

# 2023 EADA Survey

Institution: (173142)

User ID: E1731421

## Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

### 1. How will you report Operating (Game-day) Expenses?

- By Team       Per Participant

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### 2. Select the type of varsity sports teams at your institution.

- Men's Teams
- Women's Teams
- Coed Teams

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### 3. Do any of your teams have assistant coaches?

- Yes
- Men's Teams
- Women's Teams
- Coed Teams
- No

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If you save the data on this screen, then return to the screen to make changes, note the following:

- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent

screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.

Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>		Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey		<input type="checkbox"/>	Football	<input type="checkbox"/>	
Golf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Softball		<input checked="" type="checkbox"/>	Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming		<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Track and Field (Indoor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Track and Field (Outdoor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Other Varsity Sports ( <b>Specify sports in the caveat box.)*</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Caveat (Specify Other Varsity Sports):**

\*Use the caveat to list the "Other Varsity Sports" if you checked the box above. You should only include intercollegiate varsity sports in your EADA disclosures.

\*The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

If you save the data on this screen, then return to the screen to make changes, note the following:

- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

**Varsity Teams**

**Men's Teams**

**Women's Teams**

Baseball

44

Basketball	23	19
Cross Country	8	9
Golf	6	4
Soccer	37	23
Softball		21
Tennis	8	10
Track and Field (Indoor)	11	12
Track and Field (Outdoor)	16	12
Volleyball		17
<b>Total Participants Men's and Women's Teams</b>	<b>153</b>	<b>127</b>
<b>Unduplicated Count of Participants</b> (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	<b>144</b>	<b>104</b>

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**CAVEAT**

\*For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box.

This does not apply for coed teams.

\*If you selected **Other Sports**, specify which team(s) are included.

\*Additionally, provide any other clarifying information here.

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Coaching  
Position  
Totals

0	8	7	1	0	0	0	0	8
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CAVEAT

## Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

### Male Head Coaches

### Female Head Coaches

Varsity Teams	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Total Head Coaches
Basketball	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Cross Country	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Golf	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Soccer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>
Softball	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Tennis	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>
Track and Field (Indoor)	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>
Track and Field (Outdoor)	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>
Volleyball	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>
<b>Coaching Position Totals</b>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="9"/>

CAVEAT

## Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen. Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total. For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position <i>(for coaching duties only)</i>	<input type="text" value="20,525"/>	<input type="text" value="20,355"/>
Number of Head Coaching Positions Used to Calculate the Average	<input type="text" value="8"/>	<input type="text" value="9"/>
Number of Volunteer Head Coaching Positions <i>(Do not include these coaches in your salary or FTE)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>

calculations.)

Average Annual Institutional Salary per Full-time equivalent (FTE)

57,014

55,852

Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average

2.88

3.28

CAVEAT

Last year we kept the FTE the same for both genders together. I believe this was a mistake. This time I put separate FTE to calculate by gender. Eg. the figures in "Average Annual Institutional Salary per FTE" will look significantly higher this year compared to last for this reason.

## Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

### Male Assistant Coaches

### Female Assistant Coaches

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	<input type="text"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>
Basketball	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Cross Country	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Golf	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>



Soccer	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Track and Field, Indoor	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Track and Field (Outdoor)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Coaching Position Totals	<input type="text" value="0"/>	<input type="text" value="11"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="17"/>

CAVEAT

## Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

### Male Assistant Coaches

### Female Assistant Coaches

Varsity Teams	Assigned to Team	Assigned to Team	Full-Time	Part-Time	Assigned to Team	Assigned to Team	Full-Time	Part-Time	Total Assistant Coaches
	on a Full-Time Basis	on a Part-Time Basis	Institution Employee	Institution Employee or Volunteer	on a Full-Time Basis	on a Part-Time Basis	Institution Employee	Institution Employee or Volunteer	

Basketball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
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Cross Country	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Golf	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Soccer	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="5"/>
Softball	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="6"/>
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Track and Field (Indoor)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Track and Field (Outdoor)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Volleyball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Coaching Position Totals	<input type="text" value="0"/>	<input type="text" value="11"/>	<input type="text" value="3"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="3"/>	<input type="text" value="12"/>	<input type="text" value="26"/>

CAVEAT

## Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.

For help calculating the FTE total click on the Instructions link on this screen.

**Men's Teams**   **Women's**

## Teams

Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	7,624	5,354
Number of Assistant Coaching Positions Used to Calculate the Average	17	26
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	41,408	41,185
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	3.13	3.38

CAVEAT

## Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	0	0	0
Ratio (percent)	0	0	100%

CAVEAT

## Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	13,120	18,381	31,501

CAVEAT

## Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click [here](#) for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

	Men's Teams			Women's Teams			
Varsity Teams	Participants	Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant	By Team	Total Operating Expenses

Basketball	23	2,207	50,758	19	2,313	43,944	94,702
Baseball	44	3,211	141,280				141,280
Cross Country	8	582	4,658	9	582	5,240	9,898
Golf	6	1,430	8,581	4	1,839	7,355	15,936
Soccer	37	1,031	38,160	23	1,274	29,303	67,463
Softball				21	3,754	78,829	78,829
Tennis	8	359	2,868	10	358	3,584	6,452
Track and Field (Indoor)	11	1,153	12,683	12	1,153	13,836	26,519
Track and Field (Outdoor)	16	625	9,998	12	625	7,498	17,496
Volleyball				17	2,167	36,839	36,839
<b>Total Operating Expenses Men's and Women's Teams</b>	153		268,986	127		226,428	495,414

CAVEAT

Used Prorating Worksheet to separate Men's & Women's Tennis, Outdoor Track and field, Indoor Track and field and Cross Country by number of participants due to expenses being combined.

**Note: This screen is for game-day expenses only.**

# Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	195,411	147,089	342,500
Baseball	281,678		281,678
Cross Country	24,570	25,152	49,722
Golf	26,192	16,222	42,414
Soccer	111,061	99,207	210,268
Softball		220,815	220,815
Tennis	17,872	18,589	36,461
Track and Field (Indoor)	56,438	57,591	114,029
Track and Field (Outdoor)	51,378	48,879	100,257
Volleyball		108,154	108,154
Total Expenses of all Sports, Except Football and Basketball, Combined	569,189	594,609	1,163,798
Total Expenses Men's and Women's Teams	764,600	741,698	1,506,298
Not Allocated by Gender/Sport (Expenses not attributable)			347,650

to a particular sport or sports)

**Grand Total Expenses**

1,853,948

CAVEAT

## Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.

Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	231,030	150,576	381,606
Baseball	268,328		268,328
Cross Country	23,722	24,198	47,920
Golf	24,145	14,648	38,793
Soccer	104,103	96,828	200,931
Softball		220,512	220,512
Tennis	16,749	14,090	30,839

Track and Field (Indoor)	53,820	54,763	108,583
Track and Field (Outdoor)	49,748	47,704	97,452
Volleyball		111,335	111,335
Total Revenues of all Sports, Except Football and Basketball, Combined	540,615	584,078	1,124,693
Total Revenues Men's and Women's Teams	771,645	734,654	1,506,299
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			356,446
<b>Grand Total for all Teams</b> (includes by team and not allocated by gender/sport)			1,862,745

CAVEAT

## Summary - Men's and Women's Teams

**Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.**

	Men's Teams	Women's Teams	Total
1 <u>Total of Head Coaches' Salaries</u>	164,200	183,195	347,395
2 <u>Total of Assistant Coaches' Salaries</u>	129,608	139,204	268,812
3 <u>Total Salaries (Lines 1+2)</u>	293,808	322,399	616,207



4	<u>Athletically Related Student Aid</u>	0	0	0
5	<u>Recruiting Expenses</u>	13,120	18,381	31,501
6	<u>Operating (Game-Day) Expenses</u>	268,986	226,428	495,414
<hr/>				
7	<u>Summary of Subset Expenses (Lines 3+4+5+6)</u>	575,914	567,208	1,143,122
8	<u>Total Expenses for Teams</u>	764,600	741,698	1,506,298
<hr/>				
9	<u>Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)</u>	188,686	174,490	363,176
10	<u>Not Allocated Expenses</u>			347,650
11	<u>Grand Total Expenses (Lines 8+10)</u>			1,853,948
12	<u>Total Revenues for Teams</u>	771,645	734,654	1,506,299
13	<u>Not Allocated Revenues</u>			356,446
14	<u>Grand Total Revenues (Lines 12+13)</u>			1,862,745
15	<u>Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)</u>	7,045	-7,044	1
16	<u>Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)</u>			8✓97

To return to a data entry screen, click on the link in the [Navigation Menu](#).  
To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the "Next" button on this screen.

## Supplemental Information (optional)

**This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.**

**This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.**

**To explain specific data entered on a previous screen, please use the caveat box on that screen.**

