3.1 Financial Practices

Does the institution demonstrate that:

a. All funds raised for and expended on athletics are subject to institutionally defined practices of documentation, review and oversight?

b. All expenditures from any source for athletics are approved by the institution?

c. Budget and audit procedures for athletics are consistent with those followed by the institution generally and with the provisions of NCAA Constitution 6.2?

   (1) The institution’s annual budget for athletics is approved by the institution’s chief executive officer or designee from outside the athletics department?

   (2) An annual financial audit is performed by a qualified auditor who is not a staff member of the institution and who is selected by the chief executive officer or designee from outside the athletics department?

On the basis of the yes/no answers above, is the institution in substantial conformity with Operating Principle 3.1 (Financial Practices)?

Plan for Improvement #1

Issues/Problems: In accordance with prudent fiscal practice, the University should periodically rebid independent external audit services for intercollegiate athletics.

Measurable goals to address the issues/problems: Develop and release an RFP, every three to five years, based on the University’s procurement requirements for contractual services and the NCAA Constitution, Provision 6.2.

Step(s) to achieve the goals(s): Define deliverables; define provider qualifications and responsibilities; specify timetable for completing tasks; indicate fee level. Create the RFP document. Obtain required approvals for the RFP. Disseminate the RFP through required/appropriate channels.

Specific timetable for completing the work: Convene task group on October 1, 2002; issue an RFP on or about November 1, 2002; evaluate responses on or about December 1, 2002; award contract on or about January 1, 2003. Then every three to five years thereafter, issue an RFP on or about November 1st, evaluate responses on or about December 1st, and award the contract on or about January 1st.

Individuals/offices responsible for carrying out the actions: The Office of the Vice President for Student Affairs, with the assistance of the University’s Office of Purchasing.
3.2 Fiscal Management and Stability

Does the institution provide evidence that the management and fiscal practices of the institution assure the financial stability necessary for providing all student-athletes with relatively full and stable opportunity for athletics participation?

On the basis of the yes/no answers above, is the institution in substantial conformity with Operating Principle 3.2 (Fiscal Management and Stability)?

3.3 Established Fiscal Policies and Procedures

Does the institution demonstrate that it has in place fiscal policies and standard operating procedures to ensure that:

a. Prospective student-athletes are not provided with impermissible recruiting inducements?

b. Enrolled student-athletes are not provided with benefits that are expressly prohibited by NCAA legislation?

c. All expenditures for athletics are handled consistently in accordance with NCAA, conference and institutional rules?

On the basis of the yes/no answers above, is the institution in substantial conformity with Operating Principle 3.3 (Established Fiscal Policies and Procedures)?

Plan for Improvement #1

Issues/Problems: The University does have policies and standard operating procedures in place to ensure that prospective and enrolled student-athletes are not provided with recruiting inducements and benefits which are prohibited by NCAA regulations, but the Student-Athlete Handbook and the Department of Athletics Policy and Procedures Manual should be enhanced to include the appropriate forms and related policies and procedures which are currently documented separately.

Measureable goals to address the issues/problems: Modify the existing Department of Athletics Policy and Procedures Manual and Student-Athlete Handbook to incorporate the appropriate corresponding documentation; Distribute the revised Manual and Handbook appropriately.
Fiscal Integrity

Evaluation and Plan for Improvement

Step(s) to achieve the goal(s): Identify all the existing documentation to be incorporated into the Student-Athlete Handbook and the Department of Athletics’ Coaches Policy and Procedures Manual. Some of the documents to be included are: Prospective Student-Athlete Official Visit Summary, Student Host Instructions/Expense Report, NCAA Form for Coaches and Staff; Add the selected documentation to the Handbook and the Manual; Obtain IAAB approval of revised materials; Produce and duplicate the revised Manual and Handbook; Distribute the revised Manual and Handbook to staff, coaches, and student-athletes.

Specific timetable for completing the work: Completion prior to the start of the University’s Fall 2002 semester.

Individuals/offices responsible for carrying out the actions: The Department of Athletics Associate Director and Director of Compliance will assume responsibility for revising the Manual and Handbook and for overseeing the distribution of the new versions once they are approved. The Director of Athletics will formally review the proposed revisions and obtain formal University approval of the revised Manual and Handbook.