FISCAL AFFAIRS

The IUPUI Intercollegiate Athletics program operates as an auxiliary enterprise of Indiana University. An auxiliary enterprise operates with no general fund appropriation and is not able to carry an operating deficit (expenses vs. income) into a new fiscal year. Therefore, the department must have a balanced budget at the end of every fiscal year.

REVENUE

Athletics revenue is derived from a combination of student activity fees, self-generated revenue and Jaguars Athletics Club support and university auxiliary funds. Self-generated revenue includes, but is not limited to season tickets for men’s and women’s basketball, gate receipts for men’s and women’s basketball, soccer, swimming and volleyball. Other sources include advertising, guarantees and NCAA and The Summit League funding.

BUDGET PREPARATION

All expenditures must be made in accordance with the policy of the Department of Athletics, outlined below.

Each coach will have budgetary consideration in the following areas: equipment, supplies, travel, unique promotion expenses, capital items, scholarships and recruiting. It is necessary to begin the budget planning at the end of the first school semester for the following fiscal year. The Coach to the Athletics Business Manager for the next fiscal year must submit a list of priorities.

The Athletic Director and the Business Manager will review the requested items and return budgets with suggested changes. The Coach, Athletic Director, and the Business Manager will meet to finalize the official budget. All Coaches and staff must execute their programs within the official budget.

BUDGET CONTROL

It is very important that an ongoing accounting of every budget be complied in the Athletic Business Office. To accurately maintain proper records, every purchase or expenditure must be channeled through, and approved by, the Athletics Business Manager. We cannot spend beyond the approved budget. The Business Manager will keep the coach informed as to the status of each budget area. It is the responsibility of the Coach to meet with the Business Manager for a review and update of the budget. Any spending without the prior approval of the Athletic Business Manager may be at personal expense. Advance planning is important!!
Careful planning in all areas will be helpful in obtaining the maximum amount of funds for departmental use. When budgets are near depletion, funds may be restricted in order to prevent over expenditures.

**Each Staff Member is expected to work within the budget!**

Failure to stay within approved budgets may result in the following actions:

1- Foundation sport specific funds being utilized to cover the overage.
2- Deficit being carried over to the next fiscal year.
3- Dismissal from the Intercollegiate Athletics Program.

**INSTITUTIONAL CONTROL OF FUNDS**

All funds generated in support of intercollegiate athletics must be channeled through proper IUPUI accounts. No staff member has the authority to open individual bank accounts or channel funds through a third party. Violation of this policy may be grounds for dismissal.

**PURCHASE REQUEST**

The obligation of funds for **ANY** purchase shall not be made under any situation unless it is processed through the proper procedure. Goods and services are requested by means of a **purchase order requisition** as follows:

1) Fill out a Purchase Request form. This form needs to be filled out completely including: catalogue or style numbers, colors, sizes, amounts, etc.
2) If cost is above $1,000 you must submit 3 bids for services.
3) **DO NOT** place an order with a vendor under any circumstances, until the purchase request is approved.
4) Purchase requests must be approved by the following before forwarding to the Business Manager.
   - Assistant Coaches must have the approval of the Head Coach.
5) Once approved by the Business Manager, a purchase order will be initiated.

**REIMBURSEMENT OF OUT-OF-POCKET EXPENSES**

Before Out-of-Pocket expenses are incurred, approval must be received from:

- **Assistant Coaches must have the approval of the Head Coach.**
- **Head Coaches must have Athletics Business Manager approval.**

Once approved by the Business Manager a disbursement voucher will be initiated.
When turning in receipts, the following must occur:
1) Fill out the Out-of-Pocket Expense form.
2) Attach receipts to an 8 ½” by 11” sheet of paper and staple to the above mentioned form.

Failure to do the above will delay the process. **Note: Out-of-Pocket expenses should be less than $500.00 and no taxes. Expenses for reimbursements over $100.00 with taxes will not have the taxes reimbursed.**

Even after planning there may be emergency situations. The head Coach and/or Assistant Athletics Director and Business Manager will have final approval of this type of expense.

**PRO-CARD**

The Pro-Card is issued to each coach and is used to help provide assistant to the coach and staff when an emergency occurs and something needs to be purchased by the team. The use of the pro-card will still need to be approved prior to any purchases being made with the pro-card. If the team is on the road and something needs to be purchased **prior approval can be waived** and the receipt must be turn in to the Business Manager as soon as the team returns from their road trip. If the purchase was a local purchase and the team was not on the road the receipts must be turned into the Business Manager within a **24-hour** period. The **user agreement** will let you know things that can and cannot be purchased with the pro-card. The user agreement will be signed for by user upon receipt of their pro-card, which, will be placed in their employment file.

**Note: Please watch for taxes on your pro-card receipts.**

**ATHLETICS EQUIPMENT**

Coaches will maintain their own athletics equipment and uniform inventory. Coaches are also responsible for equipment issuance and collection from student-athletes. Coaches are expected to order items such as uniforms on a two-year replacement cycle (i.e. order set of away uniforms in year one and a set of home uniforms in year two. Entire sets of home and away uniforms should not be ordered in the same year.)

Coaches should submit a final equipment inventory to the Athletics Business Manager by June 1 of each year. No new equipment will be ordered without submission of the year end inventory.