

## INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF THE 2001-02 INTERCOLLEGIATE ATHLETICS FINANCIAL REPORT

The Intercollegiate Athletics Financial Report form should be prepared electronically and returned via internet e-mail by **November 4, 2002**. Also, a printed copy of the report and the Verification Form should be mailed by the same date. This information will be compiled into a "systemwide" Lotus worksheet. Attached in the email you received were a Lotus worksheet (SPORTS02.WK4) and two (2) Microsoft Word files (INST2002.DOC, VERIFY02.DOC). Use the "SPORTS02.WK4" file to submit your 2001-02 Intercollegiate Athletics Financial Report. Important notes to remember while completing the "SPORTS02.WK4" worksheet are provided below.

The "SPORTS02.WK4" file is sealed but certain cells are unprotected. All numeric information which is entered should be as a **value** (numeric) and not as a **label** (alphanumeric/characters).

### Important Notes:

1. Use ANY VERSION of Lotus after VERSION 5.
2. This report is comprised of eight (8) parts. All eight (8) parts should be completed.
3. The Operating Source of Funds reported in Part III, Miscellaneous Revenues should be detailed in Part VII, Other, #1.
4. The Operating Expenditures by Sport, reported in Part V, Administration and General, have two (2) line items that should be reported the same as last year's. The Athletic Dir/Assoc/Office and Coaches/Trainers line items should only include the portion of salary dollars pertaining directly to athletics.
5. The Operating Expenditures by Sport reported in Part V, Men's Athletics, Other, should be detailed in Part VII, Other #2.
6. The Operating Expenditures by Sport reported in Part V, Women's Athletics, Other, should be detailed in Part VII, Other, #3.
7. The numbers reported in Part VI, Men's Athletics, Other, should be detailed in Part VII, Other, #4.
8. The numbers reported in Part VI, Women's Athletics, Other, should be detailed in Part VII, Other, #5.
9. The total Operating Expenditures by Sport reported in Part V. must equal total expenditures reported in Part IV. Operating Expenditures.
10. The amount reported in, Part IV. Operating Expenditures, Equipment, should incorporate and be consistent with expenditures that will be shown on the 2001-02 Gender Equity in Athletics Expenditures Report.
11. The Operating Expenditures by Sport reported in Part V, for Administration and General should not be repeated in the Men's or Women's Athletics of this section.

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(Cont.)**

12. All private contributions and non-public funds should be reported as a source of funds in Part III. Operating Source of Funds, Gifts/Fund Raising.
13. Part VI. Participants by Sport, should be reported based on headcount. Please be sure that the numbers reported are equal to the numbers that were reported in the 2001-02 Annual Equity Update submitted to the Division by your college, if required.
14. Your “College Name” should be shown on each page of the 2001-02 Intercollegiate Athletics Financial Report.