

University of Wyoming

Independent Accountant's Report on Applying Agreed-upon Procedures
Performed on the Intercollegiate Athletics Program as
Required by NCAA Bylaw 3.2.4.15.1
Year Ended June 30, 2019

University of Wyoming
June 30, 2019

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Independent Accountant's Report on Applying Agreed-upon Procedures

To the Board of Trustees of the
University of Wyoming
Laramie, Wyoming

We have performed the procedures enumerated in this report, which were agreed to by the University of Wyoming (the University), solely to assist you in evaluating whether the accompanying Statement of Revenues and Expenses (the Statement) of the University and related notes are in compliance with the National Collegiate Athletic Association's (NCAA) Bylaw 3.2.4.15.1 for the year ended June 30, 2019. Management of the University is solely responsible for the Statement and the compliance with those requirements. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

The procedures performed and the results of our testing are described below.

1. We obtained the Statement, as prepared by the administration of the University and compared the amounts disclosed in the Statement to the University's general ledger.

For revenues and expenses categories above the 4.0% threshold of total revenues and expenses, we performed the following:

2. We compared the amount of each operating revenue and expense category reported in the Statement during the year ended June 30, 2019, to supporting schedules provided by the administration of the University, noting that they agreed without exception. We recalculated the totals per the supporting schedules, without exception. The following revenue reporting categories were less than 4.0% of total revenues, and the following expense categories were less than 4.0% of total expenses, and therefore, as prescribed in the NCAA Agreed-upon Procedures Guidelines, no procedures were performed for these categories:

Revenues

- a. Indirect University support
- b. Guarantees
- c. In-kind contributions
- d. Compensation and benefit provided by a third party
- e. Media rights
- f. NCAA distributions

To the Board of Trustees of the
University of Wyoming

- g. Conference distributions
- h. Program, novelty, parking and concession sales

Expenses

- a. Guarantees
 - b. Coaching salaries, benefits and bonuses paid by a third party
 - c. Support staff/administrative compensation, benefits and bonuses paid by a third party
 - d. Recruiting
 - e. Sports equipment, uniforms and supplies
 - f. Game expenses
 - g. Spirit groups
 - h. Athletic facilities debt service, leases and rental fees
 - i. Direct overhead and administrative expenses
 - j. Indirect University support
 - k. Medical expenses and medical insurance
 - l. Memberships and dues
 - m. Other operating expenses and transfers to University
 - n. Student-athlete meals (non-travel)
3. We inquired of the University's management whether there were any of the following revenues, expenses or other reporting items during the year ended June 30, 2019, and University management represented that there were none:

Revenues

- a. Transfer back to the University
- b. Indirect institutional support – athletic facilities debt service, lease and rental fees
- c. Sports camp revenues

Expenses

- a. Severance payments
- b. Sports camp expenses
- c. Bowl expenses

To the Board of Trustees of the
University of Wyoming

4. We compared each revenue and expense amount reported in the Statement to prior year amounts and current year budget estimates. We noted no variances greater than 10% between amounts reported in the Statements and current year budget estimates. We obtained and documented an understanding of any significant variances (10% change) from prior year amounts, as noted below:

Current Year Actual Versus Prior Year Actual

- *Contributions* – Decreased \$1,800,431, or 23%, due to decrease in Cowboy Joe Club activity. Cowboy Joe Club revenue decreased in FY19 due to decrease in pre-paid Wildcatter Suites.
 - *Coaching Salaries, Benefits and Bonuses Paid by the University and Related Entities* – Increased by \$868,626, due to retention incentives paid and overall cost of living increases.
 - *Support Staff/ Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities* – Increased by \$1,933,553 due to primarily Cowboy Joe Club and Rodeo not being included in payroll during FY18. In addition, several new support staff and administrative positions were added throughout the year to support the creation of new departments including Training Table during FY19.
 - *Fund Raising, Marketing and Promotion* – Increased \$1,409,073 or 29%, due to Gift in Kind being reported in other expenses in FY18 and moved to fundraising in FY19.
5. For revenue and expense categories that exceeded 4% of total revenues and expenses, we compared and agreed a sample, defined as 10% of operating receipts and expenses unless otherwise noted, from the supporting schedules to adequate supporting documentation, as noted below:

Operating Revenues

6. *Ticket Sales* – We compared the detail of ticket sales revenue to tickets sold, complementary tickets provided and unsold tickets for the year ended June 30, 2019, per the supporting schedule to the related revenue reported in the Statement, noting they agreed without exception. For football and men’s basketball ticket revenue, we compared the detail of the number of tickets multiplied by ticket prices to the detail of revenues for those sports, noting that they agreed without exception.
7. *Student Fees* – We compared and agreed the detail of student fees reported by the University in the Statement for the reporting to student enrollments during the same reporting period and recalculated the totals within 0.39% difference. We obtained documentation of the institution’s methodology for allocating student fees to intercollegiate athletic programs. The University is not reporting an allocation of student fees countable as generated revenue to each individual sport.
8. *Direct State or Other Government Support* – We compared a sample of direct state support recorded by the University during the reporting period with corroborative supporting documentation and recalculated totals without exception.
9. *Direct University Support* – We compared a sample of direct institutional support recorded by the University during the reporting period with corroborative supporting documentation and recalculated totals without exception.

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10. *Contributions* – We obtained the supporting documentation for contributions received specifically to support athletics, noting that all contributions were received from the Cowboy Joe Club. We selected a sample of contributions, agreed them to supporting documentation, and recalculated totals without exception.
11. *Royalties, Licensing, Advertisements and Sponsorships* – We selected a sample from the listing of revenues and obtained the Fanatics Retail Group (\$6,833) agreement related to the University’s participation in revenues from royalties, licensing, advertisements and sponsorships during the year ended June 30, 2019, and documented the relevant terms and conditions. We agreed the amounts per the contract to the supporting schedule of such revenues and the total of the supporting schedule to the Statement without exception.
12. *Athletics Restricted Endowment and Investment Income* – We selected a sample from the listing of endowments used by the University and compared and agreed the classification and use of endowment and investment income reported in the statement during the year ended June 30, 2019, to the uses of income defined within the related endowment agreement and recalculated totals.
13. *Other Revenues* – We performed the minimum agreed-upon procedures referenced for all revenue categories and recalculated totals without exception.

Operating Expenses

14. *Athletic Student Aid* – As the University utilized the NCAA Compliance Assistance (CA) software, we selected a sample of 10% of the student athletes (40 students), with a maximum sample size of 40, from the listing of the University student aid recipients. We obtained individual student account detail for each selection and compared total aid allocated from the squad list 2018-2019 to the students’ account screenshots. We recalculated totals for each sport and overall. We performed the following and noted findings, as discussed below:
 - a. We compared the equivalency value in the CA software for each student athlete (rounded to two decimal places) to supporting documentation. For each student athlete, we noted:
 - i. If an athlete participates in more than one sport, the award was only included in one sport.
 - ii. Other expenses related to attendance were not included in grants-in-aid revenue distribution equivalencies. Only tuition, fees, room, board, and course related materials were included.
 - iii. The grant amount represented the full cost of tuition for an academic year, rather than a semester.
 - iv. No sports were discontinued during fiscal year 2019.
 - v. None had exhausted their athletics eligibility.
 - vi. Only athletic grants were awarded in sports which the NCAA conducts championship competitions, emerging sports for women or football.
 - vii. Grants-in-aid were valid for revenue distribution purposes in NCAA sports that did not meet the minimum contests and participants’ requirements of Bylaw 20.9.6.3.

To the Board of Trustees of the
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- viii. The University is providing grants to student-athletes listed on the CRDE as “Exhausted Eligibility (fifth-year)” or “Medical” and receive credit in the grants-in-aid component.
- ix. The athletics aid equivalency did not exceed maximum equivalency limits.
- x. If a selected student received a Pell Grant, the value of the grant was not included in the calculation of equivalencies or the total dollar amount of student athletic aid expense for the institution.

Finding:

- a. We noted one student who was not paid total cost of attendance award. Upon identification of this administrative discrepancy, the University corrected the error and paid the athlete the additional funds.
15. *Coaching Salaries, Benefits and Bonuses Paid by the University and Related Entities* – We obtained a listing of coaches employed by the University during the year ended June 30, 2019. We selected a sample of five coaches’ contracts (Jermaine Kimbrough, Men’s Basketball, Bojan Jankovic – Women’s Basketball, Jacob Dickert – Football, Bart Miller – Football, Bryan Berryhill – Head Men’s and Women’s Track and Field, Quincy Howe – Men’s and Women’s Track and Field, Ethan Kyle - Wrestling) that included football and men’s and women’s basketball.
- We obtained and agreed payroll summary registers for the reporting year for each selection to the related coaching salaries, benefits and bonuses paid by the University. Terminal leave for one employee tested was charged in error to Athletics instead of the University’s central fringe pool. Athletics identified the error in July 2019 and the error was corrected by the University in fiscal year 2020.
- We compared and agreed the totals recorded to the employment contracts executed for the sample selected and recalculated totals without exception.
16. *Support Staff/Administrative Compensation, Benefits and Bonuses Paid by the University and Related Entities* – We selected a sample of 14 athletic support staff/administrative personnel employed by the University (Sean O’Sullivan – Media Relations, Amil Anderson – Media relations, James Hignett – Tennis Complex, Mary Lyle – Sports Medicine, Timothy Becker - Facilities, Jacob Chapman - Football, Colton Rindler – Facilities, Jack Gadlin - Facilities, McCade Ford - Wrestling, Kara Saylor – Sports Medicine, China Jude – Director’s Office, Sophie Pomrehn – Sports Performance, Shalee Lehning – Academic Counselor, Vanessa Stines – Training Table). We obtained supporting salary information for each selection, recalculated and agreed the information to the expense recorded by the University in the Statement without exception.
17. *Team Travel* – We obtained documentation of the University’s travel policies and compared them to the NCAA policies, noting no exceptions. We obtained the general ledger detail for team travel and compared to the amount reported in the Statement and recalculated the total without exception.

To the Board of Trustees of the
University of Wyoming

18. *Fundraising, Marketing and Promotion* – We obtained general ledger detail and compared to total expenses reported without exception. We selected a sample of transactions to view supporting documentation to validate existence of the transactions and accuracy of recording and recalculated totals without exception.

Agreed-upon Procedures Related to Affiliates and Outside Organizations

19. The University identified the University of Wyoming Foundation (the Foundation) as an outside intercollegiate athletics-related organization incurring expenses on behalf of Athletics which are not under the University's accounting control. We confirmed activity with the Foundation and ensured the activity was included in the Statement.
20. We obtained the audited financial statements as of and for the year ended June 30, 2019 for the Foundation and the management letter for the Foundation noting no matters that would significantly affect the Statement.

Agreed-upon Procedures Related to Internal Control

21. We obtained an understanding of the internal control environment and accounting systems unique to Athletics that have not been addressed in connection with the audit of the University's financial statements. We documented our understanding of these internal controls.

Additional Minimum Agreed-upon Procedures

22. *Grants-in-Aid* – We compared and agreed the sports sponsored reported in the NCAA Membership Financial Reporting System to the Calculation of Revenue Distribution Equivalencies Report (CRDE) from CA noting a difference in the amount of \$545,080 due to the equivalencies certified and calculated on the 12-credit hour semester as compared to the actual number of credit hours the students are enrolled in for the semester.

We compared current year Grants-in-Aid revenue distribution equivalencies to prior year reported equivalencies per the Membership Financial Report submission. See below for variances +/- 4%.

Increase to mandatory fees, new technology & advising fees:

Men's Cross Country

Men's Track, Indoor & Outdoor

Women's Cross Country

Women's Swimming and Diving

Women's Track, Indoor & Outdoor

International student insurance rates increase in addition to mandatory fees:

Women's Basketball

Women's Tennis

To the Board of Trustees of the
University of Wyoming

Increase to Rocky Mountain Scholarship (RMS) & Western Undergraduate Exchange (WUE) scholarships resulted in less Athletic Aid being required:

Women's Golf

Increase in the number of Wyoming resident athletes and decrease in the number of non-resident Athletes:

Women's Soccer

23. *Sports Sponsorship* – We obtained the University's Sports Sponsorship and Demographics Forms Report for the reporting year. We validated that the countable sports reported by the University meet the minimum requirements set forth in Bylaw 20.9.6.3 for the number of contests and the number of participants in each contest that is counted toward meeting the minimum-contest requirements. We ensured that the University has properly reported these sports as countable for revenue distribution purposes within the NCAA Membership Financial Reporting System. No exceptions noted.

We compared the current year number of Sports Sponsored to prior year reported total per the Membership Financial Report submission noting no changes in the number of Sports Sponsored.

24. *Pell Grants* – We agreed the total number of Division I student-athletes that received a Pell Grant award 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, noting the amounts agreed without exception.

We compared current year Pell Grants total to prior year reported total per the Membership Financial Report submission. The variance in grants from prior year to current year was +9.

Agreed-upon Procedures for Other Reporting Items

25. *Excess Transfers to Institution and Conference Realignment Expenses* – We inquired of the University's management whether there were any excess transfers to the University and conference realignment expenses during the year ended June 30, 2019, and University management represented that there were none.
26. *Total Athletics Related Debt* – We obtained repayment schedules for all outstanding intercollegiate athletics debt during the reporting period, noting the total amount outstanding as of June 30, 2019 was \$2,492,775. We recalculated annual maturities (consisting of principal and interest) provided in the schedules obtained which totaled the original loan amount of \$4,000,000. We agreed the total annual maturities and total outstanding athletic related debt to supporting documentation without exception.
27. *Total Institutional Debt* – We agreed the total outstanding University debt of \$77,950,128 to supporting documentation and the University's June 30, 2019, audited financial statements, without exception, for principal and interest payments.

To the Board of Trustees of the
University of Wyoming

28. *Value of Athletics Dedicated Endowments* – We obtained a confirmation directly from the Foundation of all Athletics dedicated endowments maintained by the Foundation. We agreed the fair market value in the schedules to supporting documentation, the general ledger and the University’s June 30, 2019, audited financial statements without exception.
29. *Value of Institutional Endowments* – We agreed the total fair market value of the University’s endowments to supporting documentation, the University’s general ledger and June 30, 2019, audited financial statements without exception.
30. *Total Athletics Related Capital Expenditures* – We obtained a schedule of Athletics-related capital expenditures made by Athletics and the University during the reporting period. We obtained general ledger detail and compared to the total expenses reported without exception. We selected a sample of transactions to validate existence of transactions and accuracy of recording and recalculated totals without exception.

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 a review, the objective of which would be the expression of an opinion or conclusion, respectively, on evaluating whether the University’s Statement and the related notes were prepared in compliance with the NCAA Bylaw 3.2.4.15.1. 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 specified parties listed above and is not intended to be, and should not be, used by anyone other than these specified parties.

BKD, LLP

Denver, Colorado
December 11, 2019

University of Wyoming
Intercollegiate Athletics Program
Statement of Revenues and Expenses (Unaudited)
Year Ended June 30, 2019

	Football	Men's Basketball	Women's Basketball	Other Sports	Non-program Specific	Total
Operating Revenues						
Ticket sales	\$ 2,703,302	\$ 578,103	\$ 346,115	\$ 87,277	\$ 257,056	\$ 3,971,853
Direct state or other government support	1,613,044	481,702	164,832	1,213,678	526,743	3,999,999
Student fees	-	-	-	-	2,268,940	2,268,940
Direct University support	4,142,521	1,054,699	905,846	3,891,852	3,527,875	13,522,793
Indirect University support	-	-	-	-	536,584	536,584
Guarantees	350,000	100,000	-	-	-	450,000
Contributions	190,434	3,310	-	368,551	9,004,879	9,567,174
In-kind	109,758	45,841	39,482	98,407	983,431	1,276,919
Compensation and benefits provided by a third party	42,140	25,900	6,500	184,400	32,029	290,969
Media rights	970,857	158,046	-	-	-	1,128,903
NCAA distributions	-	-	-	-	1,166,603	1,166,603
Conference distributions (Non Media and Non Bowl)	70,202	602,888	12,336	-	-	685,426
Conference distributions	1,501,863	-	-	-	-	1,501,863
Program, novelty, parking and concession sales	182,214	50,861	33,056	14,204	460,725	741,060
Royalties, licensing, advertisement and sponsorships	-	-	-	-	2,016,137	2,016,137
Athletics restricted endowment and investments income	377,579	32,787	90,644	368,656	1,045,346	1,915,012
Other operating revenue	204,462	-	9,688	47,723	1,744,744	2,006,617
	<u>12,458,376</u>	<u>3,134,137</u>	<u>1,608,499</u>	<u>6,274,748</u>	<u>23,571,092</u>	<u>47,046,852</u>
Total operating revenues						

University of Wyoming
Intercollegiate Athletics Program
Statement of Revenues and Expenses (Unaudited) (continued)
Year Ended June 30, 2019

	Football	Men's Basketball	Women's Basketball	Other Sports	Non-program Specific	Total
Operating Expenditures						
Athletics student aid	2,735,878	442,368	460,866	3,137,317	282,442	7,058,871
Guarantees	700,000	346,500	23,500	53,150	-	1,123,150
Coaching salaries, benefits and bonuses paid by the University and related entities	5,150,657	1,266,916	781,969	2,155,518	-	9,355,060
Coaching salaries, benefits and bonuses paid by a third party	36,340	16,900	5,500	176,400	-	235,140
Support staff/administrative compensation, benefits and bonuses paid by the University and related entities	1,043,060	221,043	143,928	336,846	7,678,103	9,422,980
Support staff/administrative compensation, benefits and bonuses paid by a third party	5,800	9,000	1,000	8,000	32,029	55,829
Recruiting	528,216	161,632	52,871	165,358	-	908,077
Team travel	1,047,270	532,672	486,441	1,534,794	9,699	3,610,876
Sports equipment, uniforms and supplies	1,010,603	48,374	21,914	522,504	195,246	1,798,641
Game expenses	169,038	179,800	194,852	92,417	663,424	1,299,531
Fundraising, marketing and promotion	328,538	1,971	10	5,258	5,941,846	6,277,623
Spirit groups	-	-	-	-	91,248	91,248
Athletic facilities debt service, leases and rental fees	450,000	-	-	-	-	450,000
Direct overhead and administrative expenses	48,252	7,279	8,379	20,396	1,389,804	1,474,110
Indirect University support	-	-	-	-	536,584	536,584
Medical expenses and medical insurance	-	-	225	120	1,247,499	1,247,844
Memberships and dues	100	16	724	4,671	519,005	524,516
Student-athlete meals (non-travel)	396,248	36,005	28,060	120,635	798,410	1,379,358
Other operating expenses	165,185	59,175	42,829	158,211	879,182	1,304,582
	<u>13,815,185</u>	<u>3,329,651</u>	<u>2,253,068</u>	<u>8,491,595</u>	<u>20,264,521</u>	<u>48,154,020</u>
Total operating expenditures						
Excess (Deficiency) of Revenue Over Expenditures	<u>\$ (1,356,809)</u>	<u>\$ (195,514)</u>	<u>\$ (644,569)</u>	<u>\$ (2,216,847)</u>	<u>\$ 3,306,571</u>	<u>\$ (1,107,168)</u>

University of Wyoming
Intercollegiate Athletics Program
Notes to the Statement of Revenues and Expenses
Year Ended June 30, 2019
(Unaudited)

Note 1: Summary of Presentation Policies

The accompanying Schedule of Revenues and Expenses presents only the transactions of Athletics, which includes the activities of Cowboy Joe Club, an affiliated athletics organization under the University's control, and not other transactions for the University. Cowboy Joe Club activity is supervised by the Senior Associate Athletic Director for Development and Revenue Enhancement. The purpose of the Cowboy Joe Club is to promote the University by providing financial support. Athletics cash is maintained and accounted for within the University's pooled cash.

The accompanying statement of revenues and expenses has been prepared on the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recorded when an obligation is incurred.

For reporting purposes, the primary sports in which Athletics participates are reported separately. All other sports have been combined and reported within the category "Other Sports". The administrative functions of Athletics, which supports all sports, have been combined and reported within the category "Non-program Specific".

Note 2: Concentration of Donor Sources

Cowboy Joe Club is the single largest donor source to Athletics with 100% of cash contributions of the total contributions for the year ended June 30, 2019. The cash contributions received from the Cowboy Joe Club represent gifts from various donors made for the benefit of Athletics. The Foundation is the single largest source of athletics restricted endowment and investments income. The restricted endowments and investment income are used for various expenses for Athletics. The total funds available by the Foundation for the benefit of Athletics is \$1,106,647 as of June 30, 2019.

Note 3: Property, Plant and Equipment

Athletics-related assets are accounted for consistent with the University's policies for property, plant and equipment. Capital assets are stated at cost at date of acquisition or, in the case of gifts, at fair market value at date of gift. Property, plant and equipment valued at \$5,000 or more and having an estimated useful life of greater than one year is capitalized. Renovations to buildings, infrastructure and land improvements significantly increase the value or extend the expense of the structure are capitalized. Routine repairs and maintenance are charged to operating expenses in the year in which the expense was incurred. Depreciation of capital assets is computed on a straight-line basis over the estimated useful lives of the respective assets, generally 50 years for building, 15 to 30 years for land and building improvements and infrastructure, and 3 to 7 years for equipment.

University of Wyoming
Intercollegiate Athletics Program
Notes to the Statement of Revenues and Expenses
Year Ended June 30, 2019
(Unaudited)

At June 30, 2019, Athletic property, plant and equipment consisted of:

	Balance June 30, 2018	Additions	Disposals	Transfers	Balance June 30, 2019
Cost of capital assets					
Infrastructure	\$ 558,621	\$ -	\$ -	\$ -	\$ 558,621
Land improvements	10,047,621	-	-	-	10,047,621
Buildings	96,601,098	69,914,354	-	-	166,515,452
Equipment	4,754,597	285,288	2,147,084	142,097	3,034,898
Construction in progress	69,690,537	327,166	-	70,017,703	-
	<u>181,652,474</u>	<u>70,526,808</u>	<u>2,147,084</u>	<u>70,159,800</u>	<u>180,156,592</u>
Accumulated depreciation					
Infrastructure	543,858	1,640	-	-	545,498
Land improvements	5,446,424	656,911	-	-	6,103,335
Buildings	35,293,092	3,914,368	-	-	39,207,460
Equipment	4,137,002	204,098	2,138,036	25,374	2,228,438
	<u>45,420,376</u>	<u>4,777,017</u>	<u>2,138,036</u>	<u>25,374</u>	<u>48,084,731</u>
Net book value	<u>\$ 136,232,098</u>	<u>\$ 65,749,791</u>	<u>\$ 4,285,120</u>	<u>\$ 70,185,174</u>	<u>\$ 132,071,861</u>

Note 4: Long-term Liabilities

Long-term liabilities of Athletics consisted of the following at June 30, 2019:

Internal administrative loan payable in the amount of \$4,000,000 due to the University of Wyoming in annual principal and interest installments of \$400,000 in the year ended June 30, 2016, and \$450,000 each year thereafter, through June 30, 2025, interest bearing 2.5% secured by equipment, as of June 30, 2019

\$ 2,492,775

University of Wyoming
Intercollegiate Athletics Program
Notes to the Statement of Revenues and Expenses
Year Ended June 30, 2019
(Unaudited)

Aggregate maturities required on the long-term liability as of June 30, 2019 are as follows:

2020	\$	387,681
2021		397,373
2022		407,307
2023		417,490
2024		427,927
Thereafter		<u>454,997</u>
	<u>\$</u>	<u>2,492,775</u>

The University of Wyoming's debt is comprised of revenue bonds totaling \$77,950,128 and capital leases of \$3,822,938.