

Athletic Planning Committee (APC) Annual Calendar

Fiscal Integrity Subcommittee

First (1st) Fall Subcommittee Meeting (October)

1. Review previous financial reporting formats, make modifications (if necessary) and obtain consensus agreement regarding the type of financial information which will be reviewed during each quarterly subcommittee session and full APC meetings.
2. Review final “audited” budgetary results for previous fiscal year and discuss key items that impacted the intercollegiate athletic budget...either positively or negatively.
3. Review first quarter budgetary results, discuss positive and negative impacts (after three months) and present projections of final budget results based on available information at that time.
4. Review and discuss any pertinent changes made by the Mountain West Conference or NCAA that could potentially have a financial impact on the Department of Intercollegiate Athletics.
5. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc. that could have significant effect on financial results of intercollegiate athletics.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

Second (2nd) Fall or First Winter Subcommittee Meeting (January)

1. Review 2nd quarter budgetary results, discuss positive and negative impacts (after six months) and present projections of final budget results based on available information at that time.
2. Review and discuss any pertinent changes made by the Mountain West Conference or NCAA that have or potentially could have a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc., that have or potentially could have significant effect on financial results of intercollegiate athletics.
4. Provide and review football ticket revenue reports and discuss final results including any situations that positively or negatively impacted football revenues compared to budget expectations.
5. Present and review results and any findings from the annual external NCAA audit...that is conducted during the August to October timeframe.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

First (1st) Spring Subcommittee Meeting (April)

1. Review 3rd quarter budgetary results, discuss positive and negative impacts (after nine months) and present projections of final budget results based on available information at that time.
2. Review and discuss any pertinent changes that have been previously made by the Mountain West Conference or NCAA that have or potentially could have a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc., that have or potentially could have significant effect on financial results of intercollegiate athletics.

4. Provide and review basketball ticket revenue reports and discuss final results including any situations that positively or negatively impacted basketball revenues compared to budget expectations.
5. Review and discuss major areas that could potentially impact the upcoming fiscal year budget...since the budgeting process begins in late March.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

Second (2nd) Spring or First Summer Subcommittee Meeting (July)

1. Review “preliminary” fiscal budgetary results, discuss positive and negative impacts and present projections of final budget results based on information available at that point and time. This is prior to final university “year-end” deadlines. The financial information at this stage has also not gone through the external audit process...which typically occurs during the August – October timeframe.
2. Review and discuss any pertinent changes that were made during the fiscal year by the Mountain West Conference or NCAA that had a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc. that had significant effect on financial results of intercollegiate athletics.
4. Provide and review football and basketball ticket revenue reports and discuss final results including any situations that positively or negatively impacted football and basketball revenues compared to budget expectations.
5. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics