



To: Kortne Gosha, VP and Athletics Director
Alan Richardson, Vice President/CFO, Finance and Administration Designate
Tonya Jackson, Assistant Vice President/University Controller

From: Joe Maleszewski - Vice President, Division of Audit

CC: Rica Calhoun – Chief Compliance & Ethics Officer
Kentrell Kearney – Interim Director of Athletics
Erica Wilcox – Athletics Budget Director

Date: December 18, 2019

Re: Status of Select Athletics Reporting Requirements

The Division of Audit (DOA) and the Office of Compliance and Ethics (OCE) both serve as proactive business partners to Athletics. Through assurance and consulting services, DOA, evaluates Athletics to provide information to improve the effectiveness and efficiency of operations, risk management, control, and governance processes. OCE provide oversight and guidance to Athletics to assist Athletics in meeting all compliance and ethics requirements mandated by law, rules, regulations, policies and procedures.

The following information is provided to update you on the status of FAMU Athletics compliance with the following select reporting requirements:

1. **NCAA [Financial Data Reporting](#)** - NCAA Bylaw 3.2.4.15 requires, “an institution shall submit financial data detailing operating revenues, expenses and capital related to its intercollegiate athletics program to the NCAA on an annual basis in accordance with the financial reporting policies and procedures. . . .”
2. **NCAA [Agreed-Upon Procedures \(AUP\)](#)** - NCAA Bylaw 3.2.4.15.1 requires, “The report shall be subject to annual agreed-on verification procedures approved by the membership (in addition to any regular financial reporting policies and procedures of the institution) and conducted by a qualified independent accountant”
3. **[Equity in Athletics Disclosure Act \(EADA\) Reporting](#)** - The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams.
4. **Annual Financial Statement Audit: [BOT Policy Number 2005-16 Audits of University Athletics Finances](#)** – “All sources and expenditure of funds associated with the University’s Intercollegiate Athletic Programs shall be annually audited by an independent outside auditor. . . .”

The NCAA includes detailed information about these reporting requirements and associated deadlines on their [FAQ](#) page. Other Athletic Department BOT policies can be found at: <http://www.famu.edu/index.cfm?BOT&Policies>



The following table summarizes the status of these four select reporting requirements for your information. We have scheduled a meeting from 11:00 a.m. to 12:00 p.m. on January 9, 2020, in room 208 of the Gaither Office Complex to further discuss these matters and to discuss strategies for completing past due reports and meeting current and future reporting deadlines.

Fiscal Year End	Equity in Athletics Report USDOE Due: Annually October 31	NCAA Financial Reporting NCAA Bylaws 3.2.4.15 Due: Annually January 15	AUP Report NCAA Bylaws 3.2.4.15.1 Due: Annually January 15	Elective Financial Audit BOT 2005-16 Best Practice Due Date: Annually March 31
June 30, 2016	Data was submitted during October 2016	Data was reported to the NCAA by the Former FAMU Budget Director	Report Issued: August 16, 2017 James Moore	Report Issued: June 21, 2017 James Moore
June 30, 2017	Data was submitted during October 2017	Data was reported to the NCAA by the Former FAMU Budget Director	Engagement Letter (Signed 2/2/18) Report Not Issued Due Date: January 2018	Engagement Letter (Signed 2/2/18) Report Issued: February 13, 2019 James Moore
June 30, 2018	Data was submitted during October 2018 by the Former FAMU Budget Director	Data was reported to the NCAA by the Former FAMU Budget Director.	No Engagement Letter Report Past Due Due Date: January 2019	Engagement Letter (Dated 3/29/19) Report Not Issued Due Date: March 2019
June 30, 2019	Data was submitted on October 30, 2019 by the FAMU Athletics Budget Director	FAMU Athletics Budget Director has agreed to submit this report	No Engagement Letter Due Date: January 2020	No Engagement Letter Best Practice Due Date: March 2020
June 30, 2020	Due Date: October 2020	Due Date: January 2021	Due Date: January 2021	Best Practice Due Date: March 2021

Legend: ■ = Report issue date after deadline
 ■ = Report not issued or past due

Please contact our office or the FAMU Ethics and Compliance office if you have any questions or concerns.