

State of South Carolina



Office of the State Auditor

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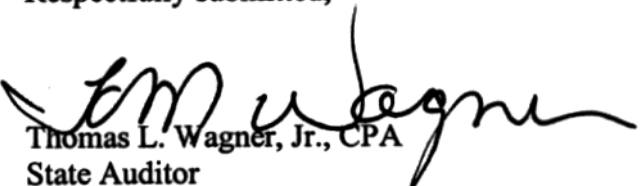
January 30, 2001

The Honorable Jim Hodges, Governor
and
Members of the Board of Trustees
Francis Marion University
Florence, South Carolina

This report on the review of the statement of revenues, expenditures and transfers of the Francis Marion University Intercollegiate Athletics Program for the fiscal year ended June 30, 2000, and the application of agreed-upon procedures to its accounting records as of June 30, 2000, was issued by Rogers & Laban, PA, Certified Public Accountants, under contract with the South Carolina Office of the State Auditor.

If you have any questions regarding this report, please let us know.

Respectfully submitted,


Thomas L. Wagner, Jr., CPA
State Auditor

TLWjr/sag

FRANCIS MARION UNIVERSITY
INTERCOLLEGIATE ATHLETICS PROGRAM
YEAR ENDED JUNE 30, 2000



ROGERS & LABAN, PA

CERTIFIED PUBLIC ACCOUNTANTS AND FINANCIAL CONSULTANTS

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Mr. Thomas L. Wagner, Jr., CPA
State Auditor
State of South Carolina
Columbia, South Carolina

We have performed the procedures described below, which were agreed to by the South Carolina Office of the State Auditor and the Board of Trustees and management of Francis Marion University, solely to assist the University in complying with NCAA Constitution section 6.2.3.2 for the fiscal year ended June 30, 2000. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Board of Trustees and management of Francis Marion University. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. The procedures and associated findings are as follows:

1. We obtained the statement of revenues, expenditures, and transfers of the Francis Marion University Intercollegiate Athletics Program prepared by the University's accounting department for the year ended June 30, 2000, shown as Attachment A in this report. We recalculated the addition of the amounts on the statement, traced those amounts to management's worksheets or to the relevant accounts in the University's general ledger. We found no exceptions as a result of the procedures.
2. We scanned the intercollegiate athletics program contributions revenue accounts detail in the athletic department series of accounts in the University's general ledger to identify each individual contribution received directly that constitutes more than ten percent of all contributions received for intercollegiate athletics. No such contributions were noted.
3. We asked management to described specific elements of the University's internal controls unique to the intercollegiate athletics program's accounting system and financial reporting.
 - a) Based on the materiality of certain revenue sources reported on the statement, we tested certain randomly selected recorded tuition waivers, gifts, contest tournaments, contest guarantees and NCAA distributions to determine if they were complete and properly classified based on a review of the supporting financial aid listings, letters and instructions from donors, and transmittal letters from the NCAA. We also tested the selected recorded revenues to determine if internal controls over the reporting of these revenues were adequate. We found no exceptions as a result of the procedures.



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- b) Based on the materiality of certain expenditure accounts reported on the statement, we tested certain randomly selected recorded expenditures for contractual services, supplies, travel, and financial aid to determine if these expenditures were complete, properly classified, and properly authorized based on a review of the supporting documentation of vendor invoices, contracts with suppliers, travel vouchers, purchase orders and worksheets prepared by the University's accounting personnel based on information supplied by the University's Financial Aid Office and if internal controls over the reporting of these expenditures were adequate. We traced selected recipients of student financial aid as shown on the worksheet to the financial aid award letters. We found no exceptions as a result of the procedures.
4. From the University's file of cash receipts, we randomly selected two receipts prepared by the Bursar's office for the intercollegiate athletics programs for testing. We verified their clerical accuracy, reviewed supporting documentation to determine if the receipts were properly classified, and traced the receipts to the University's general ledger accounts for the intercollegiate athletics program. We found no exceptions as a result of the procedures.
5. We obtained a worksheet of the athletic department salaries and employer contributions by sport prepared by accounting department personnel and agreed it to information supplied by the University's Human Resource Department, the University's general ledger and to the amount reported on Attachment A. We found no exceptions as a result of the procedures.
6. From the University's accounting department personnel, we inquired as to whether the University had any outside organizations not under the University's control which made expenditures on behalf of the University's intercollegiate athletics program or employees. We were told that the University had recorded in-kind lodging and medical physicals. We reviewed the support for these in-kind expenditures. We found no exceptions as a result of the procedures.
7. We reviewed the status of the deficiency described in the management letter comments reported in the Accountant's section of the report on applying agreed-upon procedures to the financial records and internal controls of the University resulting from our engagement for the fiscal year ended June 30, 1997 dated January 14, 1999 to determine if adequate corrective action has been taken. We determined that the deficiency noted has been corrected.

We were not engaged to, and did not, perform an audit, the objective of which is the expression of an opinion on the specified areas, accounts, or items and on the effectiveness of the internal controls over financial reporting described in paragraph one and procedures one through six of this report. Accordingly, we do not express such opinions. Had we performed additional procedures or had we conducted an audit or review of the financial statements of the University's intercollegiate athletics program or any part thereof, 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 Governor of the State of South Carolina and Board Members and management of Francis Marion University and is not intended to be and should not be used by anyone other than these specified parties.

Roger A. Lalan, PA

Columbia, South Carolina
November 28, 2000

**Francis Marion University
Intercollegiate Athletics Program
Statement of Revenue, Expenditures and Transfers
Year Ended June 30, 2000**

	Men's Sports	Women's Sports	Non-Program Specific	Totals
Revenues:				
Ticket Sales	\$ 579	\$	\$	\$ 579
Media guide	1,275	1,385		2,660
Concessions	1,463			1,463
Contest Guarantees	1,000	1,375		2,375
Contest Tournaments	6,615	9,710		16,325
Camps and Clinics	8,662	7,978		16,640
NCAA Distributions			6,437	6,437
Gifts:				
Unrestricted	5,270	9,950	10,424	25,644
Restricted	16,032	3,650		19,682
In-Kind				
Volunteer Assistants	5,000			5,000
Lodging			900	900
Medical-Physicals	5,900	4,150		10,050
Tuition Waivers for Athletes	179,593	175,313		354,906
State Appropriations	<u>308,026</u>	<u>275,380</u>	<u>317,277</u>	<u>900,683</u>
 Total Revenue	 539,415	 488,891	 335,038	 1,363,344
Transfers In:				
Scholarships:				
From Patriot Brigade Scholarship Fund	43,247	48,471		91,718
From Auxiliary Enterprises	67,340	75,474		142,814
From Other Current Funds	91,467	102,514		193,981
Operations:				
From Patriot Brigade Supplemental Fund			866	866
From Auxiliary Enterprises			866	866
 Total Transfers In	 <u>202,054</u>	 <u>226,459</u>	 <u>1,732</u>	 <u>430,245</u>
 Total Revenue and Transfers In:	 <u><u>\$ 741,469</u></u>	 <u><u>\$ 715,350</u></u>	 <u><u>\$ 336,770</u></u>	 <u><u>\$ 1,793,589</u></u>

Francis Marion University
Intercollegiate Athletics Program
Statement of Revenue, Expenditure and Transfers (continued)
Year Ended June 30, 2000

	Men's Sports	Women's Sports	Non-Program Specific	Totals
Expenditures:				
Salaries and Benefits				
Coaches	\$ 197,323	\$ 172,373	\$	\$ 369,696
Other	423	723	237,378	238,524
Student Wages	3,980	4,385	10,713	19,078
In-Kind				
Volunteers	5,000			5,000
Lodging			900	900
Medical-Physicals	5,900	4,150		10,050
Travel:				
Recruiting	10,395	12,826	1,732	24,953
Team	53,932	50,373		104,305
Other			4,067	4,067
Contractual Services:				
Telephone	8,107	7,051	3,728	18,886
Officials	13,163	16,701		29,864
Other Contractual Services	11,819	13,435	7,021	32,275
Supplies	36,844	24,478	16,681	78,003
Supplies - Print Shop	830	1,298	2,425	4,553
First Aid Supplies			6,882	6,882
Postage	1,250	1,908	2,475	5,633
Uniforms	8,217	3,387		11,604
Insurance			28,168	28,168
Dues	1,326	490	14,600	16,416
Financial Aid:				
Waivers	179,593	175,313		354,906
Scholarships	203,367	226,459		429,826
Total Expenditures	\$ 741,469	\$ 715,350	\$ 336,770	\$ 1,793,589