



## **Norfolk State University**

**Independent Accountant's Report on  
Applying Agreed-Upon Procedures  
Performed on the Intercollegiate  
Athletics Program as Required by  
NCAA Bylaw 3.2.4.17**

**Year Ended June 30, 2022**



**Norfolk State University**  
**Intercollegiate Athletics Program**  
**June 30, 2022**

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

Dr. Javaune Adams-Gaston, President  
Norfolk State University  
Norfolk, Virginia  
and  
Commonwealth of Virginia Auditor of Public Accounts  
and  
Glenn Youngkin, Governor of Virginia  
and  
Members, Joint Legislative Audit and Review Commission

We have performed the procedures enumerated in Attachment B to this report on compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.17 for the year ended June 30, 2022. The management of Norfolk State University (Institution) is responsible for compliance with the National Collegiate Athletic Association (NCAA) Bylaw 3.2.4.17.

The Institution has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining compliance with the NCAA Bylaw 3.2.4.17 as of and for the year ended June 30, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are described in Attachment B to this report.

We were engaged by the Institution to perform this agreed-upon procedures engagement and conducted our engagement 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 engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the NCAA Bylaw 3.2.4.17. 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.

We are required to be independent of the Institution and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Institution, the Commonwealth of Virginia Auditor of Public Accounts, the Governor of Virginia, and the Members of the Joint Legislative Audit and Review Commission, and is not intended to be, and should not be, used by anyone other than these specified parties.

**FORVIS, LLP**

Louisville, Kentucky  
January 5, 2023

**Norfolk State University**  
**Intercollegiate Athletics Program**  
**Statement of Revenues and Expenses**  
**Year Ended June 30, 2022**

**Attachment A**

	Football	Men's Basketball	Women's Basketball	Other Sports	Non-Program Specific	Total
<b>Operating Revenues</b>						
Ticket sales	\$ 261,712	\$ 57,050	\$ 6,388	\$ -	\$ -	\$ 325,150
Direct state or other government support	181,639	3,985	11,767	-	-	197,391
Student fees	-	-	-	-	8,296,370	8,296,370
Direct institutional support	-	-	1,192	1,596	2,494,778	2,497,566
Indirect institutional support	309,827	204,853	129,316	236,325	429,928	1,310,249
Guarantees	700,000	235,000	32,000	-	-	967,000
Contributions	11,307	40,544	15,795	78,971	95,811	242,428
In-Kind	104,750	76,397	45,350	39,562	16,997	283,056
NCAA distributions	-	-	-	-	1,133,224	1,133,224
Program, novelty, parking, and concession sales	9,373	3,912	282	2,698	70,977	87,242
Royalties, licensing, advertisement and sponsorships	126,368	73,958	63,458	82,262	220,102	566,148
Other operating revenue	30	-	-	-	24,032	24,062
<b>Total Operating Revenues</b>	<b>1,705,006</b>	<b>695,699</b>	<b>305,548</b>	<b>441,414</b>	<b>12,782,219</b>	<b>15,929,886</b>
<b>Operating Expenses</b>						
Athletic student aid	1,590,700	385,578	457,548	1,567,213	-	4,001,039
Guarantees	55,000	8,200	1,250	-	-	64,450
Coaching salaries, benefits, and bonuses paid by the Institution and related entities	1,197,579	760,020	463,122	708,413	-	3,129,134
Support staff/administrative compensation, benefits, and bonuses paid by the Institution and related entities	853	5,828	1,925	4,114	2,207,576	2,220,296
Recruiting	13,885	3,762	402	-	-	18,049
Team travel	325,135	229,951	128,022	413,880	118,745	1,215,733
Sports equipment, uniforms, and supplies	88,049	77,689	42,843	146,241	206,805	561,627
Game expenses	108,190	74,935	75,980	76,030	64,007	399,142
Fundraising, marketing and promotion	119,443	72,490	63,520	79,979	169,431	504,863
Athletic facility leases and rental fees	-	-	-	-	-	-
Athletic facility debt service	-	-	-	-	540,495	540,495
Direct overhead and administrative expenses	-	4,791	356	7,214	772,297	784,658
Indirect cost paid to the Institution by athletics	309,827	204,852	129,316	236,325	429,928	1,310,248
Medical expenses and insurance	-	-	-	390	148,684	149,074
Memberships and dues	-	725	2,115	2,698	48,475	54,013
Student-athlete meals (non-travel)	-	-	-	-	11,500	11,500
Other operating expenses	47,567	21,156	20,938	21,615	854,289	965,565
<b>Total Operating Expenses</b>	<b>3,856,228</b>	<b>1,849,977</b>	<b>1,387,337</b>	<b>3,264,112</b>	<b>5,572,232</b>	<b>15,929,886</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenses</b>	<b>\$ (2,151,222)</b>	<b>\$ (1,154,278)</b>	<b>\$ (1,081,789)</b>	<b>\$ (2,822,698)</b>	<b>\$ 7,209,987</b>	<b>\$ -</b>
<b>Other Reporting Items</b>						
Total athletics-related debt						\$ 759,578
Total institutional debt						\$ 88,200,501
Value of athletics-dedicated endowments						\$ 50,000
Value of institutional endowments						\$ 81,543,353
Total athletics-related capital expenditures						\$ 815,828

**Norfolk State University**  
**Intercollegiate Athletics Program**  
**Notes to Statement of Revenues and Expenses**  
**June 30, 2022**

**Note 1: Basis of Presentation**

The accompanying Statement of Revenues and Expenses (Statement) has been prepared on the accrual basis of accounting. The purpose of the Schedule is to present a summary of revenues and expenses of the Intercollegiate Athletics Programs (Athletics) of the Institution for the year ended June 30, 2022, using the accounting methods used by the Institution to monitor Athletics' activities. The Statement includes both those revenues and expenses for Athletics under the direct accounting control of the Institution and those on behalf of Athletics by outside organizations not under the Institution's accounting control. Because the Schedule presents only a selected portion of the activities of the Institution, it is not intended to and does not present either the financial position, changes in financial position or changes in cash flows for the year then ended. Revenues and expenses directly identifiable with each category of sport presented are reported accordingly. Revenues and expenses not directly identifiable to a specific sport are reported under the category non-program specific.

**Note 2: Contributions, In-Kind and In-Kind Sponsorships**

The Institution received \$242,428 from the Norfolk State University Athletic Foundation which was used for academic enhancement. The amounts received are included in the accompanying Schedule as contribution revenue.

Athletics' received \$104,375 in in-kind contributions from the Mid-Eastern Athletic Conference and \$178,681 in other in-kind contributions recorded as in-kind revenue, and \$563,149 from sponsorships and vehicle contracts recorded as royalties, licensing, advertisement and sponsorships revenue.

**Note 3: Capital Assets**

Capital assets include land, buildings and other improvements, library materials, equipment and infrastructure assets such as parking lots, sidewalks, campus lighting, and computer network cabling systems. The Institution generally defines capital assets as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost and donated capital assets are recorded at the acquisition value at the acquisition date.

Expenses for major capital assets and improvements are capitalized (construction-in-progress) as projects are constructed. Interest expense relating to construction is capitalized net of interest income earned on resources set aside for this purpose. The costs of normal maintenance and repairs that do not add to an asset's value or materially extend its useful life are not capitalized.

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Depreciation is computed using the straight-line method over the estimated useful life of the asset and is not allocated to the functional expense categories. Useful lives by asset categories are listed below:

Buildings	30 years
Other improvements and infrastructure	8–25 years
Equipment	2–20 years

A summary of capital asset balances for the year ended June 30, 2022, not reflected on the Statement are as follows:

	<b>Ending Balance June 30, 2022</b>
Depreciable capital assets	
Buildings	\$ 38,459,574
Equipment	5,608,942
	<hr/>
Total depreciable capital assets	44,068,516
	<hr/>
Less accumulated depreciation for	
Buildings	30,453,694
Equipment	3,535,482
	<hr/>
Total accumulation depreciation	33,989,176
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Depreciable capital assets, net	10,079,340
	<hr/>
Total capital assets, net	\$ 10,079,340
	<hr/> <hr/>

**Note 4: Long-Term Debt**

Long-term debt maturities relating to Athletics are as follows:

	<b>Principal</b>	<b>Interest</b>
2023	\$ 385,131	\$ 13,039
2024	248,300	6,695
2025	126,147	1,350
	<hr/>	<hr/>
Total	\$ 759,578	\$ 21,084
	<hr/> <hr/>	<hr/> <hr/>

**Norfolk State University**  
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**Note 5: Direct Institutional Support**

The Institution provided direct funds to support the operations of intercollegiate athletics totaling \$2,497,566 during the fiscal year ended June 30, 2022. This amount includes \$84,234 from Federal Work-Study and \$2,413,332 from auxiliary reserves to supplement the athletic program from excess revenues collected in prior years.

**Note 6: Administrative Cost Recoveries**

The Institution recovers from each auxiliary enterprise an amount to reimburse for the cost of administrative support. For the year ended June 30, 2022, the Institution recovered \$1,310,249 of auxiliary support costs from Athletics.

Pursuant to Section 3-4.01.3 of the Appropriations Act, the Institution did not recover auxiliary support costs from intercollegiate athletics department due to significant financial impact on auxiliary enterprises caused by the COVID-19 pandemic. The value of these indirect costs is reported on the Statement in the operating revenues line item titled Indirect Institutional Support and the operating expenses line item titled Indirect Cost Paid to the Institution by Athletics.

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Our procedures and findings are described as follows:

**Internal Controls**

1. We obtained an understanding of Norfolk State University's (Institution) internal control structure and those controls unique to the Intercollegiate Athletics Program (Athletics).

**Affiliated and Outside Organizations**

1. Athletics' management identified all related affiliated and outside organizations and provided us with copies of audited financial statements for each such organization for the reporting period.
2. Athletics' management prepared and provided to us a summary of revenues and expenses for or on behalf of Athletics by affiliated and outside organizations included in the Statement of Revenues and Expenses (Statement) (Attachment A).
3. Athletics' management provided to us any additional reports regarding internal control matters identified during the audits of affiliated and outside organizations performed by independent public accountants. We were not made aware of any internal control findings.

**Statement of Revenues and Expenses**

1. We will obtain the Statement for the year ended June 30, 2022, as prepared by management. We will compare the revenue and expense amounts reported on the Statement to the supporting schedules prepared by management of the Institution for relevant revenue and expense categories which are greater than 4.0% of total operating revenues and operating expenses.

**Results and Findings:** No matters are reportable.

2. We will compare a sample of operating revenue receipts and operating expenses obtained from the Statement to adequate supporting schedules.

**Results and Findings:** See procedures #4–#76.

3. We will compare each major revenue and expense category over 10% of the total revenues or expenses in the Statement to prior year amounts and current year budgeted amounts. We will obtain and document an understanding of any significant variances greater than 10% from prior year amounts or current year budget estimates.

**Results and Findings:**

Current year actual versus prior year actual:

- Student fees increased \$1,605,068 over prior year due to extension of the FY2020 Fall semester start date due to the pandemic. For FY 2020 Fall semester, students paid 77.27% of the mandatory fees, which include athletic fees. FY2022 included student fees at 100%.



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- Direct institutional support decreased \$437,620 over prior year due to increases in other revenue line items that covered expenses during the year. In FY2021, due to the pandemic, less revenues were received, which increased the need for direct institutional support.
- Coaching salaries, benefits and bonuses paid by the institution and related entities increased \$761,528 over prior year due to increase in compensation and a state-approved 5% salary increase effective July 10, 2021.

Current year actual versus current year budget:

- The Institution does not separately budget for direct institutional support, which represents the support from auxiliary reserves to support athletic expenses.
- Athletic student aid, and other non-personnel expenses are budgeted in a single amount and does not include in-kind or on-behalf amounts that are included in the Statement.

**Ticket Sales**

4. For football and men's basketball ticket revenue, we will compare the detail of tickets sold, complimentary tickets provided, and unsold tickets to the related revenue reported by the Institution in the Statement and the related attendance figures and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**Student Fees**

5. We will compare and agree student fees reported by the Institution in the Statement to student enrollments and recalculate totals.

**Results and Findings:** We obtained the Institution's calculation of student fees and agreed the amount to the Statement. We noted variance of \$14,693 which represented the difference reported in the Statement based on cash receipts versus accrual basis presentation.

6. We will obtain and document an understanding of the Institution's methodology for allocating student fees to Athletics and inquire of the Institution's management as to whether there were any significant changes from prior year.

**Results and Findings:** No matters are reportable.

7. If Athletics is reporting that an allocation of student fees should be countable as generated revenue, we will recalculate the totals of Athletics' methodology for supporting that they are able to count each sport. We will agree the calculation to supporting documents, such as seat manifests, ticket sales reports, and student fee totals.

**Results and Findings:** No matters are reportable.

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**Direct State or Other Governmental Support**

8. We will compare the direct state or other governmental support recorded by the Institution during the reporting period with state appropriations, Institution authorizations, and/or other corroborative supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenue; therefore, no procedures were performed.

**Direct Institutional Support**

9. We will compare the direct institutional support recorded by the Institution during the reporting period with supporting budget transfers documentation and other corroborative supporting documentation and recalculate totals.

**Results and Findings:** No matters are reportable.

**Transfers Back to Institution**

10. We will compare the transfers back to the Institution with permanent transfers back to the Institution from Athletics and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**Indirect Institutional Support**

11. We will compare the indirect institutional support recorded by the Institution during the reporting period with expense payments, cost allocation detail, and other corroborative supporting documentation and recalculate totals.

**Results and Findings:** No matters are reportable.

**Guarantees**

12. We will select a sample of one settlement report for away games during the reporting period and agree the selection to the Institution's general ledger and/or the Statement and recalculate totals.

**Results and Findings:** No matters are reportable.

13. We will select a sample of one contractual agreement pertaining to revenues derived from guaranteed contests during the reporting period and compare and agree the selection to the Institution's general ledger and/or the Statement and recalculate totals.

**Results and Findings:** No matters are reportable.

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**Contributions**

14. We will obtain a listing of all contributions of money, goods, or services received directly by Athletics from any affiliated or outside organization, agency, or group of individuals (two or more). For any individual contributions greater than 10% of total contributions received, we will obtain and review supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**In-Kind**

15. We will compare the in-kind revenue recorded by the Institution during the reporting period with a schedule of in-kind donations and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**Compensation and Benefits Provided by a Third Party**

16. We will obtain the summary of revenues from affiliated and outside organizations (Summary) as of the end of the reporting period from the Institution and select a sample of one item from the Summary and compare and agree the selection to supporting documentation, the Institution's general ledger and/or the Summary and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**Media Rights**

17. We will obtain and inspect agreements to understand the Institution's total media rights received by the Institution or through its conference offices as reported in the Statement.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

18. We will compare and agree the media rights revenues to a summary statement of all media rights identified, if applicable, and the Institution's general ledger and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**NCAA Distributions**

19. We will compare the amounts recorded in the Statement to general ledger detail for NCAA distributions and other corroborative supporting documents and recalculate totals.

**Results and Findings:** No matters are reportable.

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**Conference Distributions and Conference Distributions of Football Bowl Generated Revenue**

20. We will obtain and read agreements related to the Institution's conference distributions and participation in revenues from tournaments during the reporting period for relevant terms and conditions.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

21. We will compare and agree the related revenues to the Institution's general ledger and/or the Statement and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**Program, Novelty, Parking and Concession Sales**

22. We will obtain supporting schedules for revenue reported in the Statement from program novelty, parking and concession sales and agree the amounts to the Statement and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**Royalties, Licensing, Advertisements, and Sponsorships**

23. We will obtain and read agreements related to the Institution's participation in revenues from royalties, licensing, advertisements, and sponsorships during the reporting period to gain an understanding of the relevant terms and conditions.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

24. We will compare and agree the related revenues to the Institution's general ledger, and/or the Statement and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**Sports Camp Revenues**

25. We will obtain and read sports camp contract(s) between the Institution and person(s) conducting Institution's sports camps or clinics during the reporting period to obtain an understanding of the Institution's methodology for recording revenues from sports camps.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

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26. We will obtain schedules of camp participants and select a sample of one individual camp participant cash receipts from the schedule of sports camp participants and agree the selection to the Institution's general ledger and/or the Statement and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**Athletics-Restricted Endowment and Investment Income**

27. We will obtain and read endowment agreements (if any) to gain an understanding of the relevant terms and conditions.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

28. We will compare and agree the classification and use of endowment and investment income reported in the Statement during the reporting period to the uses of income defined within the related endowment agreement and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

**Other Operating Revenue**

29. We will obtain support schedules for other revenue reported in the Statement and recalculate totals.

**Results and Findings:** Statement line item was <4% of total revenues; therefore, no procedures were performed.

**Football Bowl Revenues**

30. We will obtain and read agreements related to the Institution's revenues from post-season football bowl participation during the reporting period to gain an understanding of the relevant terms and conditions.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

31. We will compare and agree the related revenues to the Institution's general ledger and/or the Statement and recalculate totals.

**Results and Findings:** There were no revenues in this line item in the Statement; therefore, no procedures were performed.

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**Athletic Student Aid**

32. We will select a sample of students (if the Institution used CA software, the sample is the lesser of 10% or 40 student-athlete recipients; if the Institution did not use CA software, the sample is the lesser of 20% or 60 student-athlete recipients) from the listing of student aid recipients during the reporting period.

**Results and Findings:** As the Institution uses the NCAA's compliance assistant (CA) software to prepare athletic aid detail, FORVIS selected a sample of the lesser of 10% or 40 of the total student athletes (22 students) from the listing of the Institution's student aid recipients.

33. We will obtain individual student-account detail for each selection and compare total aid per the Institution's student information system to the student's detail in the Institution report that ties directly to the NCAA Membership Financial Reporting System.

**Results and Findings:** We obtained the individual student-account detail for each selection and compared total aid per the Institution's student information system (Colleague) to the amount reported for each student per the NCAA Membership Financial Reporting System (Squad List). For 19 students, a variance of \$400 to \$1,723 per student was noted for aid awarded for digital materials and book fees, which is included in the Institution's general ledger. The Institution noted that this amount was not reflected within the student financial aid transmittal report in the Colleague system but was reported within the NCAA Squad List as these values represent a book value estimate per student, but actual values were paid directly to the vendor by the Institution.

34. We will compare information for each student selected to their information reported in the NCAA's CA software or the NCAA Membership Financial Reporting System, using the following criteria:

- a. We will compare the equivalency value in the CA software for each student athlete (rounded to two decimal places) to supporting documentation.
- b. We will note whether grants-in-aid were calculated by using the revenue distribution equivalencies by sport and in aggregate (athletic grant amount divided by the full grant amount).
- c. We will note whether other expenses related to attendance (also known as gap money or cost of attendance) are excluded from grants-in-aid revenue distribution equivalencies. Only tuition, fees, room, board and course-related books were counted for grants-in-aid revenue distribution per Bylaw 20.02.7.
- d. We will note whether the grant amount represented the full cost of tuition for an academic year, rather than a semester.
- e. If an athlete participated in more than one sport, we will note whether the award was only included in one sport.
- f. We will note whether Athletics' grants were for sports in which the NCAA conducts championships competition, emerging sports for women and bowl subdivision football.

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- g. We will note whether grants-in-aid were for sports that meet the minimum contests and participants' requirements of Bylaw 20.9.6.3.
- h. We will note whether any of the selected items represented grants to student-athletes listed on the calculation of revenue distribution equivalencies report as "exhausted eligibility" or "medical."
- i. We will note whether any sports were discontinued during the fiscal year.
- j. We will note whether any of the student athletes selected had exhausted their Athletics' eligibility.
- k. If a selected student received a Pell Grant, we will note whether the value of the grant was excluded from the calculation of equivalencies or the total dollar amount of student athletic aid expense for the Institution.
- l. If a student received a Pell Grant, we will compare the student's total grant to the total number and total value of Pell Grants reported for revenue distribution purposes in the NCAA Membership Financial Reporting System.

**Results and Findings:** No matters are reportable.

- 35. We will recalculate the detail amounts of athletic student aid and agree it to the total per the Statement. We will recalculate totals for each sport and overall.

**Results and Findings:** No matters are reportable.

**Guarantees**

- 36. We will obtain and inspect a sample of one visiting institution's away-game settlement reports received by the Institution during the reporting period and agree related expenses to the general ledger and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

- 37. We will obtain and inspect a sample of one contractual agreement pertaining to expenses recorded by the Institution during the reporting period from guaranteed contests and agree related expenses to the general ledger and/or Statement and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

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**Coaching Salaries, Benefits and Bonuses Paid by the Institution and Related Entities**

38. We will obtain and inspect a listing of coaches employed by the Institution and related entities during the reporting period and select a sample of coaches' contracts that will include football and men's and women's basketball from the above listing.

**Results and Findings:** We obtained a listing of coaches employed by the Institution during the year ended June 30, 2022. We selected sample of three coach contract (head football coach and head men's and women's basketball coach).

39. We will 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 Statement during the reporting period.

**Results and Findings:** No matters are reportable.

40. We will obtain and inspect payroll summary registers for the reporting year for each selection. We will compare and agree payroll summary registers from 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 Statement during the reporting period.

**Results and Findings:** No matters are reportable.

41. We will compare and agree the totals recorded to any employment contracts executed for the sample selected and recalculate totals.

**Results and Findings:** No matters are reportable.

**Coaching Other Compensation Paid by a Third Party**

42. We will obtain and inspect a listing of coaches employed by third parties during the reporting period and select a sample of coaches' contracts that will include football and men's and women's basketball from the above listing.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

43. We will compare and agree the financial terms and conditions of each selection to the related coaching other compensation and benefits paid by a third party and recorded by the Institution in the Statement during the reporting period.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.



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44. We will obtain and inspect payroll summary registers for the reporting year for each selection. We will compare and agree payroll summary registers from the reporting period to the coaching other compensation and benefits paid by third-party expenses recorded by the Institution in the Statement during the reporting period.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

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

45. We will select a sample of one support staff/administrative personnel employed by the Institution and related entities during the reporting period.

**Results and Findings:** No matters are reportable.

46. We will obtain and inspect reporting period summary payroll register for each selection. We will compare and agree related summary payroll register to the related support staff/administrative salaries, benefits, and bonuses paid by the Institution and related entities expense recorded by the Institution in the Statement during the reporting period and recalculate totals.

**Results and Findings:** No matters are reportable.

**Support Staff/Administrative Other Compensation Paid by a Third Party**

47. We will select a sample of one support staff/administrative personnel employed by third parties during the reporting period.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

48. We will obtain and inspect reporting period summary payroll register for the selection. We will compare and agree the related summary payroll register to the related support staff/administrative other compensation and benefits expense recorded by the Institution in the Statement during the reporting period and recalculate totals.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

**Severance Payments**

49. We will select a sample of one employee receiving severance payments by the Institution during the reporting period and agree the severance payment to the related termination letter or employment contract and recalculate totals.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

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**Recruiting**

50. We will obtain an understanding of the Institution's recruiting expense policies and compare to existing Institution and NCAA-related policies.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

51. We will obtain general ledger detail of recruiting expenses and compare to amounts reported in the Statement and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Team Travel**

52. We will obtain an understanding of the Institution's team travel policies and compare to existing Institution and NCAA-related policies.

**Results and Findings:** No matters are reportable.

53. We will obtain general ledger detail of team travel expenses and compare to amounts reported in the Statement and recalculate totals.

**Results and Findings:** No matters are reportable.

**Equipment, Uniforms, and Supplies**

54. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Game Expenses**

55. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

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**Fundraising, Marketing, and Promotion**

56. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Sports Camps Expenses**

57. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

**Spirit Groups**

58. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

**Athletic Facilities Debt Service, Leases and Rental Fees**

59. We will obtain a listing of debt service schedules, lease payments, and rental fees for Athletics' facilities and agree to the general ledger. We will compare a sample of facility payments including the top two highest facility payments, to additional supporting documentation and recalculate totals.

**Results and Findings:** Athletic facilities debt service was <4% of total expenses; therefore, no procedures were performed. There were no athletic facilities leases and rental fees.

**Direct Overhead and Administrative Expenses**

60. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** No matters are reportable.

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**Indirect costs Paid to the Institution by Athletics**

61. We will obtain general ledger detail and compare to supporting documentation.

**Results and Findings:** No matters are reportable.

**Medical Expenses and Medical Insurance**

62. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Memberships and Dues**

63. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Other Operating Expenses and Transfers to Institution**

64. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** No matters are reportable for other operating expenses. There were no transfers to the Institution; therefore, no procedures were performed.

**Student-Athlete Meals**

65. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** Statement line item was <4% of total expenses; therefore, no procedures were performed.

**Football Bowl Expenses and Football Bowl Expenses – Coaching Compensation/Bonuses**

66. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction from the general ledger detail and vouch to supporting documentation and recalculate totals.

**Results and Findings:** There were no expenses in this line item in the Statement; therefore, no procedures were performed.

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**Additional Minimum Agreed-Upon Procedures**

67. We will compare and agree the sports sponsored reported in the NCAA Membership Financial Reporting System to the supporting equivalency calculations of the Institution. We will compare current year grants-in-aid revenue distributions equivalencies to prior year reported equivalencies per the Membership Financial Report submission and note any variances greater than 4%.

**Results and Findings:** No matters are reportable.

68. We will obtain the Institution's Sports Sponsorship and Demographics Forms Report for the reporting year. We will validate that the countable sports reported by the Institution meet the minimum requirements set forth by 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 requirement. Once countable sports have been confirmed, we will ensure that the Institution has properly reported these sports as a countable for revenue distribution purposes within the NCAA Membership Financial Reporting System. We will compare the current year number of sports sponsored to prior year reported total per the Membership Financial Report submission.

**Results and Findings:** No matters are reportable.

69. We will agree the total number of Division I student-athletes who, during the academic year, 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 Institution's financial aid system, of all student-athlete Pell Grants. We will compare the current year Pell Grants total to the prior year reported total per the Membership Financial Report submission and note any variance of student athletes.

**Results and Findings:** No matters are reportable.

**Minimum Agreed-Upon Procedures for Other Reporting Items**

**Excess Transfers to the Institution and Conference Realignment Expenses**

70. We will obtain general ledger detail and compare to the total expenses reported. We will select a sample of one transaction to agree to supporting documentation and recalculate totals.

**Results and Findings:** There were no excess transfers to the Institution or conference realignment expenses for the reporting period; therefore, no procedures were performed.

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**Total Athletics-Related Debt**

71. We will obtain repayment schedules for all outstanding Athletics-related debt during the reporting period and recalculate annual maturities. We will agree the total annual maturities and total outstanding Athletics-related debt to supporting documentation and the general ledger.

**Results and Findings:** No matters are reportable.

**Total Institutional Debt**

72. We will agree the total outstanding debt of the Institution to supporting documentation and the Institution's audited financial statements.

**Results and Findings:** We agreed the total outstanding debt of the Institution to supporting documentation and to the Institution's unaudited financial statements, as the audited financial statements were not yet available.

**Value of Athletics-Dedicated Endowments**

73. We will obtain a schedule of all Athletics-dedicated endowments maintained by Athletics, the Institution and affiliate organizations. We will agree the fair market value in the schedule(s) to supporting documentation and the general ledger.

**Results and Findings:** We agreed the fair market value of Athletics-dedicated endowments to the Norfolk State University Athletic Foundation's unaudited financial statements without exception.

**Value of Institutional Endowments**

74. We will agree the fair market value of the Institution's endowments to supporting documentation and the general ledger.

**Results and Findings:** We agreed the fair market value of the Institution's endowments to the Norfolk State University Athletic Foundation's unaudited financial statements and the Norfolk State University Foundation's audited financial statements without exception.

**Total Athletics-Related Capital Expenditures**

75. We will obtain a schedule of Athletics-related capital expenditures made by Athletics, the Institution and affiliated organizations during the reporting period.

**Results and Findings:** No matters are reportable.

76. We will obtain general ledger detail and compare to the total expenses report. We will select a sample of one transaction and compare to supporting documentation and recalculate totals.

**Results and Findings:** No matters are reportable.