

**YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS DEPARTMENT**

**Independent Accountant's Report on
Applying Agreed-Upon Procedures**

June 30, 2019

OHIO AUDITOR OF STATE
KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
IPAReport@ohioauditor.gov
(800) 282-0370

Board of Trustees
Youngstown State University
One University Plaza
Youngstown, Ohio 44555

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of the Youngstown State University NCAA Report, Mahoning County, prepared by Crowe LLP, for the period July 1, 2018 through June 30, 2019. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Youngstown State University is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

December 24, 2019

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YOUNGSTOWN STATE UNIVERSITY
INTERCOLLEGIATE ATHLETICS DEPARTMENT
Youngstown, Ohio

AGREED-UPON PROCEDURES
REQUIRED BY THE NCAA
June 30, 2019

CONTENTS

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES.....	1
SCHEDULE OF REVENUE AND EXPENSES (UNAUDITED)	2
NOTES TO SCHEDULE OF REVENUE AND EXPENSES (UNAUDITED).....	4
ATTACHMENT A – NCAA AUP REVENUE AND EXPENSE PROCEDURES.....	6
ATTACHMENT B – NCAA AUP YEAR-OVER-YEAR ANALYTICAL COMPARISON	28
ATTACHMENT C – OTHER REPORTING ITEMS.....	29
ATTACHMENT D – SCHEDULE OF Financial Activities of THE Penguin Club, INC.	30

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INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

James P. Tressel, President
Youngstown State University
Youngstown, Ohio

We have performed the procedures enumerated below, which were agreed to by the President of Youngstown State University ("the University"), and the National Collegiate Athletic Association ("NCAA") solely to assist the specified parties in evaluating the University's compliance with the NCAA Constitution Article 3.2.4.15 during the year ended June 30, 2019. The University's management is responsible for the Schedule of Revenue and Expenses of intercollegiate athletics operations ("Schedule") and the Schedule's compliance with those requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached listing of procedures and findings either for the purpose for which this report has been requested or for any other purpose.

The procedures that we performed and our findings are included in Attachment A.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on the compliance of the accompanying Schedule of Revenue and Expenses of Youngstown State University intercollegiate athletic programs with the NCAA Constitution Article 3.2.4.15. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the President of Youngstown State University and the NCAA and is not intended to be and should not be used by anyone other than these specified parties.



Crowe LLP

Columbus, Ohio
December 18, 2019

Youngstown State University
INTERCOLLEGIATE ATHLETICS DEPARTMENT
SCHEDULE OF REVENUE AND EXPENSES
For the Year Ended June 30, 2019
(Unaudited)

ID	Item	Football	Men's Basketball	Women's Basketball	Other Sports	Non-Program Specific	Total
Summary of Revenue:							
1	Ticket sales	\$ 344,693	\$ 111,862	\$ 27,529	\$ -	\$ -	\$ 484,084
2	Student Fees	-	-	-	-	-	-
3	Direct state or other government support	-	-	-	-	-	-
4	Direct institutional support	-	-	-	-	12,773,079	12,773,079
5	Less transfers to institution	-	-	-	-	(107,639)	(107,639)
6	Indirect institutional support	-	-	-	-	-	-
7	Guarantees	550,000	240,000	18,000	-	-	808,000
8	Contributions	421,495	10,400	2,245	133,096	997,694	1,564,930
9	In-kind	-	-	-	-	-	-
10	Compensation and benefits provided by a third party	-	-	-	-	-	-
11	Media rights	-	-	-	-	1,373	1,373
12	NCAA distributions	165,833	41,650	42,958	429,897	407,179	1,087,517
13	Conference distributions	-	-	-	-	18,300	18,300
14	Program, novelty, parking and concession sales	213,889	1,051	158	-	-	215,098
15	Royalties, licensing, advertisements and sponsorships	389,205	170,650	-	-	134,092	693,947
16	Sports camp revenues	-	-	-	-	3,688	3,688
17	Athletics restricted endowment and investment income	-	-	-	-	2,590	2,590
18	Other operating revenue	-	-	20	115,875	133,932	249,827
19	Bowl revenues	-	-	-	-	-	-
20	Total operating revenue	<u>\$ 2,085,115</u>	<u>\$ 575,613</u>	<u>\$ 90,910</u>	<u>\$ 678,868</u>	<u>\$ 14,364,288</u>	<u>\$ 17,794,794</u>

Prepared by Management of Youngstown State University
(Continued)

Youngstown State University
INTERCOLLEGIATE ATHLETICS DEPARTMENT
SCHEDULE OF REVENUE AND EXPENSES
For the Year Ended June 30, 2019
(Unaudited)

ID	Item	Football	Men's Basketball	Women's Basketball	Other Sports	Non-Program Specific	Total
Summary of Expenses:							
21	Athletic student aid	\$ 1,702,609	\$ 397,022	\$ 335,010	\$ 2,318,529	\$ 257,044	\$ 5,010,214
22	Guarantees	205,000	8,500	9,645	-	-	223,145
23	Coaching salaries, benefits, and bonuses paid by the University and related entities	1,303,473	659,938	481,255	1,141,443	-	3,586,109
24	Coaching salaries, benefits and bonuses paid by a third-party	-	-	-	-	-	-
25	Support staff/administrative compensation, benefits and bonuses paid by the University and related entities	-	-	-	-	3,041,252	3,041,252
26	Support staff/administrative compensation, benefits and bonuses paid by a third-party	-	-	-	-	-	-
27	Severance payments	-	-	-	-	-	-
28	Recruiting	120,337	79,695	78,767	76,865	-	355,664
29	Team travel	495,917	174,705	92,027	745,156	-	1,507,805
30	Equipment, uniforms and supplies	196,937	50,198	42,666	190,954	106,187	586,942
31	Game expenses	100,754	99,474	60,497	128,262	8,825	397,812
32	Fundraising, marketing and promotion	-	-	441	-	209,439	209,880
33	Sports camp expenses	-	-	-	-	3,574	3,574
34	Spirit groups	-	-	-	-	48,900	48,900
35	Athletic facilities debt service, leases and rental fees	-	-	-	63,492	381,328	444,820
36	Direct overhead and administrative expenses	-	-	-	-	236,058	236,058
37	Medical expenses and medical insurance	-	-	-	-	172,915	172,915
38	Memberships and dues	-	-	-	5,168	17,665	22,833
39	Other Operating Expenses	61,246	37,945	28,981	54,255	751,991	934,418
40	Student-athlete meals (non-travel)	70,361	-	-	17,529	-	87,890
41	Bowl expenses	-	-	-	-	-	-
42	Total operating expenses	<u>4,256,634</u>	<u>1,507,477</u>	<u>1,129,289</u>	<u>4,741,653</u>	<u>5,235,178</u>	<u>16,870,231</u>
	Excess (deficiency) of revenue over (under) expenses	<u>\$ (2,171,519)</u>	<u>\$ (931,864)</u>	<u>\$ (1,038,379)</u>	<u>\$ (4,062,785)</u>	<u>\$ 9,129,110</u>	<u>\$ 924,563</u>

Youngstown State University
Intercollegiate Athletics Department
Notes to Schedule of Revenue and Expenses
(Unaudited)
For the Year Ended June 30, 2019

The accompanying Schedule of Revenue and Expenses (the "Schedule") has been prepared on the accrual basis of accounting and is prepared in a manner which intends to report all activity of Youngstown State University (the "University") intercollegiate athletics program. Unrestricted revenue is recorded when earned and expenses are recorded when incurred. Restricted revenue is reported when expended rather than when received. The revenue and expenses have been classified on a basis consistent with the account structure of the University.

Note A - Contributions

NCAA requires disclosure of total contributions from a single donor in excess of 10% of total contributions. There was one contribution from a single donor that exceeded 10% of total contributions for fiscal year 2019.

<u>Source of Funds, Goods and Services</u>	<u>Value</u>
Donor A- Gift #1	\$ 250,000

Note B - Capital Assets

Capital assets are stated at cost or acquisition value at date of gift. Infrastructure assets are included in the financial statements and are depreciated. The University's capitalization threshold for equipment, furniture and vehicles is \$5,000; and for buildings, building improvements and improvements other than buildings is \$100,000. Land is capitalized regardless of cost. Library purchases are excluded from capitalization and expensed as purchased.

Depreciation (including amortization of capital leased assets) is computed using the straight-line method over the estimated useful life of the asset and is not included in the Schedule of Revenue and Expenses. Historical collections, including assets that are held for public exhibition, education, or research in furtherance of public service, which are protected and preserved, are not depreciated.

When capital assets are sold, or otherwise disposed of, the carrying value of such assets and any accumulated depreciation is removed from asset accounts and the net investment in capital assets. The costs of normal maintenance and repairs that do not add to the value of the capital asset or materially extend the capital asset's life are expensed when incurred. Estimated lives are as follows:

<u>Classification</u>	<u>Estimated Life</u>
Buildings	50 years
Improvements to buildings	10 to 50 years
Improvements other than buildings	15 years
Moveable equipment, furniture and vehicles	3 to 10 years

(Continued)

Youngstown State University
Intercollegiate Athletics Department
Notes to Schedule of Revenue and Expenses
(Unaudited)
For the Year Ended June 30, 2019

Note C – Intercollegiate Athletics-Related Debt

The annual debt service and debt outstanding for the Athletics-related facilities and University as of the year ended June 30, 2019 is as follows:

	<u>Annual Debt Service</u>	<u>Debt Outstanding</u>
Athletics - Related Facilities	\$ <u>380,378</u>	\$ <u>4,216,820</u>
Total University	\$ <u>6,918,209</u>	\$ <u>77,172,269</u>

Maturities of athletics-related debt and debt service for fiscal years subsequent to June 30, 2019 are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 213,310	\$ 166,716	\$ 380,026
2021	220,761	159,435	380,196
2022	228,213	151,723	379,936
2023	235,665	143,529	379,194
2024	244,048	134,464	378,512
2025-2029	1,376,731	512,319	1,889,050
2030-2034	<u>1,698,092</u>	<u>187,590</u>	<u>1,885,682</u>
Total	\$ <u>4,216,820</u>	\$ <u>1,455,776</u>	\$ <u>5,672,596</u>

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

Procedures

Revenue Procedures

1. Before the commencement of fieldwork, determine that the amounts reported on the Schedule agree to the institution's general ledger. Recalculate totals.

Results: No exceptions noted.

2. Compare and agree each operating revenue category reported in the Schedule during the reporting period to supporting statements provided by the institution.

Results: No exceptions noted.

3. Compare and agree a haphazard sample of 5 operating revenue receipts obtained from the above operating revenue supporting statements to adequate supporting documentation (such as payment receipts, posting general and daily balancing report).

Results: Crowe performed specific revenue procedures detailed below for all categories that were equal to or greater than 4% of total revenues (Direct Institutional Support, Guarantees, Contributions, and NCAA Distributions). No other category exceeded this threshold, therefore, the procedures enumerated above were not applicable.

4. Compare each major revenue account over 10% of the total revenues to prior period amounts and budget estimates. Obtain and document an explanation of any significant variations over 10% from the prior year. Report the analysis as a supplement to the final agreed upon procedures report.

Results: Refer to Attachment B for results of procedures performed.

Ticket Sales

5. Compare tickets sold during the reporting period, complimentary tickets provided during the reporting period and unsold tickets to the related revenue reported by the Institution in the Schedule and the related attendance figures.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

6. Recalculate totals of the listings of tickets sold during the reporting period, complimentary tickets provided during the reporting period and unsold tickets.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Student Fees

7. Compare and agree student fees reported by the institution in the Schedule for the reporting period to the student enrollment report obtained from the Registrar during the same reporting period.

Results: We were informed by management that Athletics does not receive student fees revenue. The University does not record student fees revenue in the Schedule. Therefore, the procedures enumerated above are not applicable.

8. Obtain documentation of institution's methodology for allocating student fees to intercollegiate athletics programs.

Results: We were informed by management that Athletics does not receive student fees revenue. The University does not record student fees revenue in the Schedule. Therefore, the procedures enumerated above are not applicable.

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

9. Recalculate total student fees on the enrollment report.

Results: We were informed by management that Athletics does not receive student fees revenue. The University does not record student fees revenue in the Schedule. Therefore, the procedures enumerated above are not applicable.

10. If the athletics department is reporting that an allocation of student fees should be countable as generated revenue, recalculate the totals of their methodology for supporting that they are able to count each sport. Tie the calculation to supporting documents such as seat manifests, ticket sales reports and student fee totals.

Results: The procedures enumerated above are not applicable.

Direct State or Other Governmental Support

11. Compare direct state or other governmental support recorded by the institution during the reporting period with state appropriations, institutional authorizations and/or other corroborative supporting documentation and recalculate totals.

Results: Management of the University informed us that there was no revenue from the state or other governmental support. The University does not record direct state or other governmental support on the Schedule. Therefore, the procedures enumerated above were not applicable.

12. Recalculate the total for direct state of other governmental support based on the detailed listing of components provided by the institution.

Results: Management of the University informed us that there was no revenue from the state or other governmental support. The University does not record direct state or other governmental support on the Schedule. Therefore, the procedures enumerated above were not applicable.

Direct Institutional Support

13. Compare the direct institutional support recorded by the institution during the reporting period with the institutional supporting budget transfers documentation and other corroborative supporting documentation.

Results: No exceptions noted.

14. Recalculate the total of direct institutional support based on the detailed listing of institutional supporting budget transfers documentation and other corroborative supporting documentation provided by the institution.

Results: No exceptions noted

Transfers Back to Institution

15. Compare the transfers back to institution reported on the Schedule by the athletics department with supporting journal entries of the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

16. Recalculate totals of transfers back to the institution based on detailed listing of supporting journal entries provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Indirect Institutional Support

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

17. Compare the indirect institutional support recorded by the institution during the reporting period with corroborative documentation such as expense payments, cost allocation detail or other corroborative supporting documentation by the institution.

Results: Management indicated that there was no indirect institutional support received from the University during year ended June 30, 2019, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

18. Recalculate totals of indirect institutional support based on detailed listing of expense payments, cost allocation detail or other corroborative supporting documentation provided by the institution.

Results: Management indicated that there was no indirect institutional support received from the University during year ended June 30, 2019, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

Guarantees

19. Select a haphazard sample of 5 settlement reports for away games during the reporting period and agree each selection to the institution's general ledger and the Schedule.

Results: We were informed by management, settlement reports are not used by the University for away games. Therefore, the procedures enumerated above are not applicable.

20. Select a haphazard sample of 5 contractual agreements pertaining to revenues derived from guaranteed contests during the reporting period and compare and agree each selection to the institution's general ledger and the Schedule.

Results: No exceptions noted.

21. Recalculate totals of the guarantees reported on the Schedule based on detailed listing of guarantees provided by the institution.

Results: No exceptions noted.

Contributions

22. Obtain and agree supporting documentation for any contributions of money, goods or services received directly by an intercollegiate athletics program from any affiliated or outside organization, agency or group of individuals (two or more) not included above (e.g., contributions by corporate sponsors) that constitutes 10% or more of all contributions received for intercollegiate athletics during the reporting period.

Results: There was one individual contribution that exceeded 10% of total contributions for which we received supporting documentation for from Management. No exceptions noted.

23. Recalculate totals of the contributions reported on the Schedule based on detailed listing of guarantees provided by the institution.

Results: No exceptions noted.

In-Kind

24. Compare the in-kind recorded by the institution during the reporting period with a schedule of in-kind donations.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

25. Recalculate total of the schedule of in-kind donations.
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Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Compensation and Benefits Provided by a Third-Party

26. Obtain the summary of revenues from affiliated and outside organizations (the "Summary") as of the end of the reporting period from the institution.

Results: Management of the University informed us that there was no revenue from affiliated and outside organizations provided to the coaching staff or certain support staff, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

27. Select a haphazard sample of funds representing at least 20% of the compensation and benefits revenues from the Summary and compare and agree each selection to supporting documentation (such as a report from the third-party), the institution's general ledger, and the Summary.

Results: Management of the University informed us that there was no revenue from affiliated and outside organizations provided to the coaching staff or certain support staff, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

28. Recalculate totals of the summary of compensation and benefits provided by a third party based on the listing of revenues from affiliated and outside organizations provided by the institution.

Results: Management of the University informed us that there was no revenue from affiliated and outside organizations provided to the coaching staff or certain support staff, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

Media Rights

29. Obtain and inspect agreements to understand the institution's total media (broadcast, television, radio) rights received by the institution or through their conference offices. Compare and agree the media right revenues recorded to a summary statement of all media rights identified.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

30. Compare and agree related revenues to the institution's general ledger and the Schedule. Ledger totals may be different for total conference distributions if media rights are not broken out separately.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

31. Recalculate totals of the listing or general ledger detail of revenues related to media rights based on listing of media rights provided by the institution.

Results: The procedures enumerated above are not applicable.

NCAA Distributions

32. Compare the amounts recorded in the revenue and expense reporting to general ledger detail for NCAA distributions and other corroborative supporting documents.

Results: No exceptions noted.

33. Recalculate totals of amounts recorded in the general ledger detail for NCAA distributions based on the general ledger detail provided by the institution.

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

Results: No exceptions noted.

Conference Distributions

34. Obtain and inspect agreements related to the institution's conference distributions and participation in revenues from tournaments during the reporting period for relevant terms and conditions.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

35. Compare and agree the related revenues to the institution's general ledger and the Schedule.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total above were not applicable.

36. Recalculate totals of conference distributions based on the detailed listing of agreements and related revenues provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Program Sales, Concessions, Novelty Sales and Parking

37. Compare the amount recorded in the revenue reporting category to a general ledger detail of program sales, concessions, novelty sales and parking as well as any other corroborative supporting documents.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

38. Recalculate totals of program sales, concessions, novelty sales and parking revenues based on the detailed listing and general ledger detail provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Royalties, Licensing, Advertisements and Sponsorships

39. Obtain and inspect all agreements related to the institution's participation in revenues from royalties, advertisements and sponsorships during the reporting period for the relevant terms and conditions.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

40. Compare and agree the related revenues to the institution's general ledger and the Schedule

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

41. Recalculate totals of royalties, licensing, advertisements and sponsorship revenues based on the detailed listing of agreements and related revenues provided by management.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Sports Camp Revenues

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

42. Inspect sports-camp contract(s) between the institution and person(s) conducting institutional sports-camps or clinics during the reporting period to obtain documentation of the institution's methodology for recording revenues from sports-camps.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

43. Obtain schedules of camp participants.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

44. Select a haphazard sample of 3 team camps and 3 individual camp participant cash receipts from the statement of sports-camp participants and agree each selection to the institution's general ledger and the Schedule.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

45. Recalculate totals of sports camp revenues based on the detailed listing of sport camp revenues provided by management.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Athletics Restricted Endowment and Investment Income

46. Obtain and inspect all endowment agreements (if any) for relevant terms and conditions.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

47. Compare and agree the classification and use of endowment and investment income reported in the Schedule during the reporting period to the uses of income defined within the related endowment agreement.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

48. Recalculate totals of athletics restricted endowment and investment income based on the detailed schedule of the athletics endowment and investment income provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Other

49. Perform minimum agreed-upon procedures referenced for all revenue categories (see above under revenue procedures, points 1-3).

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

50. Recalculate totals of detailed listing provided by the institution supporting other revenues.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total revenues. Therefore, the procedures enumerated above were not applicable.

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenues or expenses, the procedure is not deemed to be applicable for that specific category.

Bowl Revenues

51. Obtain and inspect all agreements related to the institution's revenues from post-season bowl participation during the reporting period to gain an understanding of the relevant terms and conditions.

Results: We were informed by management, there were no revenues earned in the current year from bowls, and as such, none was reported on the Schedule. Therefore, the procedures enumerated above are not applicable.

52. Compare and agree the related revenues to the institution's general ledger and Schedule.

Results: The procedures enumerated above were not applicable.

53. Recalculate totals of post-season bowl revenues based on the detailed listing of agreements and related revenues provided by management.

Results: The procedures enumerated above were not applicable.

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Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Expense Procedures

1. Before the commencement of fieldwork, determine that the amounts reported on the Schedule agree to the institution's general ledger. Recalculate totals.

Results: No exceptions noted.

2. Compare and agree each operating expense category reported in the Schedule during the reporting period to supporting schedules provided by the institution.

Results: No exceptions noted.

3. Compare and agree a haphazard sample of 5 operating expenses (or all if the population is less than 5) obtained from the above operating expense supporting schedules to adequate supporting documentation (such as completed expense reimbursement forms, copies of receipts and invoices).

Results: Crowe performed specific expense procedures detailed below for all categories that were equal to or greater than 4% of total expenses (Athletic Student Aid, Coaching Salaries, Benefits & Bonuses paid by the University and related entities, Support Staff/Administrative Salaries, Benefits & Bonuses paid by the University and related entities, Team Travel, and Other Operating Expense). No other category exceeded this threshold, therefore, the procedures enumerated above were not applicable.

4. Compare and agree each major expense account over 10% of the total expenses to prior period amounts and budget estimates. Obtain and document an explanation of any significant variations (significant defined as 10% or more). Report the analysis as a supplement to the final agreed upon procedures report.

Results: Refer to Attachment B for results of procedures performed.

Athletic Student Aid

5. Select a haphazard sample of students from the listing of institutional student aid recipients during the reporting period. Sample shall be no less than 10% of the total student athletes for institutions who have used NCAA's Compliance Assistant software to prepare athletic aid detail, with a maximum sample size of 40 and no less than 20% of total student athletes for institutions who have not, with a maximum sample size of 60.

Results: As the University uses the NCAA's Compliance Assistant software, we selected 40 of the 469 students receiving financial aid for testing.

6. Obtain individual student-account detail for each selection and compare total aid allocated from the related aid award letter to the student's account.

Results: No exceptions noted.

7. Perform a check of each student selected to determine their information was reported accurately in either the NCAA's Compliance Assistant software or entered directly into the NCAA Membership Financial Reporting System using the following criteria:

The equivalency value for each student-athlete in all sports, including head-count sports, needs to be converted to a full-time equivalency value. The full-time equivalency value is calculated using the athletic grant amount reported on the Calculation of Revenue Distribution Equivalencies

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Report (CRDE) from the NCAA Compliance Assistant (CA) as the numerator and the full grant amount which is the total cost for tuition, fees, course related books, room and board for an academic year as the denominator. If using the NCAA Compliance Assistant software, this equivalency value should already be calculated for you on that squad list labeled "Revenue Distribution Equivalent Award". If not using the NCAA Compliance Assistant Software, agree the numerator to the grant amount reported on the CRDE report and the denominator to a schedule of the total cost or tuition, fees, books, room and board for the academic year, and recalculate.

- a. *Criterion:* Grants-in-aid is calculated by using the revenue distribution equivalencies by sport and in aggregate (Athletic grant amount dividend by the full grant amount).

Procedure: For each student selected, recalculate the grants-in-aid and compare to the CRDE report to determine any discrepancies.

Results: No exceptions noted.

- b. *Criterion:* Other expenses related to attendance (also known as gap money or cost of attendance) should not be included in grants-in-aid revenue distribution equivalencies. Only tuition, fees, room, board, and course-related books are countable for grants-in-aid revenue distribution per Bylaw 20.02.07.

Procedure: For each student selected, observe that only tuition, fees, room, board, and course-related books are included in the grants-in-aid revenue distribution.

Results: No exceptions noted.

- c. *Criterion:* The full grant amount should be the full cost of tuition for an academic year, not semester.

Procedure: For each student selected, compare the grant amount shown to the cost of tuition as published the institution and determine whether it is for the full year, not a semester.

Results: No exceptions noted.

- d. *Criterion:* Student-athletes should only be counted once and should not receive a revenue distribution equivalency greater than 1.00. However, the total revenue distribution equivalency can exceed maximum equivalency limits due to exhausted eligibility and medical equivalencies.

Procedure: For each selection, observe that the student-athlete was counted once and did not receive a revenue distribution equivalency greater than 1.00. If the student-athlete received a revenue distribution equivalency greater than 1.00, observe they have exhausted their eligibility or are inactive due to medical reasons.

Results: No exceptions noted.

- e. *Criterion:* Only athletic grants awarded in sports in which the NCAA conducts championship competitions, emerging sports for women and subdivision football should be included in the calculations.

Procedure: Obtain a list of NCAA championship competitions and emerging sports for women. For the students selected, compare the sports included within the calculations to those on the list and determine if there are any discrepancies.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Results: No exceptions noted.

- f. *Criterion:* Grants-in-aid are valid for revenue distribution purposes in NCAA sports that do not meet the minimum contests and participants requirements of Bylaw 20.9.6.3.

Procedure: For each student selected, compare the Compliance Assistant CRDE report to the institution's general ledger scholarship detail. If a non-athlete student is noted, trace the dollar value of the student's athletic award into the Non-Program Specific column on the Schedule. Report any exceptions.

Results: No exceptions noted.

- g. *Criterion:* Student-athletes receiving athletic aid who have exhausted their athletics eligibility or are inactive due to medical reasons should be included in the grants-in-aid calculation, and marked properly on the CRDE report. Students who have exhausted eligibility will be marked with an "E" and students who are inactive due to medical reasons will be marked with an "M".

Procedure: If a student selected is included in the grants-in-aid calculation, obtain and observe letter(s) from the institution to the student communicating the status and determine that the student is properly flagged in the compliance software (if used). Obtain the grants-in-aid calculation and observe the student is included in the calculation.

Results: No exceptions noted.

- h. *Criterion:* If a sport is discontinued and the grant(s) are still being honored by the institution, the grant(s) may be included in the total.

Procedure: For each selection, if the sport is not discontinued, this is not applicable. For any selections where the sport is discontinued and the institution has included the related grant for the student, observe documentation that the grant is still being honored by the institution.

Results: We were informed by management there were no discontinued sports in the current year. Therefore, the procedures enumerated above are not applicable.

- i. *Criterion:* All equivalency calculations should be rounded to two decimal places. The NCAA Compliance Assistant software and the on-line summary form will automatically round to two decimal places.

Procedure: For each student selected, observe that calculations have two decimal points.

Results: No exceptions noted.

- j. *Criterion:* Pell Grants are provided by the government, not the institution or athletics department, and therefore should be excluded in the calculation of equivalencies.

Procedure: If a selected student received a Pell Grant, observe that the value of the grant is not included in the calculation of equivalencies or the total dollar amount of student athletic aid expense for the institution.

Results: No exceptions noted.

- k. *Criterion:* Student-athletes receiving a Pell Grant should be included in the total number of Pell Grants reported by the institution.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Procedure: If a selected student received a Pell Grant, observe that the student's grant was included in the total number and total dollar value of Pell Grants reported for Revenue Distribution purposes in the NCAA Membership Financial Reporting System.

Results: No exceptions noted.

8. Recalculate total student aid for each sport and overall based on detailed listing of student aid expense provided by the institution.

Results: No exceptions noted.

Guarantees

9. Obtain and inspect visiting institution's away-game settlement reports received by the institution during the reporting period and agree related expenses to the institution's general ledger and the Schedule.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

10. Obtain and inspect all contractual agreements pertaining to expenses recorded by the institution from guaranteed contests during the reporting period.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

11. Compare and agree related amounts expensed by the institution during the reporting period to the institution's general ledger and the Schedule.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

12. Recalculate total guarantee expense based on detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities

13. Obtain and inspect a listing of coaches employed by the institution and related entities during the reporting period.

Results: No concerns noted.

14. Select a haphazard sample of 5 coaches' contracts that must include football, and men's and women's basketball from the above listing.

Results: No exceptions noted.

15. Compare and agree the financial terms and conditions of each selection to the related coaching salaries, benefits, and bonuses recorded by the institution and related entities in the Schedule during the reporting period.

Results: No exceptions noted.

16. Obtain and inspect payroll summary registers for the reporting period for each selection.

Results: No exceptions noted.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

17. Compare and agree related payroll registers for the reporting period to the related coaching salaries, benefits and bonuses paid by the institution and related entities expense recorded by the institution in the Schedule during the reporting period.

Results: No exceptions noted.

18. Compare and agree the totals recorded to any employment contracts executed for the sample selected.

Results: No exceptions noted.

19. Recalculate totals of coaching salaries, benefits and bonuses paid based on detailed listing provided by the institution.

Results: No exceptions noted.

Coaching Salaries, Benefits and Bonuses Paid by a Third-Party

20. Obtain and inspect a listing of coaches employed by third parties during the reporting period.

Results: We were informed by University management that no coaches were employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

21. Select a haphazard sample of 5 coaches from the listing above, or all if less than 5. Compare and agree the financial terms and conditions of each selection to the related coaching other compensation and benefits paid by third party and recorded by the institution in the Schedule during the reporting period.

Results: We were informed by University management that no coaches were employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

22. Obtain and inspect reporting period payroll summary registers for each selection.

Results: We were informed by University management that no coaches were employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

23. Compare and agree the related payroll summary register to the coaching other compensation and benefits paid by a third party expenses recorded by the institution in the Schedule during the reporting period.

Results: We were informed by University management that no coaches were employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

24. Recalculate totals of coaching salaries, benefits and bonuses paid by third parties based on detail listing provided by the institution.

Results: We were informed by University management that no coaches were employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

Support Staff/Administrative Salaries, Benefits and Bonuses Paid by the University and Related Entities

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

25. Select a haphazard sample 5 (or all if fewer than 5) support staff/administrative personnel employed by the institution and related entities during the reporting period.

Results: No exceptions noted.

26. Obtain and inspect the reporting period summary payroll register for each selection.

Results: No exceptions noted.

27. Compare and agree related reporting period payroll summary registers to the related support/staff administrative salaries, benefits and bonuses paid by the institution and related entities expense recorded by the institution in the Schedule during the reporting period.

Results: No exceptions noted.

28. Recalculate totals of support staff/administrative salaries, benefits, and bonuses based on detailed listing provided by the institution.

Results: No exceptions noted.

Support Staff/Administrative Compensation and Benefits Paid by a Third Party

29. Select a haphazard sample of 5 (or all if fewer than 5) support staff/administrative personnel employed by the third parties during the reporting period.

Results: We were informed by University management that there were no support staff or administration employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

30. Obtain and inspect reporting period payroll summary registers for each selection.

Results: We were informed by University management that there were no support staff or administration employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

31. Compare and agree related reporting period payroll summary registers to the related support/staff administrative other compensation and benefits expense recorded by the institution in the Schedule during the reporting period.

Results: We were informed by University management that there were no support staff or administration employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

32. Recalculate totals of support staff/administrative salaries, benefits, and bonuses paid by third parties based on detailed listing provided by the institution.

Results: We were informed by University management that there were no support staff or administration employed or otherwise compensated by third parties, and as such, none was recorded on the Schedule. Therefore, the procedures enumerated above were not applicable.

Severance Payments

33. Select a haphazard sample of 5 employees (or all if fewer than 5) receiving severance payments by the institution during the reporting period and agree each severance payment to the related termination letter or employment contract.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Results: We were informed by University management that there were no severance payments for the year ended June 30, 2019, and as such, none were reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

34. Recalculate totals of severance payments based on the detail listing provided by the institution.

Results: We were informed by University management that there were no severance payments for the year ended June 30, 2019, and as such, none were reported on the Schedule. Therefore, the procedures enumerated above were not applicable.

Recruiting

35. Obtain documentation of the Institution's recruiting expense policies.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

36. Compare and agree to existing institutional and NCAA-related policies.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

37. Obtain general ledger detail and compare to the total expenses reported.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Team Travel

38. Obtain documentation of the Institution's team travel policies.

Results: We obtained the University's 2018-2019 Operations Manual, which includes the most up to date travel expenses policy.

39. Compare and agree to existing institutional and NCAA-related policies.

Results: No exceptions noted.

40. Obtain general ledger detail and compare to the total expenses reported.

Results: No exceptions noted.

Equipment, Uniforms and Supplies

41. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

42. Recalculate totals of equipment, uniforms and supplies expense based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Games Expenses

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

43. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

44. Recalculate totals of grant expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Fund Raising, Marketing and Promotion

45. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

46. Recalculate totals of fund raising, marketing and promotion expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Sports Camp Expenses

47. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

48. Recalculate totals of sports camp expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Spirit Groups

49. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

50. Recalculate totals of spirit group expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Athletic Facilities Debt Service, Leases and Rental Fees

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

51. Obtain a listing of debt service schedules, lease payments and rental fees for athletics facilities for the reporting year. Compare a sample of 5 facility payments including the top two highest facility payments and an additional 3 haphazardly selected payments to additional supporting documentation (e.g. debt financing agreements, leases, rental agreements).

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

52. Compare amounts recorded to amounts listed in the general ledger detail.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

53. Recalculate totals of athletic, facility debt service, leases and rental fees expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Direct Overhead and Administrative Expenses

54. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if less than 5) to validate existence of transaction and accuracy of recording by agreeing to related calculations/agreements.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

55. Recalculate totals of direct overhead and administrative expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Medical Expenses and Medical Insurance

56. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

57. Recalculate totals of medical expenses and medical insurance based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Memberships and Dues

58. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

59. Recalculate totals of memberships and dues expenses based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Other Operating Expenses

60. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: No exceptions noted.

61. Recalculate totals of other operating expenses and transfers to the institution based on the detailed listing provided by the institution.

Results: No exceptions noted.

Student-Athlete Meals (non-travel)

62. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

63. Recalculate totals of student-athlete meals (non-travel) based on the detailed listing provided by the institution.

Results: This procedure was not applicable in the current year as this category was less than 4% of the total expenses. Therefore, the procedures enumerated above were not applicable.

Bowl Expenses

64. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: We were informed by management that Athletics did not expend any monies on bowl expenses in the current year, and as such, none were recorded on the Schedule. Therefore, the procedure enumerated above is not applicable.

65. Recalculate totals of bowl expenses based on the detailed listing provided by the institution.

Results: The procedures enumerated above were not applicable.

Additional Minimum Agreed-Upon Procedures

1. For Grants-in-Aid: Compare and agree the sports sponsored reported in the NCAA Membership Financial Reporting System to the Calculation of Revenue Distribution Equivalencies Report (CRDE) from CA or other report that supports the equivalency calculations from the institution. The NCAA Membership Financial Reporting System populates the sports from the NCAA Membership Database as they are reported by the institution. If there is a discrepancy in the sports sponsored between the NCAA Membership Financial Reporting System and the CRDE or other report that

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

supports the equivalency calculations, inquire about the discrepancy and report the reason for the discrepancy in the AUP report.

Results: We noted a discrepancy between the NCAA Membership Financial Reporting System and the Calculation of Revenue Distribution Equivalencies Report (CRDE) due to report timing differences between the two systems. We noted the CRDE report was updated subsequent to the report deadline for the NCAA Membership Financial Reporting System which resulted in a difference of approximately \$54,000, which is .96% of the total Athletic Grant Aid on the CRDE report.

- a. Compare current year Grants-in-Aid revenue distribution equivalencies to prior year reported equivalencies per the Membership Financial Report submission. Inquire and document an explanation for any variance greater than +/- 4%.

Results: Variance between current year Grant-in-Aid revenue distribution equivalencies to prior year were less than 4%, no other procedures deemed necessary.

2. For Sports Sponsorship: Obtain the institution's Sports Sponsorship and Demographics Form submitted to the NCAA for the reporting year. Validate that the countable sports reported by the institution met the minimum requirements, set forth in Bylaw 20.9.6.3, related to the number of contests and the number of participants. If the institution requested and/or received a waiver related to minimum contests or minimum participants for a particular sport, that sport would not qualify as a sponsored sport for the purposes of revenue distribution. Also, only sports in which the NCAA conducts championships competition, emerging sports for women and bowl subdivision football are eligible. Once countable sports have been validated, ensure that the institution has properly reported these sports as countable for revenue distribution purposes within the NCAA Membership Financial Reporting System. Note: Any discrepancies MUST be resolved within the NCAA Membership Financial Reporting System prior to the report being submitted to the NCAA.

- a. Compare current year number of Sports Sponsored to prior year reported total per the Membership Financial Report submission. Inquire and document an explanation for any variance.

Results: No exceptions were noted.

3. For Pell Grants: Agree the total number of Division I student-athletes who, during the academic year, received a Pell Grant award (e.g. Pell Grant recipients on Full Athletic Aid, Pell Grant recipients on Partial Athletic Aid and Pell Grant recipients with no Athletic Aid) and the total value of these Pell Grants reported in the NCAA Membership Financial Reporting System to a report, generated out of the institutions financial aid records, of all student-athlete Pell Grants. Note: individual student-aid file testing in step 7 above should tie any selected student athletes who received Pell Grants back to the report of all student athlete Pell Grants to test the completeness and accuracy of the report.

Results: It was noted that one student received a Pell award of \$1,045, but was not reported to the NCAA Membership Financial Reporting System.

- b. Compare current year Pell Grants total to prior year reported total per the Membership Financial Report submission. Inquire and document an explanation for any variance greater than +/- 20 grants.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Results: The change in total current year Pell Grants compared to prior year was less than 20 grants. No further procedures deemed necessary.

* * * * *

Minimum Agreed-Upon Procedures Program for Other Reporting Items

1. Following is a complete listing of the minimum agreed-upon procedures for other reporting items, by category, to be performed to the Schedule. Before the commencement of fieldwork, determine that the amounts reported on the Schedule agree to the institution's general ledger. Recalculate totals.

Results: No exceptions were noted.

Excess Transfers to Institution and Conference Realignment

2. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: Management of the University informed us that there were no excess transfers to the University or conference realignment expenses. Therefore, the procedures enumerated above were not applicable.

3. Recalculate totals of excess transfers and conference realignment expenses based on the detail listing provided by the institution.

Results: Management of the University informed us that there were no excess transfers to the University or conference realignment expenses. Therefore, the procedures enumerated above were not applicable.

Total Athletics Related Debt

4. Obtain repayment schedules for all outstanding intercollegiate athletics debt during the reporting period and recalculate annual maturities (consisting of principal and interest) provided in the schedules obtained.

Results: No exceptions noted. See Attachment C for more information.

5. Agree the total annual maturities and total outstanding athletic debt to the general ledger based on the detail listing provided by the institution.

Results: No exceptions noted. See Attachment C for more information.

Total Institutional Debt

6. Agree the total outstanding institutional debt to the detail listing provided by the institution and the institution's audited financial statements, if available, or the institution's general ledger.

Results: No exceptions noted. See Attachment C for more information.

Value of Athletics Dedicated Endowments

7. Obtain a schedule of all athletics dedicated endowments maintained by athletics, the institution, and affiliated organizations.

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

Results: No exceptions to note.

8. Agree the fair value in the schedule(s) to the detail listing provided by the institution and the audited financial statements, if available, or the institution's general ledger.

Results: We obtained the University's schedule of all athletics dedicated endowments maintained athletics and the institution. No exceptions noted.

Value of Institutional Endowments

9. Agree the total fair value of institutional endowments to the detail listing provided by the institution and the institution's audited financial statements, if available, or the institution's general ledger.

Results: No exceptions noted.

Total Athletics Related Capital Expenditures

10. Obtain a schedule of athletics related capital expenditures made by athletics, the institution, and affiliated organizations during the reporting period.

Results: We obtained the University's schedule of athletics related capital expenditures made by athletics and the institution during fiscal year 2019.

11. Obtain general ledger detail and compare to the total expenses reported. Select a haphazard sample of 5 transactions (or all if fewer than 5) to validate existence of transaction and accuracy of recording by agreeing to underlying invoices.

Results: No exceptions noted.

12. Recalculate totals of total athletics related capital expenditures based on the detail listing provided by the institution.

Results: No exceptions noted.

* * * * *

Minimum Agreed Upon Procedures for Affiliated and Outside Organizations

1. The institution shall identify all intercollegiate athletics-related affiliated and outside organizations and obtain those organizations' statements for the reporting period. Once the institution has made these statements available, the independent accountant shall agree the amounts reported in the statement to the organization's general ledger or, alternatively, confirm revenues and expenses directly with a responsible official of the organization. In addition, the institution shall prepare a summary of revenues and expenses for or on behalf of intercollegiate athletics programs affiliated and outside organizations to be included with the agreed-upon procedures report.

Results: We obtained the list of outside programs and related financial activities for the year ended June 30, 2019, which is included within Attachment D of this report. Management represented that the Penguin Club, was the only "outside organization" which had expenses for or on behalf of the University's Intercollegiate Athlete Program.

2. The independent accountant shall obtain and review the audited financial statements of the organization and any additional reports regarding internal control matters if the organization is audited independent of the agreed-upon procedures required by NCAA legislation. The institution's

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

independent accountant shall also inquire of institutional and organizational management as to corrective action taken in response to comments concerning internal control structure (if any).

Results: We received the reviewed financial statements of the Penguin Club for the year ended June 30, 2019, which reflected that no material modifications to the financial statements were required. There were no comments noted concerning internal control structure.

3. Compare and agree a sample of operating revenues categories reported in the organization's schedule during the reporting period to supporting schedules provided by the confirmation.

Results: We agreed the Penguin Club's revenue and expenses included within Attachment D to a confirmation obtained directly from the Penguin Club, noting no exceptions.

4. Compare and agree a sample of 5 operating revenue receipts obtain from the above operating revenue schedule to adequate supporting documentation

Results: No exceptions noted.

5. Compare and agree each operating expense category reported in the organization's schedule during the reporting period to supporting schedules provided by the organization.

Results: No exceptions noted.

6. Compare and agree a sample of 5 operating expenses obtained from the above operating expense supporting schedules to adequate supporting documentation.

Results: No exceptions noted.

7. Directly confirm cash balances recorded at the end of the reporting period by the organization and review the related year-end bank reconciliation(s)

Results: No exceptions noted.

8. Obtain and inspect minutes of the organizations' governing bodies during the reporting period

Results: We inspected the minutes of the University during the reporting period and noted no exceptions to report.

9. Select a sample of financial transactions discuss in the minutes and compare and agree each selection to the organizations' accounting records, as applicable

Results: No such transactions noted in the minutes. Therefore, the procedures enumerated above were not applicable.

10. Obtain documentation of the internal controls in place surrounding revenues and expenses related to the organization.

Procedure: The University receives a review report from an external accountant that expresses limited assurance that there was no material modification that should be made to the annual

(Continued)

Youngstown State University
NCAA AUP REVENUE AND EXPENSE PROCEDURES
June 30, 2019
Attachment A

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

financial statements of the Penguin Club for them to be in conformity with accounting principles generally accepted in the United States of America.

Results: No exceptions noted.

* * * * *

(Continued)

Youngstown State University
NCAA AUP YEAR OVER YEAR ANALYTICAL COMPARISON
June 30, 2019
Attachment B

If a specific reporting category is omitted from the schedule or it is less than 4% of the total revenue or expenses, the procedure is not deemed to be applicable for that specific category.

We compared revenues and expenses with prior year amounts and budgeted amounts.

There is one revenue line item on the Schedule of Revenues and Expenses that is greater than 10% of the total revenues identified above: Direct Institutional Support. This line item did not have a variance between current year and prior year and budget to actual greater than 10%, therefore no further inquiry was performed.

There are three expense line items on the Schedule of Revenues and Expenses that account for over 10% of the total expenses identified above: Athletic Student Aid, Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities, and Support Staff/Administrative Compensation, Benefits, and Bonuses Paid by the University and Related Entities.

- Athletic Student Aid: The variance between the current year and prior year and budget to actual is not greater than 10%. As a result, no further inquiry performed.
- Coaching Salaries, Benefits, and Bonuses Paid by the University and Related Entities: The variance between the current year and prior year and budget to actual is not greater than 10%. As a result, no further inquiry performed.
- Support Staff/Administrative Compensation, Benefits, and Bonuses Paid by the University and Related Entities: The variance between the current year and prior year is not greater than 10%. There was a greater 10% difference between actual and budget, due to the University's budgeting process for this category. Currently, non-coaching positions are budgeted under the Coaching Salaries, Benefits, & Bonuses paid by the University and related entities category, however, a reclassification to Support Staff/Administrative Salaries, Benefits, & Bonuses paid by the University and related entities category is recorded to appropriately reflect those positions in the Statement.

Youngstown State University
OTHER REPORTING ITEMS
June 30, 2019
Attachment C

Other Reporting Items

Total Athletics Related Debt	\$	4,216,820
Total Institutional Related Debt		77,172,269
Value of Athletics Dedicated Endowments (includes Athletic Foundation Endowments)		59,819
Value of Institutional Endowments		10,045,546
Total Athletics Related Capital Expenditures		2,182,939

Youngstown State University
 SCHEDULE OF FINANCIAL ACTIVITIES OF THE PENGUIN CLUB, INC.
 June 30, 2019
 Attachment D

<u>Booster Organization</u>	<u>Beginning Net Assets</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Ending Net Assets</u>
The Penguin Club, Inc. <u>Expense Detail</u>	<u>\$ 1,875,993</u>	<u>\$ 1,347,074</u>	<u>\$ 1,169,082</u>	<u>\$ 2,053,985</u>
Century Kingbird Tickets				\$ 149,232
Membership Drive Expense				3,983
Scholarship awards				22,750
Sports banquets and scholars' recognition dinner				11,289
Athletic awards				43,942
Executive Director's expenses				4,541
Car Lease				1,891
Fund Raising Expenses				114,857
Miscellaneous Expenses				<u>816,597</u>
Total				<u>\$ 1,169,082</u>

OHIO AUDITOR OF STATE KEITH FABER



YOUNGSTOWN STATE UNIVERSITY - NCAA

MAHONING COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JANUARY 7, 2020**