, however, a contract buyout is not a revenue stream. Therefore, with this type of transaction, the recommendation would be to record the contract buyout as an offset to the salary and benefit expense.
- 44 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?  
A: Some employment contracts include income from sports camps or product sponsorships. Those amounts should be reported.
- 45 Q: Explain reporting requirements regarding student earnings. What distinctions need to be made in reporting for student financial aid for non-athletes (e.g. 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.
- 46 Q: What revenue category should funds earned through Work Study programs be reported? Where should the expense reported?  
A: Federal Work Study (FSW) funds should be placed in Category #2 - Direct State or Other Government Support. Institutional Work Study funds should be placed in Category #4 - Direct Institutional Support. The work study expenses should be placed in Category #24 - Support Staff/ Administrative Compensation, Benefits and Bonuses paid by the University and Related Entities.
- 47 Q: Should all salaries be included in the Support Staff/Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities line item? Should dual-reports and transfer monies (including salaries) the are split to other units on campus be allocated to those various categories? Should full-time, part-time and student support staff's hourly wages and benefits be included in this category?  
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.
- 48 Q: Should all recruiting expenses for postage and telephone be included? Can the institution estimate the expense as it is not allocated between recruiting and non-recruiting?  
A: The recruiting portion of postage and telephone should be allocated based on the institution's policy or contact the business office for more information. Postage and telephone expenses paid by the Athletic Department that are not related to recruiting should be reported in Direct Overhead and Administrative Expenses - Category 35. If postage and telephone expenses is paid by the institution on behalf of athletics it should be included in Indirect Institutional Support - Category 36.
- 49 Q: How should a car leased to a coach be reported if the car is used for recruiting for only a portion of the year?  
A: If the expense is not truly "recruiting," then it should be reclassified/reallocated. Check with the business office to determine if the amount should be reclassified to benefits for those coaches.
- 50 Q: Where should expenses for hosting an NCAA or conference event be accounted for on the NCAA Membership Financial report?  
A: Hosting expenses should be included in the appropriate category, such as game expenses, under the sport that was hosted.  
Additionally, revenue and expenses should be reported separately, not net. This will provide a more accurate view of all revenue and all expenses.
- 51 Q: Does the Fundraising, Marketing and Promotion expense 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).
- 52 Q: Should post-season expenses for Spirit Groups be included in Category 33 or Team Travel?  
A: Post-season spirit group expenses should be included with other spirit group expenses, Category 33, with the exception of Football Bowl expenses which should be reported in Category 41A.
- 53 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.
- 54 Q: Medical Expenses and 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 the Medical Expenses and Medical Insurance category. If the amount is significant provide additional information in the comments section.
- 55 Q: Should only medical expenses NOT paid by our insurance company for student athlete claims, in addition to the medical insurance policy premium paid by the athletic department be included in the Medical Expenses and Insurance - Category 37?  
A: Include medical expenses, 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.

- 56 Q: Should we report meals provided as part of student-aid room and board in Student-Athlete Meals (non-travel) - Category 39 or Athletic Student Aid - Category 20?
- A: Meals provided as a part of Student-Aid should remain in Athletic Student Aid - Category 20. Enhanced meals, over and above a campus meal plan provided as part of student aid should be reported in Student-Athlete Meals (non-travel) - Category 39 along with study meals and snacks as governed by NCAA bylaws.
- 57 Q: How should depreciation expense be reported for equipment?
- A: Depreciation expense is no longer reported in the expense categories. Please exclude all depreciation expenses, including state owned equipment.
- 58 Q: Should benefits provided as part of a coach or athletics staff's compensation be reported 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 the athletic department and should be included.
- 59 Q: Would Category 30, Game Expenses, include offseason events (e.g. spring events for soccer and volleyball)?
- A: The Game Expense category does not specify regular season competition only, therefore, offseason competitions should be reported.
- 60 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.
- 61 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.
- 62 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 should be included, but otherwise, you can simply put the lump sum in "Not Related to Specific Teams" row and/or "Not Allocated by Gender" column.
- 63 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 have everyone working off of the same description. Some indirect cost allocation methodologies might include: headcount, Federal Facilities & Administrative Cost proposal, effort to auxiliaries, or document counts.
- 64 Q: How should the salaries and benefits of employees not directly included in the athletic department, but directly impact the athletic department be included? 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).
- 65 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.
- 66 Q: Should all revenue and expense categories be reported by sport?
- A: As a best practice, revenues and expenses should be reported by sport. 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* instead of allocating to each sports.
- 67 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 the excise tax without charging athletics directly, the amount should be reported in Indirect Institutional Support - Categories 6 and 36.
  2. If the institution pays the excise tax and charges athletics directly, the amount should be reported in Direct Institutional Support - Category 4.
  3. If the excise tax is charged to athletics by the institution or paid by athletics directly, the amount should be reported in Direct Overhead and Administrative - Category 35.

- 68 Q: How should conference expenses and distributions to the membership be reported?  
A: Conference expenses should be reported as negative revenue in the Non-program Specific category.  
Conference distributions should be reported as revenues within the sport programs. If the conference receives a NCAA Revenue Distribution, takes out a portion for conference use (negative revenue in Non-program Specific) and sends the remaining funds (Conference Distribution of revenues) to the membership then those funds should be reported as net revenue in category 12.
- 69 Q: Where should we report capital expenditures?  
A: Capital expenditures should be reported under Other Reporting Items, Total Athletics Related Capital Expenditures - Category 56 which would include all capital costs including capital improvement projects.  
Capitalized, but not depreciated until the construction is completed.  
Expenditures should be excluded from all other expense reporting categories.
- 70 Q: What is the definition of endowment for the NCAA Membership Financial 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.
- 71 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 within the report application, the definition from the Division I Manual 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. which should be broken out by sport. 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.
- 72 Q: Our institution is planning to add a new sport in the next upcoming academic year, however, we are currently incurring expenses. How should those expenses be accounted for?  
A: To enter expenses you will need to add the sport on the School Info page. This will allow the sport to show on all the revenue/expense pages. This action will help track expenses from the start. You can add a comment within the overall form about the official start of the sport if that helps when reviewing prior year reports in the future.  
**Division I institutions:** The sport will also be listed on the Revenue Distribution Sports Sponsorship tab. It will be unchecked and should remain unchecked as it is not countable for the Division I Sport Sponsorship Revenue Distribution (i.e., the new sport has did not meet the minimum participation and contest requirements, Bylaw 20.10.6.3).
- 73 Q: What kind of expense is an Alston award?  
A: Alston awards (expenses) are not considered Financial Aid and should not be counted as such. Those expenses stem from the awards, benefits and expenses legislation (Bylaw 16), not the financial aid legislation (Bylaw 15). Entering the Alston expenses within the Other Operating Expenses category would be appropriate if the expenses are paid by athletics.

### Revenue Distribution Related Reporting Questions

- 74 Q: Do we report the NCAA Student Assistance Fund activity (Special Assistance Fund (SAF) and Student Athlete Opportunity Fund (SAOF)?  
A: Yes, include the funds received under NCAA Distributions - Category 12, NCAA Distributions include all tournament revenues. For expenses, report the expense under the appropriate line item (athletics aid, medical expenses, etc.).
- 75 Q: What category should be used to record NCAA allocated funding from Academic Enhancement, Special Assistance and Student-Athlete Opportunity Funds?  
A: The revenues from the distributions should be reported in NCAA Distributions - Category 12. The use of the funds should be reported within the expense category that best fits the usage.
- 76 Q: For Division I and II, there is a Pell Grant reporting section. What is being asked in this section?  
A: 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 "20xx-xx Pell Grants" column. Only Pell Grants for sports in which the NCAA conducts championships competition, emerging sports for women and bowl subdivision football are countable. Also, student-athletes should only be counted 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.

- 77 Q: With the implementation of year-round Pell and athletes that receive summer Pell awards, should the summer Pell Grants be included in the reporting?
- A: A student-athlete's Pell Grant should only be counted once within the reporting year.  
The dollar amount of Pell Grants received should be reported within the fiscal year to assist with reporting consistency. Depending on the institution's fiscal year the summer may be in the beginning of the fiscal year (e.g. if the fiscal year is 6/1 through 5/31) or at the end of the year e.g. 7/31).
- 78 Q: Can you provide a definition of the revenue distribution equivalency and the dollar amount in Category 20.
- A: The revenue distribution equivalency is the number of grants-in-aid provided to the student-athlete (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). Equivalencies will be used to calculate the 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.
- 79 Q: What is the difference between a revenue distribution grants-in-aid equivalency and a compliance equivalency?
- A: A revenue distribution grants-in-aid equivalency should only include tuition, fees, room, board and required course related books which will be used to calculate the Division I NCAA Grants-in-Aid Revenue Distribution.  
A compliance equivalency could include tuition, fees, room, board, required course related books and, if applicable, other expenses related to attendance (also known as cost of attendance). If the compliance equivalency includes other expenses related to attendance and should not be used for Division I NCAA Grants-in-Aid Revenue Distribution purposes.
- 80 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 on [www.ncaa.org](http://www.ncaa.org) > Membership > Division I > Division I Finances. This page includes the NCAA Revenue Distribution Plan, helpful videos and other resources.
- 81 Q: Why is a variance explanation necessary for Grants-in-Aid, Sports Sponsorship and Pell Grant revenue distributions reporting?
- A: The NCAA Finance staff reviews all revenue distribution submissions. A variance explanation will assist with the review process. Note: The Grants-in-Aid, Sports Sponsorship and Pell Grant data is subject to the Agreed-Upon Procedures (AUP), performed by the independent accountant. The AUP report is retained by the institution which may provide a variance explanation. Please ensure the variance explanation that is submitted within the Membership Financial report agrees to the explanation provided to the independent accountant during the Agreed-Upon Procedures review along with any related findings that may have been addressed and/or corrected.
- 82 Q: Should institutions include Athletic Aid Equivalencies for mid-year replacements?
- A: Mid-year replacements would be countable in the manner in which you enter them into Compliance Assistant for compliance purposes. Please reference the Student-Athlete General Information section of the Compliance Assistant User Guide for additional information.
- 83 Q: How should Alston awards be treated for revenue distribution purposes?
- A: Alston expenses should be excluded from the equivalency calculation for Grants-in-Aid Revenue Distribution purposes. Alston expenses could be paid by athletics, but it is not considered Athletic Aid. Only Athletic Aid should be used in the Grants-in-Aid Revenue Distribution equivalency calculation.

### Miscellaneous Reporting Questions

- 84 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.
- 85 Q: Should male practice players count as participants?
- A: The NCAA Membership Financial report should not include male practice players, as we collect that data elsewhere.
- 86 Q: How should multi-sport student-athletes be entered on the Athletics Participation screen?
- A: As an example: Enter XYZ student-athlete 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). She/he will appear 9 times on the sheet. Note: Behind the scenes the calculation will figure out the non-duplicated count. The equation is: # Total Participants - ((# Participants 2 Teams - (# Participants 3 Teams/3.0))/2.0) - (# Participants 3 Teams/3.0)
- 87 Q: Is there a clarifying definition for 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.



- 88 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.
- 89 Q: Within Category 55 - Institutional Endowments, should the institution only report the endowments it maintains or should endowments held by the institution's foundation that are spent on the institution also be reported?  
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.
- 90 Q: How should a debt payment be reported if it is not facilities related?  
A: Institutional loans to the Athletic Department should be recorded in Category 52 - Total Athletic Debt. When the loan funds are used the amount should be accounted for in the appropriate expense category (e.g. Team Travel). The goal is to understand what the expenses were (details), not to lose the expense details in the total lump sum of the loan. Category 34 - Athletic Facilities Debt Service, Leases and Rental Fees should be used for the fees associated with the loan, if the institution is charging interest, etc. If the athletic department is obligated to pay back principal on the loan, the amount should be entered in Category 50 - Excess Transfers to Institution and reduce Category 52 (reduce the debt and account for the loan principal payback).
- 91 Q: How should the impact of GASB 87 be accounted for on the Financial Report?  
A: Principal and interest lease payments should be reported in category 34. Depreciation and amortization expenses are not reported. If there are no cash payments on the lease, then nothing would be reported in category 34.  
a. The balance of those leases are reported in category 52  
b. Assets purchased that will be depreciated over time are reported in category 56.