



MEMORANDUM

January 13, 2017

VIA EMAIL

TO: Chief Financial Officers for Athletics  
of Selected Division I Institutions.

FROM: Kathleen T. McNeely  
Senior Vice President of Administration and Chief Financial Officer.

SUBJECT: Spending Plan Questionnaire for the Special One-Time Division I Distribution.

A memorandum dated March 10, 2016 was released to all Division I institutions announcing the NCAA Board of Governors’ approval of a \$200 Million One-Time Division I Distribution. The distribution will be sent April 19, 2017. The amount to be released to your institution can be found [here](#). As part of its approval, the Board of Governors requested that the NCAA finance and accounting staff create a Spending Plan Questionnaire to provide guidance to institutions on proper spend categories. The Spending Plan Questionnaire will need to be submitted by all Division I institutions for approval by NCAA staff and select membership representatives. Please read the instructions below to ensure proper submission.

A link to the Spending Plan Questionnaire was sent from Qualtrics to your email address. This link is unique to you and should not be passed along unless the intent is to have a more appropriate stakeholder complete the information on your behalf. Please do not open the Spending Plan Questionnaire link until you are ready to complete the Spending Plan Questionnaire in full. In preparing your Spending Plan Questionnaire, you may use this [PDF](#) or [Excel spreadsheet](#). The Spending Plan Questionnaire can only be printed after submission.

The NCAA finance staff is providing two submission windows for the Spending Plan Questionnaire to ensure approval in a timely and efficient manner. The two submission date options are as follows:

<u>Submission Due Dates</u>	<u>Approval Notification Dates</u>
Before March 31, 2017	early May
July 19, 2017 all submissions due.	late August

Additional resources and contact information are: <http://www.ncaa.org/about/resources/finances/special-one-time-division-i-distribution-qa>; Revenue Distribution: Andrea Worlock - [aworlock@ncaa.org](mailto:aworlock@ncaa.org); Jeff O’Barr at [jobarr@ncaa.org](mailto:jobarr@ncaa.org); Technical Support for Qualtrics: Markie Cook at [mcook@ncaa.org](mailto:mcook@ncaa.org)

KTM:afw

- cc: Directors of Athletics
- Senior Woman Administrators
- Senior Compliance Administrators
- Selected NCAA Staff Members

National Collegiate Athletic Association

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