



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
BOARD OF DIRECTORS STRATEGIC PLANNING/GOAL SETTING  
WEDNESDAY, AUGUST 24, 2016**

**10:30 AM SDHSAA OFFICE – PIERRE, SD**

**(Note: No Official Action will be taken at this meeting of the Board of Directors, this meeting is for planning and goal setting purposes of the SDHSAA)**

1. Call the meeting to order
2. Pledge of Allegiance
3. Introduction of Board and Staff Members – self introductions
4. Opening Remarks from Chairman Morford
  - a. Board Meeting protocols and procedures
    - Review of parliamentary rules, 1<sup>st</sup>/2<sup>nd</sup> reading protocol followed last year
      - If it is action dictated in policy manual, 1 reading only. New items or revised items should have 2 readings
  - b. Vision, mission, and beliefs statements
5. Review 2015 Strategic Planning minutes—Chairman Morford
6. Review Board Policy Manual – Constitution/By Laws – Yearbook—Staff
7. Review the Finance Committee structure (Sections G & H of the Current Investment Policy Statement) and budget reports—Chairman Morford
8. Review the budget & adjustments for the 2016-2017 school year—Wayne and Isaac
9. Review 2015-2016 Audit Report—Wayne and Isaac
10. Discuss Annual Meeting—Chairman Morford
  - a. Receive nominations from the membership for membership on the BOD's
  - b. Review constitutional amendments that will be forwarded to the membership following the Annual Meeting
  - c. Recognize retiring school administrators
11. Discuss Executive Director Hiring Process—Chairman Morford
  - a. Position Requirements
  - b. Recruitment Efforts
  - c. Posting Position & application forms/process
  - d. Screening & interview committees
  - e. Accepting Applications
  - f. Timeline, Posting, Application Due Date, Interview; Job Offer; Start Date
  - g. Compensation; Benefits; Length of Contract
  - h. Transition
  - i. Other
12. Legislative considerations—Wayne

13. Update on corporate contracts/extensions—Wayne
14. Review SDHSAA Foundation mission with updates on Foundation—Wayne/Stephanie Judson—  
**Scheduled for 1:00 p.m. CT**  
“The first step toward getting somewhere is to decide that you are not going to stay where you are.”  
**Mission Statement:**  
The mission of the South Dakota High School Activities Association Foundation is to assist and support those educationally based activities programs sponsored by its member schools. The SDHSAA, in collaboration with its member schools, will work to promote interscholastic activities that provide equitable participation opportunities, positive recognition and learning experiences to students, while enhancing the educational experiences of high school students.
15. Review Site Selection Committee & meeting dates—Chairman Morford
16. Review SDHSAA Constitutional revisions for 2016-2017—Chairman Morford
17. Discuss Superintendent group priorities—Chairman Morford
18. Discuss Principal group priorities—Chairman Morford
19. Discuss Activities Directors group priorities—Chairman Morford
20. Executive staff and Board Member comments, concerns and suggestions—Chairman Morford
21. Set goals for 2016-2017—Chairman Morford
22. Adjourn.

Sincerely,



Steve Morford  
Chairman of the SDHSAA Executive Board

f/w/misc/agenda/strategic planning meeting Aug 24, 2016

# MISSION STATEMENT

The South Dakota High School Activities Association will serve member schools by providing leadership in the development, supervision and conduct of interscholastic activities which enrich the educational experiences of high school students. The SDHSAA is committed to the ideals that will provide equitable participation opportunities and positive recognition to students, while working cooperatively with all schools to enhance the achievement of desired educational goals.

We believe:

- The SDHSAA is the recognized state authority on interscholastic activity programs.
- Interscholastic activity programs enrich each student's educational experience.
- Participation in education-based activity programs promotes student academic achievement.
- Student participation in interscholastic activity programs is a privilege.
- Interscholastic participation develops good citizenship, healthy lifestyles, and strengthens cultural diversity.
- Interscholastic activity programs foster involvement of a diverse population.
- Interscholastic activity programs promote positive school/community relations.
- The SHDSAA, in conjunction with the NFHS, is the pre-eminent authority on competition rules for interscholastic activity programs.
- National competition rules promote fair play and minimize risks for student participants.
- Properly trained administrators/coaches/directors promote the educational mission of the interscholastic experience.
- Properly trained officials/judges enhance interscholastic competition.
- In earning public trust through administering honest and dependable activities programs.
- In providing South Dakota students with quality educationally based activities programs.
- In providing programming that provides balanced coverage of both athletic and fine arts programs.
- The SDHSAA and its member schools value the following:
  - equity, fairness and justice,
  - activities which support the academic mission of schools,
  - fair play and honorable competition,
  - activities which support healthy lifestyles, and treating people with dignity and respect.

Numerous studies have been conducted which provide empirical evidence to the value of co-curricular programs that are supported by our member schools:

- ❖ **Activities Support The Academic Mission Of Schools.** Activities are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- ❖ **Activities Are Inherently Educational.** Activity programs provide valuable lessons for practical situations—teamwork, sportsmanship, winning and losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.
- ❖ **Activities Foster Success In Later Life.** Participation in high school activities is often a predictor of later success—in college, a career and becoming a contributing member of society.

Did you know. . .

- School activities are not a diversion, but rather an extension of a good educational program.
- Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems.
- Activity programs provide valuable lessons for practical situations—teamwork, sportsmanship, winning and losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations.
- Participation in high school activities is likely a predictor of later success.

- Of the 60 students listed in *USA Today's* All-USA High School Academic First, Second and Third Teams and the 51 who earned honorable mention, 75 percent were involved in sports, speech, music or debate.
- A study by the Search Institute indicates that co-curricular activities play a central role in students' healthy development.
- School-age children and teens who are unsupervised during the hours after school are far more likely to use alcohol, drugs and tobacco, engage in criminal and other high-risk behaviors, receive poor grades, and drop out of school than those children who have the opportunity to benefit from constructive activities supervised by responsible adults.
- A nationwide study by the Women's Sport Foundation indicated that athletes do better in the classroom, are more involved in school activity programs and stay involved in the community after graduation.
- According to a study conducted by Indiana University, students participating in a number of activities not only achieve better academically, but also express greater satisfaction with the total high school experience than students who do not participate.
- Individuals at the executive vice-president level or above in 75 Fortune 500 companies indicated that 95 percent of those corporate executives participated in sports during high school. In addition, 54 percent were involved in student government, 43 percent in the National Honor Society, 37 percent in music, 35 percent in scouts and 18 percent in the school's publication.
- The American College Testing Service compared the value of four factors in predicting success after high school. The one yardstick that could be used to predict later success in life was achievement in school activities.

## **THE IMPORTANCE OF ACTIVITIES**

A strong activities program can and should complement a school's academic program. Activities are an integral part of the total curriculum of South Dakota schools. A well-balanced activities program provides the opportunity for physical, social and emotional development complementing intellectual growth.

Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one's school. Interscholastic activities constitute a part of the right kind of "growing up" experiences for students. Participants learn to accept success and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules.

It is the duty of the member schools, through their Activities Association, to maintain the appropriate balance between the academic and activities program offered.

○

**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
BOARD OF DIRECTORS STRATEGIC PLANNING/GOAL SETTING  
WEDNESDAY, AUGUST 26, 2015  
11:00 AM - SDHSAA Office – Pierre, S.D.**

**Note: No Official Action will be taken at this meeting of the Board of Directors, this meeting is for planning and goal-setting purposes for the Association**

1. Call the meeting to order.  
Members Present: Sandy Klatt via telephone , David Planteen, Bud Postma, Moe Ruesink, Roger Bordeaux, Linda Whitney, Wayne Carney, Jason Uttermark, Steve Morford, Jo Auch, Brooks Bowman, John Krogstrand
2. Pledge of Allegiance.
3. Introduction of Board Members – self introductions.
4. Introduction of new Staff Members.
5. Opening Remarks from Chairman.
  - a. Board Meeting protocols and procedures.
    - Review of parliamentary rules, 1<sup>st</sup>/2<sup>nd</sup> readings
    - If it is action dictated in policy manual, 1 reading only. New items or revised items should have 2 readings
  - b. Vision, mission, and beliefs statements.
    - Wayne Carney gave general overview
6. Review 2014 Strategic Planning minutes.
  - Did not go in depth in review
7. Review Board Policy Manual.
  - Did not go in depth in review. Jason advised Board members to read through their manuals
  - Exec Staff and Tech Director sections of policy manual were combined into one section
  - Wayne reviewed meal policy.
  - John suggested we create a more specific credit card policy for auditing purposes
  - Wayne reviewed probation period policy, sick & accrual, termination, hours of work, travel expenses, assistant travel for events
  - Wayne went over Media Policy proposed changes
  - Wayne brought up need for ambulance at state cross country. Add \$400 to State Cross Country Management Fee.
8. Review the Investment Policy Statement.
  - Brad Reinke presented: explained short-term investments vs. long-term investments  
Wants to propose traded/non-traded real estate investment & business development company investments for alternative investments (on hand-out)
  - Brad reviewed SDHSAA operating funds and corporate contributor funds
9. Review the budget adjustments for the 2015-2016 school year.
  - Wayne reviewed budget adjustments
  - John explained line item 4404, Coaches Education, on budget

- Income from this will change from year to year. Course is good for 2 years
  - Sandy wants to drop \$5 additional fee. Drop the cost back to NFHS \$35 fee
- Wayne talked about budget problems with AA tournaments. Explained that staffing fees at SF venue is hard to estimate. SF overstaffed the event, which is why we went over budget. The board expressed concerns over budget issues with venue expenses. We should be able to get more accurate estimates for site costs. John and Wayne explained that fees charged by venues, based off of ticket sales, are the main reason why our costs are difficult to predict for budgeting.
- Line item 6060 should read “6071”
- Discussion over budget line item 4403 – large increase in subscription/postage fee. Sandy Klatt feels that schools were not given notice of the fee that was imposed on them. Steve Morford said Spearfish was aware and budgeted for it. He feels if schools were unaware, it is because they were not paying attention. Wayne explained that all of the information from board meeting regarding the questionable line items is in the meeting minutes and is available to the public after the SDHSAA Board of Directors gets a chance to review the minutes and recommend changes, additions, clarifications.
  - Issue was deferred by Jason Uttermark as it is on the agenda, item 15

10. Review 2014-2015 Audit Report.

- John gave summary of GOAC items discussed with auditors. Taxable income, credit card statements

11. Present monthly finance report to the board.

- Skipped...to be visited tomorrow

12. Update from executive staff regarding Denny Sanford Premier Center expense/revenues.

13. Review state tournament ticket prices.

- John reviewed changes in ticket prices. This information was presented at the last board meeting

14. Update on corporate contracts/extensions.

- Wayne presented on extending corporate contracts.

15. Review SDHSAA Foundation mission with updates on Foundation.

- Wayne gave update on foundation. Vision for the future. How do we get funds to 4 or 5 million
- Jason Uttermark commented on his support of foundations but feels that it should be privately funded, not tax payer funded or forced fees on patrons to fund it
- John suggested adding fees to sub-state events that would come back to the association and eliminate all sdhsaa participation fees to schools
- It was recommended that we ask our corporate sponsors where they would like their money to go.

16. Review of first year for Site Selection Committee.

- Linda Whitney reported on the site selection committee meeting.
- Legislature was receptive of site selection process after it was explained to them

17. Review SDHSAA Constitutional revisions for 2015-2016.

- Wayne suggested that the board split the constitution into sections for them to each review specific sections
- John suggested making eligibility section more user-friendly.
- John also suggested

- Sandy expressed concerns for students in fall sports who need to appeal a decision not being able to appeal to the board before the fall sport season is finished. After short discussion and explanation, Sandy was satisfied.

18. NFHS Summer Meeting reports from those who attended.

- Moved to tomorrow

19. Executive staff and Board Member comments, concerns or suggestions including update on Legislative Summer Study.

- John commented on Summer Study and transgender discussions with legislature. Legislature suggested putting SDHSAA into a state agency. John has concerns about this happening and hindering our ability to serve our member schools.
- Jo commented on continuing with our transparency with the public and our member schools.
- Sandy visited with Congressman Hunt. The legislature feels that the SDHSAA is its own agency and needs to become a state agency. Sandy suggested to Mr. Hunt that we create a legislative liaison. She also spoke with him on the transgender policy. Sandy agrees with Mr. Hunt that we should use birth certificate identification as way to assign students to teams, locker rooms, rest rooms. Sandy expressed concerns over differential treatment of transgender students from regular school day and after school activities.
- Steve is not in support of a legislative take-over of the SDHSAA
- Jason wants to make existing transgender policy better. Is in support of legislature creating a policy that we will then follow.
- Linda thinks we need to continue to make improvements in our transparency with the public.
- Roger feels that we will be even more over-regulated if the legislature takes over. He would prefer that the SDHSAA move further away from the state legislature. Several Indian schools are looking into creating a post-season event. Discussions have started, but nothing definitive yet.
- Moe is new and still learning and gathering info from others to be able to form his own opinions
- Bud
- David
- Wayne says “you can not be everything to everybody”. He feels it would be a mistake to get rid of our transgender policy. Wayne would like the board to tell us what kind of proposals they would like to see in November. He is also looking for suggestions to take to the foundation.

20. Revisit vision, mission, and beliefs statements, SWOT process, and set goals for 2015-2016.

- John discussed SWOT and having board members setting goals for improvements.
- Jason discussed strengths: SDHSAA staff and board members are a strength. How we run our state events is a strength. (John is taking good notes on this, so we will collaborate on this item)

21. In-season-out of season rule discussion—Linda Whitney.

- Linda talked about altering the wording of the In-Season/Out of Season rule in order to limit days of restrictive practice time for all member schools

22. NFHS Network—SDPB.

- Larry Rorher spoke about discussions he has had with NFHS concerning NFHS Network. Discussions have become very few to none over the past year.

- SDPB broadcasts all Athletic and Fine Arts events, so SD does not have a need to utilize the NFHS Network
- Wayne encouraged Board members to review NFHS Network info. We will discuss it further at November meeting

23. Adjourn.

5:36 adjourn

Sincerely,

*Jason Uttermark*

Jason Uttermark  
Chairman of the SDHSAA Executive Board

w/minutes/2015-16/August 26, 2015—Strategic Planning



## **SDHSAA APPAREL POLICY FOR BOARD OF DIRECTORS AND STAFF**

### **I. BOARD OF DIRECTORS AND STAFF BLAZER POLICY**

#### **Regular and Special Meetings:**

- ❖ Two day meetings:   First day - Black blazer  
                                  Second day - Business suit/sport coat  
                                  June meeting - Attire is dressy casual
  
- ❖ One day meetings:    Black blazer
  
- ❖ Presentation of awards at state events held inside: Black Blazer
  
- ❖ Presentation of awards at state events held outside: SDHSAA jacket/wind shirt, sweater, or polo shirt
  
- ❖ Attendance at All-State Chorus & Orchestra and All-State Music events: Black Blazer

### **II. SDHSAA APPAREL PURCHASING POLICY**

#### **A. BOARD OF DIRECTORS:**

*First year issue*—blazer and other apparel – Total of \$320.00

*Third year issue*—total of \$95.00

#### **B. EXECUTIVE STAFF AND TECHNOLOGY DIRECTOR:**

*Original issue*—blazer and other apparel -Total of \$320.00

*Thereafter*—blazer as needed and \$200.00 annually for other association apparel

#### **C. ADMINSTRATIVE ASSISTANTS:**

*Annually*--\$170.00

Additional apparel may be purchased by any of the individuals; SDHSAA will pay a maximum of \$15.00 per logo for embroidery and shipping.

### **2016-2017 BOARD OF DIRECTORS CLOTHING ALLOWANCE:**

- Jim Aisenbrey           \$320.00
- Sandy Klatt             \$95.00

## **POLICIES FOR BOARD OF DIRECTORS**

### **2016-2017 MEETINGS**

Six regular meetings and one annual meeting are scheduled for the 2016-2017 school year. Special meetings may be called as deemed necessary by the Chairman.

**NOTE:** All times listed are central time.

#### **WEDNESDAY-THURSDAY, AUGUST 24-25, 2016 – PIERRE, SD**

- Arrive on Wednesday, August 24, 2016, with room reservations at the AmericInn in Ft. Pierre for Wednesday, August 24, 2016.
- Board Goal Setting Meeting at 10:30 a.m. on Wednesday, August 24, 2016. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Board dinner—5:30 p.m. on Wednesday, August 24, 2016, at Drifters in Ft. Pierre
- Regular meeting agenda to begin at 8:00 a.m. on Thursday, August 25, 2016. Meeting to be held at the SDHSAA Office Building located at 804 North Euclid, Pierre, SD.
- Depart on Thursday, August 25, 2016.

#### **WEDNESDAY, NOVEMBER 2, 2016 – Pierre, SD**

- Arrive on Tuesday, November 1, 2016, with room reservations at the AmericInn.
- Meeting held at the SDHSAA office building.
- Regular meeting agenda begins at 10:30 a.m.
- Departure on November 2, 2016.

#### **WEDNESDAY, JANUARY 11, 2017 – PIERRE, SD**

- Arrive on January 10, 2017, with room reservations at the AmericInn.
- Meeting held at the SDHSAA office building.
- Regular meeting agenda begins at 9:00 a.m. on January 11, 2017.
- Departure on January 11, 2017.

#### **WEDNESDAY, MARCH 1, 2017 – PIERRE, SD**

- Arrive the evening of February 28, 2017, with room reservations at the AmericInn.
- Meeting held at the SDHSAA office building.
- Regular meeting agenda begins at 10:30 a.m. on March 1, 2017.
- Departure on March 1, 2017.

#### **TUESDAY AND WEDNESDAY, APRIL 18-19, 2017 – PIERRE, SD**

- Arrive on April 17, 2017, with room reservations at the AmericInn.
- Regular Meeting held at the T.F. Riggs High School beginning at 9:00 a.m. on April 18 2017.
- Annual meeting begins at 2:00 p.m. at T.F. Riggs High School on April 18, 2017.
- Regular meeting, if needed, continues at 8:30 a.m. at the SDHSAA Office Building on April 19, 2017.
- Departure on April 19, 2017.

**WEDNESDAY AND THURSDAY, JUNE 7-8, 2017 – PIERRE, SD**

- Arrive on June 7, 2017, with room reservations at the AmericInn. Board dinner, with guests, at 6:00 p.m. on Wednesday, June 7, 2017.
- Regular Meeting held at the SDHSAA office building beginning at 8:30 a.m. on June 8, 2017.
- Departure on June 8, 2017.

## 2016-17 SDHSAA BOARD OF DIRECTORS MEETINGS

MEETING DATES	MEETING SITE	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/DbL.
August 24-25, 2016	SDHSAA Office Building	AmericInn, Ft. Pierre (Aug. 24)	\$89.00
November 2, 2016	SDHSAA Office Building	AmericInn, Ft. Pierre (Nov. 1)	\$89.00
January 11, 2017	SDHSAA Office Building	AmericInn, Ft. Pierre (Jan. 10)	\$89.00
March 1, 2017	SDHSAA Office Building	AmericInn, Ft. Pierre (Feb. 28)	\$89.00
April 18-19, 2017	T.F. Riggs/SDHSAA Office Building	AmericInn, Ft. Pierre (April 17-18)	\$89.00
June 7-8, 2017	SDHSAA Office Building	AmericInn, Ft. Pierre (June 7)	\$89.00

## BOARD OF DIRECTORS RESERVATIONS FOR 2016-2017 EVENTS

DATE OF RESERVATION	EVENT	MOTEL/HOTEL ROOM RESERVATIONS	RATES Single/DbL.
October 2-3, 2016	Boys' "A" Golf	Rapid City - Ramkota	55.00
October 2-3, 2016	Boys' "AA" Golf	Aberdeen - Ramkota	109.99
October 5-8, 2016	Girls' Tennis	Rapid City - Ramkota	55.00
October 7-8, 2016	State Soccer	Sioux Falls - Holiday Inn Express	89.00
October 21, 2016	State Cross Country Meet	Huron - Crossroads Hotel	State Rate
October 21, 2016	Competitive Cheer & Dance	Aberdeen - Ramkota	109.99
October 29, 2016	All-State Chorus & Orchestra	Sioux Falls - Sheraton	106.00
November 9-12, 2016	State Football Play-Offs	Vermillion - Prairie Inn	80.99 (1)-92.99 (4)
November 16-19, 2016	Class B Volleyball	Huron - Crossroads Hotel	State Rate
November 16-19, 2016	Class A Volleyball	Watertown - Ramkota	91.99
November 16-19, 2016	Class AA Volleyball	Brookings - Days Inn	99.00
December 2-3, 2016	State Oral Interp Festival	Sioux Falls - HI Express-Southwest	89.00
February 2-4, 2017	State One-Act Play Festival	Aberdeen - Hampton Inn	104.00
February 9-11, 2017	State Gymnastics Meet	Aberdeen - Towne Place Suites	109.00
February 23-25, 2017	State "B" Wrestling	Sioux Falls - Sheraton	119.00
February 23-25, 2017	State "A" Wrestling	Sioux Falls - Sheraton	119.00
March 3-4, 2017	State Debate and IE	Mitchell - Hampton	89.00
March 8-11, 2017	State Girls' "B" Basketball	Huron - Crossroads Hotel	State Rate
March 8-11, 2017	State Girls' "A" Basketball	Brookings - Days Inn	99.00
March 15-18, 2017	State Girls' "AA" Basketball	Rapid City - Ramkota	55.00/89.99
March 15-18, 2017	State Boys' "B" Basketball	Aberdeen - Ramkota	119.99
March 15-18, 2017	State Boys' "A" Basketball	Sioux Falls - Sheraton	109.00
March 15-18, 2017	State Boys' "AA" Basketball	Rapid City - Ramkota	55.00/89.99
March 25, 2017	All-State Band	SF - Holiday Inn Express	89.00
April 8, 2017	State Show Choir	Aberdeen - Hampton Inn	104.00
May 6, 2017	All-State Jazz Band	Aberdeen - Hampton Inn	104.00
May 17-20, 2017	State Boys' Tennis Tournament	Sioux Falls - Holiday Inn Express	89.00
May 25-27, 2017	State Track & Field	Sioux Falls - Sheraton	109.00
June 4-5, 2017	State Boys' & Girls' "B" Golf	Sioux Falls - Holiday Inn Express	89.00
June 4-5, 2017	State Girls' "A" Golf	Sioux Falls - Holiday Inn Express	89.00
June 4-5, 2017	State Girls' "AA" Golf	Huron - Crossroads Inn	State Rate

## II. BOARD OF DIRECTORS EXPENSES

Expenses for the Board of Directors members attending meetings or other authorized Association events shall be paid according to the following schedule:

1. **Transportation:** For each car driven, reimbursement will be paid according to current state rate allowable rate per mile traveled to, during and from the site of the meeting or event. The rate paid to the Board of Directors will automatically increase to the current state rate to coincide with the SDHSAA's fiscal year, beginning July 1. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available.

2. **\*Meals:** In-State: Breakfast - \$9.00; Lunch-\$13.00; Dinner-\$16.00  
Out-of-State: TBD as per current IRS allowable rates.

**Note:** There will not be any allowances for spouse meals unless previously announced or pursuant to the policy set forth in #7 below.

\*Meals reimbursed without an overnight stay shall be reported as taxable income.

### Meals (In State and Out of State)

#### When leaving before

5:31 a.m.

11:31 a.m.

5:31 p.m.

#### When returning after

7:59 a.m.

12:59 p.m.

7:59 p.m.

3. **Lodging:** Reimbursement of lodging will also include spouse for all Association events and functions. Since the SDHSAA must guarantee room occupancy, **each board member is individually responsible to telephone the motel/hotel and cancel the reservation for the date(s) that a sleeping room is not required.** Prior notification must be made to the SDHSAA office if not staying at the SDHSAA contracted motel/hotel. If not staying at the SDHSAA contracted motel/hotel, the board member will be reimbursed up to the contracted dollar amount of the SDHSAA contracted motel/hotel or the actual cost of the motel/hotel room as per the room receipt, whichever is less. Each board member will be guaranteed one (1) reserved room---additional room(s) must be secured by each individual board member.
4. **Gratuities:** Six dollars per day for gratuities when in-state.  
Gratuities TBD when out-of-state—not to exceed allowable IRS rates.
5. **Expense vouchers:** All expense vouchers relating to Association events/business (board meetings, state events, summer meeting, etc.) **shall be turned in for payment within two weeks of the event/business for reimbursement.** Vouchers not turned in within the two week period will not be reimbursed.
6. **Stipend:** Board of Education members serving on the SDHSAA Board of Directors shall be paid a \$75 stipend per day for attendance at SDHSAA Board of Director meetings.
7. During the June Board of Directors meeting, the executive director shall make arrangements for dinner with spouses and invited guests.

## III. NATIONAL FEDERATION CONVENTION

- A. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with board members, staff members, spouses, and others as invited guests.

- B. Airfare will be paid for each board member attending the summer meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current IRS rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.

**NOTE:** members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round trip ticket should be based on the cost of a ticket from Pierre as of May 15th of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Car rental	Gas	Parking fee
Registration form	Hotel	Shuttle/cab	

- C. When a board member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- D. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- E. When part or all of the travel is by car, mileage, garage rental or airport parking space rental will be reimbursed at actual cost.
- F. Effective the 2013 NFHS Summer Meeting, board members will have the option of attending three (3) NFHS Summer Meetings during their tenure on the Board of Directors. Board members going off the Board following the June Meeting of the Board of Directors shall not attend the NFHS Summer Meeting at the expense of the Association.
- G. Miscellaneous travel expenses TBD on a yearly basis.

**IV. LIABILITY INSURANCE**

- A. Board of Directors members are covered by this policy. Coverage includes:
  - 1) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or control.
  - 2) Property damage liability at events under the Association's jurisdiction, sponsorship and control.
  - 3) Auto Liability Insurance of secondary coverage in the amount of \$1,000,000 when driving personal car for Association business.
  - 4) Accidental Death/Trip Insurance \$250,000.

**V. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS**

Each Board of Directors member shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. The issuance of complimentary tickets/passes is contingent on the Board of Directors member actually attending the event. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

## **VI. OFFICER INDEMNIFICATION POLICY OF THE SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

**Section 1:** The South Dakota High School Activities Association (hereinafter, the "Association" or the "SDHSAA") shall indemnify, protect and hold harmless any person who was or is a party or is threatened to be made a party to any pending, completed or threatened action, suit or proceeding, whether civil, criminal, administrative, legislative or investigative (other than an action against said person by or on behalf of the Association) by reason of the fact that he/she is or was a board member, officer or employee serving as a member of the SDHSAA executive staff against all expenses (including attorney fees), judgments, fines and amounts paid or to be paid in settlement, actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful. The termination of any such action, suit or proceeding by judgment, order, settlement, conviction, or probation upon a plea of nolo contendere or its equivalent, shall not, of itself, create any presumption or inference that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

**Section 2:** Any expenses (including attorney fees) incurred in defending such action, suit or proceeding may be paid by the Association in advance of the final disposition of such action, suit or proceeding upon receipt of a written agreement by or on behalf of the person seeking indemnity to repay such amount or amounts if it shall ultimately be determined that he/she is not entitled to be indemnified by the Association as authorized above.

**Section 3:** The indemnification provided above shall not be deemed exclusive of any other legal rights to which those seeking indemnity may be entitled under any policy of insurance, other agreement or provision of law, and shall continue as to a person who has ceased to be a board member, director, officer or employee serving as a member of the SDHSAA executive staff and shall inure to the benefit of the heirs, executors and administrators of such person.

**Section 4:** The Association may purchase and maintain insurance on behalf of any person entitled to indemnity hereunder, but no retention or deductible amounts contained in any policy of insurance shall impair or restrict the full right of indemnity provided herein.

**Section 5:** This indemnification policy shall be effective for all acts and/or omissions occurring on or after its adoption by the SDHSAA Board of Directors, and shall remain in effect until amended or terminated by resolution of the SDHSAA Board of Directors. Provided, however, no subsequent amendment or termination of this indemnification policy shall impair or restrict the rights of any person entitled to indemnity hereunder for acts or occurrences prior to the adoption of any resolution amending or terminating this indemnification policy.

## **VII. AWARD PROCEDURE TO BE FOLLOWED AT SDHSAA STATE CONTESTS & TOURNAMENTS**

- 1) Corporate partners, if attending the awards ceremony, shall each be represented at the ceremony by only one individual.
- 2) The SDHSAA would ask that the individuals representing corporate partners shall be dressed appropriately for a state contest awards ceremony.
  - A. SDHSAA policy stipulates that:
    - At all indoors awards ceremonies involving the championship series of awards or

any award presentation in the evening, the SDHSAA staff members and members of the Board of Directors, shall wear black blazers.

- At all indoor non-championship series awards and all outdoors awards ceremonies (including the football championships), SDHSAA staff members and members of the Board of Directors shall wear SDHSAA sweaters, jackets or SDHSAA shirts.

B. The SDHSAA would ask that corporate partner participants adhere to the following guidelines during awards ceremonies:

- At all indoor awards ceremonies involving the championship series of awards or any award presentation in the evening, the corporate presenters should be dressed in a sport coat or dressy casual (no polo shirts, etc.)
- At all indoor non-championship series awards and all outdoors award ceremonies (including the football championships), apparel such as polo shirts, sweaters, etc., are appropriate.

3) At their January 12-13, 2000 meeting, the SDHSAA Board of Directors adopted the following policy for awards ceremony procedure involving SDHSAA Board of Directors (and/or SDHSAA staff) and all corporate partners:

- A. Board of Directors (or staff) will hand out individual awards with the representatives of the corporate partners shaking the hand of each recipient.
- B. During the presentation of team awards, the Board of Directors (or staff) will first greet and congratulate the head coach followed by the presentation of the team award by a representative of corporate partners.
- C. Corporate representatives will alternate in the presentation of the team awards.

### **VIII. LIFETIME PASS**

During the March 4, 2009, meeting of the Board of Directors, it was moved by Bryan Brewer, seconded by Doug Schooley, and passed unanimously to provide lifetime passes to all former members of the Board of Directors. The lifetime pass grants the cardholder whose name appears on the pass, along with a guest, the privilege of attending all SDHSAA sponsored state events free of charge. This pass does not provide the cardholder, or their guest, with a reserved seat, only admission to the facility. The lifetime pass shall not be honored at district or region contests held throughout the school year.



**POLICIES FOR EXECUTIVE STAFF and TECHNOLOGY DIRECTOR**  
**(Identified in this section as “Executive Staff”)**

**Executive Director and Assistant Executive Directors**

**I. EMPLOYMENT OF STAFF**

- A. An Executive Staff position is one which requires the employee to work directly with secondary school administrators, athletic directors, boys/girls athletic coaches, music, speech, journalism and student council director’s et.al. in matters related to member school athletic and non-athletic programs.
- B. Whenever an Executive Staff position is open, the Executive Director is to notify the Board of Directors of the opening. All vacancies shall be advertised to the SDHSAA membership and other appropriate parties.
- C. Each applicant will be considered on his/her own merit as a condition of employment, and will not be discriminated against because of race, creed, color, age, sex, gender identity, or physical handicap.
- D. The appointment of the Executive Director and Assistant Executive Directors shall be the responsibility of the Board of Directors.

**II. EXECUTIVE STAFF CONTRACTS**

- A. Contracts shall be for one year.
- B. New contracts may be issued prior to the expiration date of existing contracts. The effective dates of the new contract will coincide with the SDHSAA fiscal year. (July 1 - June 30).
- C. Contracts for employment of Executive Staff members shall have terminal dates consistent with the fiscal year and shall be binding upon both parties, except by mutual consent, and the term of the contract, subject to the provisions of resignation, dismissal, and/or retirement policies.

**III. DISMISSAL PROCEDURE**

- A. An Executive Staff member may be dismissed immediately for plain violation of contract, gross incompetence, immorality, insubordination, or conduct unbecoming an employee of the SDHSAA. Reason/s for dismissal is to be presented to the Executive Staff member in written form.
- B. Executive Staff members shall have the right to reply to such charges in a hearing. Said hearing shall be in closed session before the Board of Directors. The employee may be represented by legal counsel of his/her choice.

**IV. OFFICE HOURS**

- A. Regular office hours shall be Monday through Friday, 7:30 a.m. to 4:30 p.m. exclusive of paid holidays. Staff members are entitled to a one-hour lunch break. These hours pertain to the months of September through May.
- B. From Monday of week 49 (June 5, 2017) to Friday of week 4 (July 28, 2017), the regular office hours shall be Monday through Wednesday, 7:00 a.m. to 4:30 p.m. and Thursday, 7:00 a.m. to 3:30 p.m. The office will be closed on Fridays. Starting Monday of week 5 (July 31, 2017) through Friday of week 7 (August 18, 2017) office hours will be 8:00 a.m. to 4:00 p.m.

Starting Monday of week 8 (August 21, 2017) office hours will be 7:30 a.m. to 4:30 p.m. Any executive staff position of the association is not designed to be related in any way to a so-called 40-hour week. A staff member, some more than others, is required by the nature of the position to work without regard to hours, including evenings and Saturdays and Sundays at various times of the year, depending upon the particular demands of the job at that time. In recognition of the nature of the staff member's responsibilities, reasonable executive privileges are extended. Executive staff personnel are considered to be exempt employees insofar as the Fair Labor Standards Act (FLSA) is concerned because of the rationale cited above.

## **V. FISCAL YEAR**

July 1 through June 30. All salaries, leaves, vacations, etc. shall be arranged in respect to the fiscal year.

## **VI. PAY DAYS**

Staff members are paid on the 25th day of each month. If the 25th falls on a weekend, holiday, or State event (for personnel attending the event) the payday will be moved up accordingly.

## **VII. SALARIES**

The Board of Directors shall annually determine salary adjustments.

## **VIII. MOVING STIPEND**

Following Board action of April 15-16, 2008: A moving stipend, to be determined by the Board of Directors, shall be granted to any new executive staff member upon approval of their contract.

## **IX. INSURANCE**

- A. Effective July 1, 2016, Wellmark Blue Cross Blue Shield Group Health Plan will provide two plan choices. Plan choice #1 will have a \$500 deductible with an 80/20 co-insurance until the member meets a maximum out of pocket of \$1000. This plan comes with a prescription rider where the member will pay \$5 tier 1, \$35 tier 2, \$70 tier 3, or 50% of specialty prescriptions medications. Plan choice #2 will have a \$2000 single deductible or \$4000 family deductible with no co-insurance. Prescription medications will apply to the deductible for plan #2.
- B. Assistant executive staff shall receive full family health insurance paid by the Association. Assistant executive staff may choose the current Premier Plan or the HSA plan. Those choosing family coverage on an HSA plan will receive an employer contribution of \$2000.00 to their HSA on or about July 25<sup>th</sup>, 2016, and another \$2000.00 on or about January 25, 2017.
- C. As per Board action of June 9-10, 2009, minutes page 11: Full family health insurance coverage shall be extended to the executive director.
- D. All employees must be enrolled in a health plan either sponsored by the Association or a qualified plan by the spouse's employer. (June 4-5, 2001)
- E. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.
- F. National Casualty Company (General Liability, Excess Liability)
  1. Staff members are covered by these policies. Coverage includes any suit brought by a third party for:
    - a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or Directors;

- b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
- c) Advertising injury liability;
- d) Libel or slander.

#### G. Automobile

1. Executive staff members shall furnish their automobile for Association travel related duties and responsibilities. In instances where corporate vehicles are furnished, executive staff members shall drive corporate vehicles for all related Association duties and responsibilities. Allowances will be allowed for related travel to and from SDHSAA office building. The Association will be responsible for all fuel consumed by corporate sponsored vehicles.
2. Association Automobiles: The Association may provide automobiles to executive staff. Personal mileage shall be limited to commuting and de minimis mileage. Staff shall keep mileage logs detailing personal and business mileage for each calendar year. Personal mileage will be considered additional compensation based on IRS regulations, and added to each employee's W-2 for the year.
3. Auto Liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal or corporate car for Association business.
4. The rate paid staff will automatically increase to the mileage rate set by the State of South Dakota.

#### X. RETIREMENT

- A. Effective FY 2003-2004, the SDHSAA will become a member of the South Dakota Retirement System.
- B. Employees may continue to contribute to their 403 (b) plan up to the federally mandated maximum amount.
- C. It was voted during the April 10-11, 2001, meeting of the Board of Directors that Marlyn Goldhammer shall receive \$400.00 per month for the rest of his life to purchase supplemental medical insurance. This benefit will go into effect July 1, 2001. This stipend will be reported to the Internal Revenue Service on Form 1099.

#### XI. EXECUTIVE STAFF EXPENSES

- A. **Transportation:** For each personal car driven, reimbursement will be paid according to current state of South Dakota allowable rate per mile traveled to, during and from the site of the meeting or event. If corporate vehicles are driven, no reimbursement will be paid. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available.
- B. **\*Meals:** In-State: Breakfast \$9.00; Lunch \$13.00; Dinner \$16.00, or actual expenses.  
Out-of-State Rates: TBD as per current IRS allowable rates.
  - \* Meals reimbursed without an overnight stay shall be reported as taxable income.
  - \* Meals incurred while driving to or returning from SDHSAA work related travel shall be reimbursed at in-state or out-of-state rates.
  - \* Meals purchased for corporate partners, Board of Control, or other Association partners, shall be reimbursed at actual expense and are allowable on SDHSAA approved credit cards.

Meals (In State and Out of State)

<u>When leaving before</u>	<u>When returning after</u>
5:31 a.m.	7:59 a.m.
11:31 a.m.	12:59 p.m.
5:31 p.m.	7:59 p.m.

- C. **Lodging:** Reimbursement of lodging will also include spouse for all Association events and functions.
- D. **Gratuities:** Six dollars per day for gratuities when in-state  
Gratuities TBD when out-of-state—not to exceed allowable IRS rates
- E. **Incidental Expenses:** Incidental expenses as approved by the Executive Director will be reimbursed at actual cost with proper documentation, and are allowable on the SDHSAA approved credit cards.

**XII. NATIONAL FEDERATION MEETINGS/CONVENTIONS:**

- A. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with Board members, staff members, spouses, and others as invited guests.
- B. Airfare will be paid for each executive staff member and board member attending the Summer Meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current IRS rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.

**NOTE:** members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round trip ticket should be based on the cost of a ticket from Pierre as of May 1<sup>st</sup> of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Rental car	Gas	Parking fee
Hotel	Registration form	Shuttle/cab	

- C. When an executive staff member or board member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- D. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- E. When part or all of the travel is by car, mileage, garage rental or airport parking space rental will be reimbursed at actual cost.
- F. Miscellaneous travel expenses TBD on a yearly basis.

**XIII. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS**

Each executive staff member shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

## **XIV.OFFICER INDEMNIFICATION POLICY**

Refer to Part VI, Page 7 of this manual.

## **XV. HOLIDAYS AND LEAVE**

### **A. Paid Holidays**

1. When the following regularly observed national or state holidays fall during the workweek (Monday through Friday) the SDHSAA office will be closed. If one of the recognized holidays falls on a Saturday, the office will be closed the preceding Friday. If one of the recognized holidays falls on a Sunday, the office will be closed the following Monday.

Independence Day	Monday, July 4, 2016
Labor Day	1st Monday in September, September 5, 2016
Native American's Day	2nd Monday in October, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving recess	4th Thursday and Friday in November, November 24-25, 2016
Christmas and New Year's	The office will be closed at the end of the work day on Thursday, December 22, 2016, and will re-open on Tuesday, January 3, 2017
Martin Luther King Day	3rd Monday in January—January 16, 2017
Presidents' Day	3rd Monday in February—February 20, 2017
Good Friday	Friday before Easter—April 14, 2017
Easter Monday	Monday following Easter—April 17, 2017
Memorial Day	Last Monday in May—May 29, 2017

2. Holidays do not rate priority over job responsibilities; therefore, staff members are entitled to a different day off in the event their job responsibilities prevent normal observance of a paid holiday.

### **B. Sick Leave**

1. An employee may use accumulated sick leave for personal or immediate family illness or injury; for medical, dental, optical consultation or treatment; or for quarantine. (For immediate family definitions see page 15, letter G, #2, or page 31, letter H, #2).
2. All contracted executive staff members shall be granted sick leave credit at the rate of 12 days per year.
3. The employee shall be permitted to accumulate unused sick leave without limit.
4. No sick leave shall be allowed after termination of employment.
5. The amount of accumulated sick leave at the time when the illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
6. A staff member's daily pay will be deducted for each day absent after accumulated sick leave has expired. Sick leave will be granted and recorded on an hourly basis. Each employee shall be given an annual notice of unused sick leave. Daily pay shall be determined by dividing annual salary by 260.
7. Reimbursement of Unused Sick Leave
  - a) After ten full years of continuous service of employment, all full-time employees

shall be eligible for reimbursement for unused sick leave when the employee leaves or retires.

- b) Formula - Current base pay X a maximum of fifty (50) days of unused sick leave.
- c) Base pay shall be computed by dividing the current year's salary by two hundred and sixty days per year.

**NOTE:** By Board action of April 15-16, 2008, page 12 minutes: "The Board feels that employees should not be reimbursed for unused sick leave, thus the current policy will not apply to employees whose initial employment is after June 30, 2008. All current employees will be grandfathered in to the sick leave policy." Current executive staff employees include: Wayne Carney.

#### C. Vacation/Annual Leave

- 1. Contracted staff members shall be granted a paid vacation.
- 2. Annual leave is accrued monthly, with a maximum amount of accrual equal to twice the annual rate. When an employee reaches the maximum amount, they must take some time off or forfeit the amount that exceeds the limit allowed.
- 3. A paid holiday falling within the vacation period will not be counted as part of the vacation. Staff members may add such day to the total vacation days to which they are entitled.

- 4. Vacation leave will be accrued on the following basis:

Length of Service	Earned Vacation Time
First year	12 Work Days
From 2 to 6 years of continuous service	15 Work Days
Year 7 and over	20 Work Days

An employee will advance to the next tier of vacation leave according to their anniversary date. If the anniversary date falls from the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of that month. If the anniversary date falls on the 16<sup>th</sup> through the 31<sup>st</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of the following month.

- 5. Vacation must be scheduled with consideration to job responsibilities. Vacations for the Assistant Executive Directors shall be approved by the Executive Director.
- 6. Earned vacation must be used within twenty-four months following completion of the contracted year that said vacation was earned.
- 7. Reimbursement of unused vacation leave:
  - a) Executive staff personnel shall be eligible for reimbursement up to the maximum allowed by current unused vacation leave policy.
  - b) Base pay shall be computed by dividing the current annual salary by 260 days.
  - c) Formula -Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

#### D. Parental Leave:

- 1. During the time that an employee is physically disabled due to childbirth and/or complications thereof, she shall be able to use sick leave based upon a Doctor's certification of the days actually disabled. (See form at end of the Policy Manual.)
- 2. Parental leave, without pay, shall be granted up to a maximum of three months provided the

request is made in advance of the childbirth or adoption. (See form at end of the Policy Manual.)

E. Personal Leave:

1. Each contracted staff member may be granted up to one day, non-accumulated personal leave during any fiscal year. Personal leave shall be used for compelling personal reasons only and shall not be subtracted where other leave is provided.
2. Requested personal leave by Assistant Executive Directors shall be approved by the Executive Director. Personal leave of the Executive Director shall be approved by the Chairman of the Board of Directors.

F. Bereavement Leave:

1. Bereavement leave may be granted for necessary absence due to death, at the discretion of the Executive Director. Bereavement leave does not accumulate from year to year.

G. Emergency Leave for Family Illness:

1. Emergency Leave:
  - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.
2. Immediate Family:
  - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. Immediate family to also include members of non-traditional family (step-mother, step-father, etc.)
3. Excused Absences with Pay:
  - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.
4. Duration of Emergency Leave:
  - a) In-State: Up to three working days subject to the approval of the Executive Director.
  - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
5. Additional Time:
  - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
    - (1) May use the one day of personal leave subject to the approval of the Executive Director.
    - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
    - (3) The employee may use earned vacation days subject to the approval of the Executive Director.
6. Excused Absences without Pay:

Payroll deductions will be triggered after all of the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.

H. Other Leaves:

- a) Leave shall be granted for jury duty.

## **XVI. SEPARATION PAY POLICY**

Separation pay benefit is available to any employee who has worked for the Association in accordance with the following:

1. Employee must be at least 55 years of age and has not yet reached their 69<sup>th</sup> birthday.
2. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period.
3. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period.
4. An employee who has been employed by the Association for at least twenty five (25) years will be eligible for 100% of their final salary payable over a three (3) year period.
5. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made following January 1 and prior to February 28 the following two years.

A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date.

In the event the employee entitled to the separation pay policy benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the comptroller. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

### **Contract dates for current employees eligible for separation pay:**

Wayne Carney: July 1, 2001  
Jo Auch: July 1, 2008  
Aaron Magnuson: September 15, 2008  
John Krogstrand July 1, 2012  
Brooks Bowman: July 27, 2015



## **POLICIES FOR ADMINISTRATIVE ASSISTANTS**

For the purpose of encouraging good labor relations, the Board of Directors makes the following provisions which apply to full-time administrative assistants.

### **I. STAFFING**

- A. Board of Directors shall determine the number of full-time administrative assistants.
- B. Contracts of employment are not issued for administrative assistants. At all times, including after successful completion of the probation period, employment with SDHSAA is considered to be at-will, and the employment relationship may be terminated at any time for any lawful reason.

### **II. PROBATION PERIOD**

The first 6 months of employment of all new employees shall be a probationary period, which shall consist of 6-months of continuous service. Performance reviews will be conducted after the first 3-months and at the conclusion of 6-months of employment. At the conclusion of the 6-month probation period, the Executive Director shall determine whether the employment will continue beyond the probation period. Completion of the probation period does not confer additional employment rights to the employee. Nothing in this section precludes termination of employment for any lawful reason prior to the completion of the probation period.

### **III. SICK AND ANNUAL LEAVE ACCRUAL**

Sick leave and annual leave as outlined below will begin as follows:

1. Sick leave will begin to accrue on day one of service, but will not appear on the leave reports until after the first pay period. Sick leave cannot be taken until the completion of a 6-month probationary period.
2. Annual leave will begin to accrue on day one of service, but will not appear on the leave reports until after the first pay period. Annual leave cannot be taken until the completion of the 6-month probationary period.
3. Exceptions to the above may be granted at the discretion of the Executive Director.

### **IV. TERMINATION**

- A. If an employee wishes to terminate her/his employment, she/he shall give two weeks written notice.
- B. An administrative assistant may be dismissed immediately and at any time for any reason, including but not limited to gross incompetence, immorality, insubordination, or conduct unbecoming an employee of the SDHSAA. For an employee no longer in the probation period, reason(s) for dismissal will be presented to the administrative assistant in written form.
- C. Administrative assistants dismissed who are not in the probation period have the right to reply to the reasons given for the dismissal in a hearing. Said hearing shall be in closed session before the Board of Directors. The employee may be represented by legal counsel of his/her choice.

### **V. OFFICE HOURS**

- A. August 22, 2016, to June 2, 2017 - 7:30 a.m. to 4:30 p.m., Monday through Friday.

- B. From Monday of week 49 (June 5, 2017) to Friday of week 4 (July 28, 2017), the regular office hours shall be Monday through Wednesday, 7:00 a.m. to 4:30 p.m. and Thursday, 7:00 a.m. to 3:30 p.m. The office will be closed on Fridays. Starting Monday of week 5 (July 31, 2017) through Friday of week 7 (August 18, 2017) office hours will be 8:00 a.m. to 4:00 p.m. Starting Monday of week 8 (August 21, 2017) office hours will be 7:30 a.m. to 4:30 p.m.
- C. In addition to the above, flextime may be granted to administrative assistants, subject to the approval of the Executive Director, in order to attend family functions/activities. Flextime cannot exceed 1 hour per request, nor can more than 30 minutes of an employee's lunch hour be used. The employee may flex hours for the day that the flextime was granted. As an example, an employee could work, with prior approval, 30 minutes prior to the regular work day and 30 minutes of his/her lunch break and leave work one hour early. This type of flextime is applicable to the months of September through May.
- D. Time sheets shall be kept and monitored for all administrative assistants. The time sheet shall document the workday requirements as set forth in section VI, page 26, Hours of Work. Time sheets shall also document all authorized overtime hours.
- E. The office will be open on Saturday and Sunday only when deemed necessary by the Executive Director.

## **VI. FISCAL YEAR**

July 1 to June 30. All salaries, leaves, vacations, etc. shall be arranged in respect to the fiscal year.

## **VII. HOURS OF WORK**

- A. All administrative assistants shall work hours as described in Section V (A-B), pages 17-18. The lunch hour shall not be counted as part of the eight hours when working 7:30 a.m. to 4:30 p.m. During other working hours as described in Section V (A-B), pages 17-18, all administrative assistants shall be allowed a ½ hour lunch which shall not be counted as part of the working day.
- B. From August 22, 2016, to June 2, 2017, all work in excess of 8 hours, with the approval of the immediate supervisor, shall be considered as overtime. Overtime shall be paid at time and a half. Overtime shall be calculated for hours worked over 8 hours per day Monday through Friday. All hours worked on Saturday, Sunday, or holidays shall be paid at time and a half.
- C. Once an employee has left the office at the end of the regular day and is called back to work by executive staff; he/she will be compensated for a minimum of one hour at overtime rate.
- D. Driving time is work time. Passenger time outside normal work time is not work time unless passengers met at the office and helped load the vehicle with materials other than personal luggage prior to departure time. Then all passenger time to the destination is paid time. If passengers helped unload materials after arriving home, then passenger time after normal work time is paid time.
- E. All annual and sick leave shall count as hours worked.

## **VIII. PAY DAY**

Pay day shall be the 25th of each month. In the event the 25th falls on a weekend or holiday, payday will be moved up accordingly. Monthly paychecks shall be based upon employees gross annual salary divided by twelve.

## **IX. SALARIES**

The Board of Directors shall annually set the salaries for administrative assistants. All administrative assistants are considered to be covered by the Fair Labor Standards Act (FLSA).

## **X. OVERTIME**

- A. Additional hours must be authorized by the executive staff. Overtime shall be based on all hours worked in excess of the eight-hour day during regular working hours and in excess of the hours set forth in section IV (B), page 18 during the summer time period.
- B. Hourly salary is determined by dividing the annual gross salary by 2,080. Gross salary includes salary set by the Board of Directors.
- C. All authorized overtime hours worked shall be eligible for time and a half. This includes all hours worked beyond the eight hour day as well as all hours worked on Saturday, Sunday, or holidays.
- D. The Executive Director shall have the discretionary authority to grant comp time to an employee when circumstances warrant. In such cases, the employee shall receive one and one-half hours of comp time for each hour worked in excess of eight hours. Employees shall use accumulated comp time within twenty (20) working days of accumulating comp time and shall receive prior approval from either the executive director or assistant executive directors.
- E. Any combination of hours worked coupled with sick leave and/or vacation leave that adds up to eight hours shall be used in determining when overtime is triggered.

## **XI. SOCIAL SECURITY**

SDHSAA employees are covered by Social Security.

## **XII. INSURANCE**

- A. Effective July 1, 2016, Wellmark Blue Cross Blue Shield Group Health Plan will provide two plan choices. Plan choice #1 will have a \$500 deductible with an 80/20 co-insurance until the member meets a maximum out of pocket of \$1000. This plan comes with a prescription rider where the member will pay \$5 tier 1, \$35 tier 2, \$70 tier 3, or 50% of specialty prescriptions medications. Plan choice #2 will have a \$2000 single deductible or \$4000 family deductible with no co-insurance. Prescriptions medications will apply to the deductible for plan #2.
- B. As per Board action at the April 17-18, 2012 meeting: Administrative assistants will be offered single coverage health insurance paid by the Association. Administrative assistants may choose the current Premier Plan or an HSA plan. Administrative assistants have the option of adding family to either plan at their own expense. Those choosing a HSA plan will receive an employer contribution of \$1000.00 to their HSA on or about July 25, 2016, and another \$1000.00 on or about January 25, 2017.
- C. All employees must be enrolled in a group health plan either sponsored by the Association or a qualified plan by the spouse's employer. (June 4-5, 2001)
- D. The Association will pay the dental insurance premium for each employee. Family coverage is optional at the employee's expense.
- E. National Casualty Company (General Liability, Excess liability)
  - 1. Staff members are covered by these policies. Coverage includes any suit brought by a third party for:

- a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or direction;
- b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
- c) Advertising injury liability;
- d) Libel or slander

F. Automobile

- 1. Auto Liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal car for Association business.

**XIII. RETIREMENT**

- A. Effective FY 2003-2004, the SDHSAA became a member of the South Dakota Retirement System.
- B. Employees may continue to contribute to their 403 (b) plan up to the federally mandated maximum amount.
- C. Resolution authorizing employees South Dakota Retirement Association buy back loans. The SDHSAA Board of Directors authorize the Association to loan to any SDHSAA employee with ten (10) years of continuous employment with the Association the principal amount of no more than Two Thousand Dollars (\$2,000.00) per each year of employment at an interest rate of two (2) percent.

**XIV. ADMINISTRATIVE ASSISTANTS EXPENSES FOR ASSOCIATION APPROVED TRAVEL**

- A. **Travel Expenses:** All travel expenses for administrative assistants must be approved in advance by the Executive Director.
- B. **Transportation:** For each car driven, reimbursement will be paid according to State of South Dakota allowable rate per mile traveled to, during, and from the site of the meeting or event. If commercial transportation is used, the actual cost of the ticket will be reimbursed. If travel is by airline, coach fare shall be used unless first class is all that is available. Mileage will be paid pursuant to the current State of South Dakota rate.
- C. **Meals:** Reimbursement of meals will be the following:  
  - In-State: Breakfast \$9.00; Lunch \$13.00; Dinner \$16.00.
  - Out-of-State Rates: TBD as per current IRS allowable rates.
- D. **Lodging:** Cost of hotel or motel room if individual is alone. If administrative assistants share a room, the cost shall be equally divided. Single rate for room will be paid when room is shared with individuals not on Association business. Motel expenses will be reimbursed at actual cost not to exceed allowable IRS rates.
- E. **Gratuities:** Six dollars per day for gratuities when in-state  
  - Gratuities TBD when out-of-state—not to exceed allowable IRS rates

**XV. NATIONAL FEDERATION SUMMER MEETING:**

- A. One (1) administrative assistant per year may attend the NFHS Summer Meeting according to the rotation set in place in 2016. The following rotation shall apply: 2016—Marsha Karst, 2017—Vicki McCrea, 2018—Cindy Bresee, 2019—Barb Haberling, 2010—Isaac Jahn. Should the administrative assistant not attend during their designated year, no assistant shall attend that year.

- B. Meals and lodging will be paid according to the foregoing schedule, except special meals such as banquets and luncheons will be reimbursed at cost, with these meals not to be included among meals reimbursed at Association rates. During the NFHS Summer Meeting, a “no-host” South Dakota dinner may be scheduled by the SDHSAA with Board members, staff members, spouses, and others as invited guests.
- C. Airfare will be paid for each executive staff member, administrative staff member, and board member attending the Summer Meeting. Members may choose to drive to the site of the meeting. Mileage will be paid pursuant to the current IRS rates, but mileage paid is not to exceed the price of the airfare. If individuals double up and travel by car, mileage will be paid at the above rate for one car, not to exceed the total of the combined airfares of the board members traveling in the car.
 

**NOTE:** members attending the NFHS Summer Meeting who are not flying into the NFHS designated city/airport, should be reimbursed for travel expenses up to the cost of a round trip ticket and shuttle/cab fee. The round trip ticket should be based on the cost of a ticket from Pierre as of May 1<sup>st</sup> of the convention year. The following receipts shall be attached to the voucher prior to reimbursement:

Airfare	Rental car	Gas	Parking fee
Hotel	Registration form	Shuttle/cab	
- D. When an administrative staff member travels by car, he/she will be reimbursed at the regular rates for meals and lodging for one additional day going to the meeting and one additional day returning. The additional meals and lodging will apply only if travel distance to the convention is more than five hundred (500) one-way miles.
- E. When travel is by plane, limousine service and taxi service will be reimbursed as needed.
- F. When part or all of the travel is by car, mileage, garage rental or airport parking space rental will be reimbursed at actual cost.
- G. Miscellaneous travel expenses TBD on a yearly basis.

**XVI. TICKETS FOR SDHSAA TOURNAMENTS/EVENTS**

Each administrative assistant shall be entitled to six (6) complimentary tickets/passes to include student and adult tickets/passes. The issuance of complimentary tickets is contingent on the administrative assistant actually attending the event. Additional tickets/passes, both student and adult, may be purchased prior to the event. This policy pertains to events where seats are reserved as well as events where seats are not reserved.

**XVII. HOLIDAYS AND LEAVE**

A. Paid Holidays:

1. When the following regularly observed national or state holidays fall during the workweek (Monday through Friday) the SDHSAA Office will be closed. If one of the recognized holidays falls on a Saturday, the office will be closed the preceding Friday. If one of the recognized holidays falls on a Sunday, the office will be closed the following Monday.

Independence Day	Monday, July 4, 2016
Labor Day	1st Monday in September, September 5, 2016
Native American's Day	2nd Monday in October, October 10, 2016
Veteran's Day	Friday, November 11, 2016

Thanksgiving recess	4th Thursday and Friday in November, November 24-25, 2016
Christmas and New Year's	The office will be closed at the end of the work day on Thursday, December 22, 2016, and will re-open on Tuesday, January 3, 2017
Martin Luther King Day	3rd Monday in January—January 16, 2017
Presidents' Day	3rd Monday in February—February 20, 2017
Good Friday	Friday before Easter—April 14, 2017
Easter Monday	Monday following Easter—April 17, 2017
Memorial Day	Last Monday in May—May 29, 2017

B. Sick Leave:

1. An employee may use accumulated sick leave for personal or immediate family illness or injury; for medical, dental, optical consultation or treatment; or for quarantine. (For Immediate Family definitions see page 15, letter G, #2, or page 31, letter H, #2).
2. All administrative assistants shall be granted sick leave credit at the rate of 12 days per year.
  1. The employee shall be permitted to accumulate unused sick leave without limit.
  4. No sick leave shall be allowed after termination of employment.
  5. The amount of accumulated sick leave at the time when the illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
  6. Accumulated sick leave may not be used as vacation time. Unused vacation days may be designated as accumulated sick leave days.
  7. A staff member's daily pay will be deducted for each day absent after accumulated sick leave has expired. A record of individual, accumulated sick leave and its use shall be maintained. Sick leave will be granted and recorded on an hourly basis. Each employee shall be given an annual notice of unused sick leave. Daily pay shall be determined by dividing annual salary by 260.
  8. In the event extended illness causes the staff member to exhaust his/her accumulated sick leave, the Board of Directors may review the conditions and determine whether or not additional sick leave may be granted.
  9. Reimbursement of Unused Sick Leave:
    - a) After ten (10) full years of continuous service of employment, all full-time employees shall be eligible for reimbursement for unused sick leave when the employee leaves or retires.
    - b) Formula - Current base pay X a maximum of fifty (50) days of unused sick leave.
    - c) Base pay shall be computed by dividing the current year's salary by two hundred and sixty (260) days per year.

**NOTE:** By Board action of April 15-16, 2008, page 12 minutes: “The Board feels that employees should not be reimbursed for unused sick leave, thus the current policy will not apply to employees whose initial employment is after June 30, 2008. All current employees will be grandfathered in to the sick leave policy.” Current eligible administrative assistant staff employees include: Barb Haberling.

C. Vacation/Annual Leave:

1. Each full-time administrative assistant shall be eligible for paid vacation. Vacation leave will be accrued on the following basis:

Length of service	Earned vacation time
First year	12 days or 96 hours
Years 2-6	15 days or 120 hours
After 7 years of continuous employment	18 days or 144 hours

An employee will advance to the next tier of vacation leave according to their anniversary date. If the anniversary date falls from the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of that month. If the anniversary date falls on the 16<sup>th</sup> through the 31<sup>st</sup> of the month, the new accrual rate will begin on the 1<sup>st</sup> of the following month.

- a) Annual leave is accrued monthly, with a maximum amount of accrual equal to twice the annual rate. When an employee reaches the maximum amount, they must take some time off or forfeit the amount that exceeds the limit allowed.
2. Full-time employees shall be granted a paid vacation. The accrual period shall be computed from the date of employment. The vacation schedule shall be determined by agreement with the Executive Director.
    - a) Employees having the greatest length of service will have first consideration of vacation periods. Employees are to take advantage of their full-earned vacation credits within twenty-four months.
    - b) A paid holiday falling within the vacation period will not be counted as part of the vacation. Employees may add such day to the total vacation days to which they are entitled.
  3. Reimbursement of unused vacation leave:
    - a) Administrative assistants shall be eligible for reimbursement up to the maximum allowed by the current unused vacation leave policy.
    - b) Base pay shall be computed by dividing the current annual salary by 260 days.
    - c) Formula -Multiply the current base pay times the number of unused vacation days up to the limits set forth in the policy.

#### D. State Tournament/Activity Leave:

On an annual basis all administrative assistants shall be allowed a maximum of 24 hours of state tournament leave or activity leave to attend events in which family members participate without using their accrued annual leave subject to the approval of the executive staff. Administrative assistants shall be reimbursed the actual cost of motel rooms while using tournament leave to attend a South Dakota High School Activities Association sanctioned state event. There will be no reimbursement for any other expenses.

In most situations, the office will remain open during state tournament/state events with a minimum of one administrative assistant on duty. Priority to attend goes to staff members with family members participating in that activity during the season provided the school qualifies for the state event. In the event all support staff desire to attend a specific event, a temporary assistant may be used to keep the office open. The office remaining open is at the discretion of the Board of Directors and Executive Director.

#### E. Parental Leave:

1. During the time that an employee is physically disabled due to childbirth and/or complications thereof, she shall be able to use sick leave based upon a doctor's certification of the days actually disabled. (See form at end of the Policy Manual.)
2. Parental leave, without pay, shall be granted up to a maximum of three months provided

the request is made in advance of the childbirth or adoption. (See form at end of the Policy Manual.)

F. Bereavement Leave:

Bereavement leave may be granted for necessary absence due to death, at the discretion of the Executive Director. Bereavement leave does not accumulate from year to year.

G. Personal Leave:

1. Each administrative assistant may be granted up to one day, non-accumulated personal leave during any fiscal year. Personal leave shall be used for compelling personal reasons only and shall not be subtracted where other leave is provided.
2. Requested personal leave by the administrative assistants shall be approved by the Executive Director.

H. Emergency Leave for Serious Family Illness:

1. Emergency Leave:
  - a) Emergency leave may be granted to an employee, without loss of pay, for health emergency requiring doctors care of an immediate family member whom is seriously ill.
2. Immediate Family:
  - a) The definition of immediate family includes, but not limited to, employees spouse, children, mother, father, brother or sister. To also include members of non-traditional family (step-mother, step-father, step-children, etc.)
3. Excused Absences with Pay:
  - a) All employees must have more than thirty days of service to be eligible for excused absence with pay.
4. Duration of Emergency Leave:
  - a) In-State: Up to three working days subject to the approval of the Executive Director.
  - b) Out-of-State: Up to five working days subject to the approval of the Executive Director.
5. Additional Time:
  - a) If an employee needs additional emergency leave, the additional time shall be gained in the following order:
    - (1) May use the one day of personal leave subject to the approval of the Executive Director.
    - (2) The employee may use up to two days (sixteen hours) of their accumulated sick leave subject to the approval of the Executive Director.
    - (3) The employee may use earned vacation days subject to the approval of the Executive Director.
6. Excused Absences Without Pay:
  - a) Payroll deductions will be triggered after all the afore mentioned days are used up. The excused absence without pay is subject to the pre-approval of the Executive Director.

I. Other Leaves:

- a) Leave shall be granted for jury duty.



## **XVIII. SEPARATION PAY POLICY**

Separation pay benefit is available to any employee who has worked for the Association in accordance with the following:

1. Employee must be at least 55 years of age and has not yet reached their 69<sup>th</sup> birthday.
2. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period.
3. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period.
4. An employee who has been employed by the Association for at least twenty five (25) years will be eligible for 100% of their final salary payable over a three (3) year period.
5. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made following January 1 and prior to February 28 the following two years.

A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date.

In the event the employee entitled to the separation pay policy program benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the comptroller. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

### **Employment dates for current employees eligible for separation pay:**

Barb Haberling:	April 16, 2007
Vicki McCrea:	September 30, 2013
Marsha Karst:	June 8, 2015
Cindy Bresee:	June 29, 2015
Isaac Jahn	July 1, 2016

## **SDHSAA Non-discrimination policy**

The South Dakota High School Activities Association is an Equal Opportunity Employer and provider of services. The South Dakota High School Activities Association does not discriminate on the basis of race, sex, age, religion, color, marital status, national origin, disability, or veteran's status in any decision pertaining to employment, including hiring, firing, wages, hours and other terms and conditions of employment, participation in any program or service offered or sponsored by the South Dakota High School Activities Association, the conduct of competition, selection of officials, host schools, or in any other fashion or manner. The South Dakota High School Activities Association complies with all laws and regulations of the United States and the State of South Dakota pertaining to the foregoing and expects similar compliance by its member schools and all participants.

Adopted January 12, 2011

## **SDHSAA Whistleblower Policy**

### **SDHSAA WHISTLEBLOWER POLICY**

#### General

The South Dakota High School Activities Association requires employees to observe high standards of ethical behavior in the conduct of their duties and responsibilities. As representatives of the Association, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

#### Reporting Responsibility

It is the responsibility of all employees to perform ethically and to comply with SDHSAA policies relating to financial integrity, and to report material violations or suspected violations in accordance with this Whistleblower Policy.

#### No Retaliation

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within the Association, rather than remaining silent or seeking resolution outside the SDHSAA.

#### Compliance Officers

The Association's Compliance Officers are responsible for investigating and resolving all reported allegations concerning financial impropriety, and shall promptly advise the SDHSAA Board of Directors of such allegations and of their findings. In addition, they are required to report to the Board of Directors at least annually on compliance activity. The SDHSAA's Compliance Officers are Wayne Carney, Executive Director, and Jo Auch, Assistant Executive Director.

#### Accounting and Auditing Matters

The Board of Directors, when performing its audit oversight function, is charged with addressing all reported allegations of impropriety regarding corporate accounting practices, internal controls, or auditing. The Compliance Officers shall promptly notify the Board of Directors of any such allegation and work with the Board until the matter is resolved.

#### Acting in Good Faith

Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an impropriety. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

#### Confidentiality

Allegations of impropriety may be submitted on a confidential basis by the complainant or may be submitted anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any anonymous allegation must provide sufficient supporting data to permit meaningful follow up. Anonymous allegations that are vague, ambiguous, or unsupported will be disregarded.

#### Handling of Reported Violations

The Compliance Officers will acknowledge receipt of non-anonymous allegations within two business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted January 12, 2011

**CERTIFICATION OF DISABILITY DUE TO CHILDBIRTH**

I HEREBY CERTIFY THAT \_\_\_\_\_

(name)

was unable to work from \_\_\_\_\_ through \_\_\_\_\_  
because of physical disabilities due to childbirth and/or complications thereof. Furthermore, it is my understanding that a written explanation relating to this case is necessary if the period of temporary disability certified by me has exceeded thirty days, excluding Saturdays and Sundays. (Such an explanation is attached if this case involved more than thirty days excluding Saturdays and Sundays.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE TO EMPLOYEE: This form is to be signed by your physician or licensed practitioner within a reasonable time period after the birth of your child. You are then expected to return this form to the Executive Director.

---

**PARENTAL LEAVE REQUEST**

I, \_\_\_\_\_, herewith request Parental Leave as set forth in the South Dakota High School Activities Association Policy and Procedures Manual. Pursuant to said policy, leave shall be granted, without pay, commencing on \_\_\_\_\_ and ending on \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**South Dakota High School Activities Association**

**I. SEPARATION PAY**

**II. BENEFICIARY DESIGNATION**

The undersigned employee designates \_\_\_\_\_ of \_\_\_\_\_,  
\_\_\_\_\_ as beneficiary of employee's separation pay benefit under SDHSAA

Policies and revokes any previous designation, if any. (Failure to designate a beneficiary will result in payment of any death benefit payable to be made to the employee's estate to be distributed in accordance with the terms of a Will or by intestate succession.)

Date: \_\_\_\_\_, 20\_\_\_\_\_

Signed: \_\_\_\_\_

# **SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

## **INVESTMENT POLICY STATEMENT**

**Revised August 25, 2016**

### ***I. GENERAL INVESTMENT PRINCIPLES***

- A. Investments shall be made solely in the interest of the Association.
- B. The portfolio of investments shall be diversified so as to meet the current cash flow needs and the long-term capital growth goals of the Association.
- C. The investments deemed necessary to meet current cash flow needs and investment of committed capital\* (from here on referred to as short-term investments) shall be managed to protect principal value, earn interest, and maintain necessary liquidity.

\* capital that is earmarked for a specific project with an established time frame of 3 years or less or capital that is not earmarked for a specific project, but is expected to be used within 3 years

- D. Third Party Asset Managers (TPAM's) will be granted full discretion to determine the risk management tools which best serve the interests of the SDHSAA (if such service is offered by the TPAM).
- E. The investments allocated towards long-term capital growth and investment of uncommitted capital\* (from here on referred to as long-term investments) shall be managed with preservation of principal in mind, but growth of principal as the primary objective. It is understood that in order to achieve growth of principal there may be some periods of decreased principal value.

\* capital that is not earmarked for a specific project, capital that is earmarked for a specific project with no established time frame, or capital that is not expected to be used within 3 years.

- F. The Board of Directors will oversee the compliance of the Association's investment portfolio with the parameters established by this Investment Policy Statement.
- G. The Board of Directors shall be advised by the SDHSAA Finance Advisory Committee. The Finance Advisory Committee shall meet at the discretion of the SDHSAA Board Chairperson with meeting dates set annually. Additional meetings of the Finance Advisory Committee may be called at the discretion of the SDHSAA Board Chairperson.
- H. The Finance Advisory Committee shall consist of the following:
  - Two current members of the SDHSAA Board of Directors,
  - One or two active business managers from a SDHSAA member school,
  - Two current superintendents appointed by the SDSSA Executive Committee,

- Two athletic/activities directors appointed by the SDIAAA,
- One principal appointed by the SDASSP, and
- Other members as directed by the SDHSAA Board of Directors

The SDHSAA Executive Director shall conduct the meetings of the Finance Advisory Committee.

- I. The Executive Director and their staff are in charge of the day to day management of the investment portfolio.
- J. The Investment Advisor hired to manage the portfolio will meet with the Board at the Annual Meeting. The Investment Advisor will provide portfolio updates for each Board meeting and will be available to meet directly with the Board at these meetings if deemed necessary by the Executive Director.

## ***II. INVESTMENTS GUIDELINES***

### ***A. ELIGIBLE SECURITIES***

- **Short-Term Investments**

The following types of assets are eligible as investments provided they meet the aforementioned General Investment Principles:

1. Money Market Funds or Bank savings account.
2. CDs, Fixed Rate Annuities (or Fixed sub-accounts within Variable Annuities) Investment Grade Corporate bonds, commercial paper or US Government bonds.

- **Long-Term Investments**

The following types of assets are eligible as investments provided they meet the aforementioned General Investment Principles:

**Equity Investments** – Not to exceed 75% of Long-Term Investments

1. Common stocks of US companies (mutual funds, exchange traded funds (ETF's) or unit trusts that hold such equities are acceptable).
2. Common stocks of foreign corporations so long as they are traded on U.S. exchanges, or are held in mutual funds, exchange traded funds (ETF's) or unit trusts.

**Fixed Income** – Not to exceed 60% of Long-Term Investments

1. All assets included in the eligible investment list for Short-Term Investments.
2. Corporate High Yield Bonds so long as they are held in mutual funds or closed end funds. This portion of the LT Investments should not exceed 25% of the total Fixed Income Allocation.
3. Investment Grade Corporate preferred stock.

**Alternative Investments – Not to exceed 20% of Long-Term Investments**

1. Traded and non-traded Real-Estate Investment Trusts.
2. Traded and non-traded Business Development Companies

**Management of Long-Term Investments**

The Board of Directors will determine the allocation of assets based on the recommendations of the Executive Director and the Investment Advisor.

The investments will follow an asset allocation model approved by the Board of Directors. The investments, in respect to the chosen allocation model, will be reviewed and rebalanced at a minimum annually.

w/investment policy revised 8-25-16



<b>INCOME BUDGET</b>					
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>BUDGET</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>INCREASE</b>
					<b>(DECREASE)</b>
4100	GATE RECEIPTS				
4101	Boys B Basketball-AB	\$ 120,000	\$ 120,084.00	\$ 120,000	\$ -
4102	Boys A Basketball-SF	\$ 130,000	\$ 97,028.50	\$ 135,000	\$ 5,000
4103	Boys AA Basketball-RC				\$ -
4104	Girls B Basketball-Huron	\$ 70,000	\$ 73,359.00	\$ 72,000	\$ 2,000
4105	Girls A Basketball-BKGS	\$ 70,000	\$ 74,937.00	\$ 70,000	\$ -
4106	Girls AA Basketball-RC				\$ -
4107	B Wrestling-RC				\$ -
4108	A Wrestling-RC				\$ -
4109	Football Finals/Dome**	\$ 215,000	\$ 223,368.00	\$ 215,000	\$ -
4110	Gymnastics-AB	\$ 13,000	\$ 11,978.00	\$ 10,000	\$ (3,000)
4111	Track and Field-EAST	\$ 99,000	\$ 110,562.00	\$ 100,000	\$ 1,000
4112	Volleyball "B" -Huron			\$ 38,000	\$ 38,000
4113	Chorus & Orchestra-SF	\$ 42,000	\$ 54,285.25	\$ 45,000	\$ 3,000
4114	Band-SF	\$ 7,000	\$ 9,895.00	\$ 10,000	\$ 3,000
4115	Volleyball "AA" -BRKS			\$ 25,000	\$ 25,000
4116	Cheer & Dance -AB	\$ 21,000	\$ 23,580.00	\$ 21,000	\$ -
4117	Volleyball "A" -WTN			\$ 35,000	\$ 35,000
4118	Cross Country - Huron	\$ 23,000	\$ 25,710.00	\$ 24,000	\$ 1,000
4119	Soccer-SF	\$ 10,500	\$ 11,050.00	\$ 12,000	\$ 1,500
4120	All State Jazz Band- AB	\$ 1,500	\$ 1,660.00	\$ 2,000	\$ 500
4121	Combined AA Girls & Boys BB-RC	\$ 200,000	\$ 201,375.00	\$ 200,000	\$ -
4122	Combined A & B Wrestling-SF	\$ 145,000	\$ 189,595.00	\$ 210,000	\$ 65,000
4123	Combined B, A, & AA Volleyball	\$ 140,000	\$ 185,140.00		\$ (140,000)
4124	Show Choir - AB	\$ 19,000	\$ 11,005.00	\$ 10,000	\$ (9,000)
	**Televised Tournament				
	<b>TOTAL ACTIVITIES</b>	<b>\$ 1,326,000</b>	<b>\$ 1,424,611.75</b>	<b>\$ 1,354,000</b>	<b>\$ 28,000</b>
4200	Television/Corp.				
4201	FB/BB/VB/WR	\$ 88,000	\$ 90,730.00	\$ 88,000	\$ -
4202	Ball Bids	\$ 50,000	\$ 53,500.00	\$ 50,000	\$ -
4203	Corporate Program	\$ 295,000	\$ 295,000.00	\$ 295,000	\$ -
	<b>TOTAL TV/BALLS/ETC</b>	<b>\$ 433,000</b>	<b>\$ 439,230.00</b>	<b>\$ 433,000</b>	<b>\$ -</b>
4300	SUB-STATE EVENTS				
4301	Girls Basketball	\$ 80,000	\$ 90,848.00	\$ 80,000	\$ -
4302	Boys Basketball	\$ 125,000	\$ 127,485.40	\$ 125,000	\$ -
4303	Football	\$ 90,000	\$ 96,063.00	\$ 92,000	\$ 2,000
4304	Wrestling	\$ 12,000	\$ 13,037.20	\$ 12,000	\$ -
4305	Volleyball	\$ 58,000	\$ 63,293.20	\$ 60,000	\$ 2,000
	<b>TOTAL STATE EVENTS</b>	<b>\$ 365,000</b>	<b>\$ 390,726.80</b>	<b>\$ 369,000</b>	<b>\$ 4,000</b>
4400	FEES				
4401	Fine Arts/Sports Fees	\$ 150,000	\$ 161,906.00	\$ 150,000	\$ -
4403	Subscription/Postage Fee	\$ 25,000	\$ 23,580.00	\$ -	\$ (25,000)
4404	Coaches Education	\$ 1,000	\$ 4,395.00	\$ -	\$ (1,000)
4406	Officials Recruitment	\$ 10,000			\$ (10,000)
	<b>TOTAL FEES</b>	<b>\$ 186,000</b>	<b>\$ 189,881.00</b>	<b>\$ 150,000</b>	<b>\$ (36,000)</b>

<b>INCOME BUDGET - 2</b>					<b>BUDGET</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>2015-2016 BUDGET</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>INCREASE (DECREASE)</b>
4500	GENERAL				
4501	Music Supplies	\$ 100	225.00	\$ 150	\$ 50
4502	Speech Ballots/Publications	\$ 125		\$ 50	\$ (75)
4503	Coaches Clinic	\$ 1,000	620.00	\$ 750	\$ (250)
4504	Membership Dues	\$ 10,000	9,530.22		\$ (10,000)
4505	Rule Books/Publications	\$ 30,000	30,217.00	\$ 27,000	\$ (3,000)
4506	Registration of Off. And Dues	\$ 75,000	66,670.56	\$ 73,000	\$ (2,000)
4507	Penalties & Fines	\$ 8,000	9,895.00	\$ 8,000	\$ -
4509	Tennis Court Rental/Ball Fee				\$ -
4510	Catastrophic/Liability Ins.	\$ 165,000	169,746.57		\$ (165,000)
4512	Sale of Medals	\$ 1,500	2,352.31	\$ 1,000	\$ (500)
4513	Miscellaneous	\$ 16,000	24,250.96	\$ 20,000	\$ 4,000
4514	NFHS Leadership Conference				\$ -
4515	SDSCA Operations				\$ -
4516	Speech Ad Revenue	\$ 2,000	1,200.00	\$ 2,000	\$ -
4517	Speech Programs/Shirts	\$ 6,000	9,649.00	\$ 4,000	\$ (2,000)
4518	Music Program Ad Revenue	\$ 1,200		\$ 1,000	\$ (200)
4519	Music Program/Shirts Sales	\$ 2,000	3,321.00	\$ 2,000	\$ -
	<b>TOTAL GENERAL</b>	<b>\$ 317,925</b>	<b>\$327,677.62</b>	<b>\$ 138,950</b>	<b>\$ (178,975)</b>
4600	NON-OPERATING INCOME				
4602	Interest	\$ 300	\$1,116.00	\$ 375	\$ 75
4607	Contributions & Donations	\$ 30,000	\$32,754.96	\$ 30,000	\$ -
4608	Increase/Decrease in Account Value-Genworth Investment				
4610	Contributions to SD Community Fc	\$ 20,000	\$6,030.00	\$ 10,000	\$ (10,000)
4603	*Cash Reserves - General				
4604	Cash Reserves - Equipment				
	Gain on disposal of assets				
	<b>TOTAL NON-OPER. INCOME</b>	<b>\$ 50,300</b>	<b>\$39,900.96</b>	<b>\$ 40,375</b>	<b>\$ (9,925)</b>
	<b>GRAND TOTALS</b>	<b>\$ 2,678,225</b>	<b>\$ 2,812,028</b>	<b>\$ 2,485,325</b>	<b>\$ (192,900)</b>

<b>EXPENSE SUMMARY - 3</b>					
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>BUDGET</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>INCREASE (DECREASE)</b>
5100	Salaries	\$ 683,505	\$ 689,039.77	\$ 704,225.00	\$ 20,720
5200	Employee Benefits	\$ 270,919	\$ 278,858.08	\$ 291,917.67	\$ 20,999
5300	Purchased Services	\$ 568,520	\$ 554,023.13	\$ 583,250.00	\$ 14,730
5400	Supplies & Materials	\$ 56,500	\$ 54,440.47	\$ 54,300.00	\$ (2,200)
5600	Other Objects	\$ 71,235	\$ 200,042.24	\$ 54,800	\$ (16,435)
5800	Coaches Education	\$ 275	\$ -	\$ 275	\$ -
5900	Officials Observation	\$ 9,500	\$ 8,369.90	\$ 9,500	\$ -
5970	Combined AA Boys& Girls BB	\$ 150,000	\$ 154,193.15	\$ 162,200	\$ 12,200
5990	Combined Wrestling-RC	\$ 110,000	\$ 65,604.67	\$ 101,250	\$ (8,750)
6010	Boys B Basketball	\$ 44,525	\$ 45,028.28	\$ 45,875	\$ 1,350
6030	Boys A Basketball	\$ 80,000	\$ 59,899.70	\$ 84,400	\$ 4,400
6050	Boys AA Basketball	\$ -	\$ -	\$ -	\$ -
6070	Girls B Basketball	\$ 34,300	\$ 34,484.47	\$ 35,250	\$ 950
6090	Girls A Basketball	\$ 38,650	\$ 35,820.95	\$ 42,200	\$ 3,550
6100	Girls AA Basketball	\$ -	\$ -	\$ -	\$ -
6130	B Wrestling	\$ -	\$ -	\$ -	\$ -
6150	A Wrestling	\$ -	\$ -	\$ -	\$ -
6170	Gymnastics	\$ 22,500	\$ 20,772.60	\$ 21,350	\$ (1,150)
6200	Track and Field	\$ 61,800	\$ 62,752.59	\$ 62,800	\$ 1,000
6220	Golf	\$ 19,200	\$ 19,646.68	\$ 19,500	\$ 300
6240	Tennis	\$ 12,200	\$ 11,926.54	\$ 12,200	\$ -
6260	Cross Country	\$ 10,050	\$ 10,407.71	\$ 10,600	\$ 550
6280	Football	\$ 73,250	\$ 280,562.45	\$ 73,350	\$ 100
6340	Volleyball B, A, & AA	\$ 130,000	\$ 159,707.57	\$ -	\$ (130,000)
6300	Volleyball B	\$ -	\$ -	\$ 31,100	\$ 31,100
6320	Volleyball A	\$ -	\$ -	\$ 30,600	\$ 30,600
6350	Volleyball AA	\$ -	\$ -	\$ 33,120	\$ 33,120
6370	Cheer & Dance	\$ 17,875	\$ 15,894.40	\$ 17,675	\$ (200)
6380	Soccer	\$ 11,975	\$ 14,653.96	\$ 16,500	\$ 4,525
6430	Student Council	\$ 3,900	\$ 4,275.52	\$ 3,700	\$ (200)
6450	Oral Interp	\$ 16,200	\$ 20,859.99	\$ 17,200	\$ 1,000
6470	One Act Play	\$ 18,700	\$ 18,788.86	\$ 14,300	\$ (4,400)
6600	Debate	\$ 12,380	\$ 15,010.92	\$ 12,230	\$ (150)
6540	Jazz Band	\$ 12,300	\$ 11,502.13	\$ 11,750	\$ (550)
6610	All State Chorus & Orch	\$ 45,825	\$ 41,346.89	\$ 11,750	\$ (34,075)
6630	All-State Band	\$ 35,650	\$ 30,555.14	\$ 30,200	\$ (5,450)
6650	Music Miscellaneous	\$ 7,000	\$ 4,550.42	\$ 3,000	\$ (4,000)
6670	Journalism	\$ 6,200	\$ 3,265.59	\$ 6,200	\$ -
6680	Visual Arts	\$ 12,000	\$ 7,141.94	\$ 11,300	\$ (700)
6690	Show Choir	\$ 18,300	\$ 7,640.90	\$ 14,300	\$ (4,000)
6700	Contingency Fund	\$ -	\$ -	\$ -	\$ -
8500	Capital Expenditures	\$ -	\$ -	\$ -	\$ -
		<b>\$ 2,665,234</b>	<b>\$ 2,941,067.61</b>	<b>\$ 2,634,168</b>	<b>\$ (31,066)</b>

<b>EXPENSE BUDGET - 4</b>					
					<b>BUDGET</b>
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>INCREASE</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
5100	SALARIES				
5110	Regular Salaries	\$ 664,342	\$ 685,857.77	\$ 701,650	\$ 37,308
5120	Temporary Salaries	\$ 2,000	\$ 2,372.00	\$ 2,000	\$ -
5130	Meal Reimbursement	\$ 500	\$ 810.00	\$ 575	\$ 75
5140	Corporate Contract Salary	\$ 16,663			\$ (16,663)
	<b>TOTAL SALARIES</b>	<b>\$ 683,505</b>	<b>\$ 689,039.77</b>	<b>\$ 704,225</b>	<b>\$ 20,720</b>
5200	EMPLOYEE BENEFITS				
5210	Social Security 7.65%	\$ 52,288	\$ 50,760.93	\$ 53,700	\$ 1,412
5220	Retirement	\$ 40,500	\$ 39,867.05	\$ 42,100	\$ 1,600
5230	Health Insurance	\$ 145,000	\$ 156,299.50	\$ 159,500	\$ 14,500
5232	Dental Insurance	\$ 4,680	\$ 4,714.80	\$ 4,850	\$ 170
5240	Workmen's Compensation	\$ 4,800	\$ 3,565.00	\$ 4,828	\$ 28
5241	Unemployment Comp.				\$ -
5260	Sick Leave				\$ -
5270	Vacation Days	\$ 10,729	\$ 10,729.41		\$ (10,729)
5280	Severance - 3 year Plan	\$ 8,121	\$ 8,121.39	\$ 22,140	\$ 14,018
*5290	Supplemental Medical	\$ 4,800	\$ 4,800.00	\$ 4,800	\$ -
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 270,919</b>	<b>\$ 278,858.08</b>	<b>\$ 291,918</b>	<b>\$ 20,999</b>
*5290 - Supplemental Medical: Marlyn Goldhammer to receive \$400.00 per month for life. This benefit is considered as unearned income, thus not subject to social security taxes. (Reported to the IRS on Form 1099)					

EXPENSE BUDGET - 5					
		2015-2016	2015-2016	2016-2017	BUDGET
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	INCREASE (DECREASE)
5300	PURCHASED SERVICES				
5311	Legal Costs and Fees/Lobbyist	\$ 25,000	\$ 27,115.00	\$ 25,000	\$ -
5312	403(b) Retirement/Investment/Advisor	\$ 1,500	\$ 1,530.00	\$ 1,300	\$ (200)
5313	Audit	\$ 15,000	\$ 14,795.50	\$ 15,000	\$ -
5314	Clinicians-Coaches Clinic	\$ -		\$ 15,000	\$ 15,000
5315	Test Supervisor	\$ 200		\$ 250	\$ 50
5316	Clinicians & Rules Meetings	\$ 250	\$ 129.00	\$ 200	\$ (50)
5317	Appeals Committees	\$ 1,000	\$ 1,034.40	\$ 1,000	\$ -
5319	Section V Meeting	\$ 3,000	\$ 1,051.62	\$ 2,500	\$ (500)
5321	Utilities	\$ 7,500	\$ 7,197.04	\$ 7,500	\$ -
5323	Maintenance and Repairs	\$ 10,000	\$ 10,417.52	\$ 8,000	\$ (2,000)
5324	Technology	\$ 10,000	\$ 10,061.05	\$ 10,000	\$ -
5325	Staff In-service	\$ 500	\$ 300.00	\$ 500	\$ -
5326	Snow Removal/Lawn	\$ 2,500	\$ 2,653.20	\$ 2,500	\$ -
5327	NFHS- Debate Topic Mtg	\$ 2,500	\$ 1,540.97	\$ 1,500	\$ (1,000)
5328	NFHS Speech Coordinators Meeting				\$ -
5329	NFHS Music/Speech Mtg	\$ 200	\$ 2,030.05	\$ 1,300	\$ 1,100
5330	NIAAA Meeting	\$ 2,200		\$ 2,200	\$ -
5331	NF Summer Meeting	\$ 25,000	\$ 22,849.47	\$ 30,000	\$ 5,000
5332	NF Winter Meeting	\$ 3,500	\$ 3,424.79	\$ 3,500	\$ -
5333	NF Legal Meeting	\$ 2,800		\$ 2,800	\$ -
5334	Staff Travel	\$ 65,000	\$ 62,016.69	\$ 65,000	\$ -
5335	Board of Directors Travel	\$ 25,000	\$ 20,200.65	\$ 22,000	\$ (3,000)
5336	Advisory/Ad Hoc Committee/Officials	\$ 18,000	\$ 25,005.54	\$ 20,000	\$ 2,000
5337	Dues-Wrestling Association	\$ 750	\$ 1,119.70	\$ 700	\$ (50)
5338	Dues-Basketball Association	\$ 4,500	\$ 4,840.00	\$ 5,000	\$ 500
5339	Dues-Volleyball Association	\$ 2,500	\$ 2,250.00	\$ 2,300	\$ (200)
5340	Telephone	\$ 9,000	\$ 11,049.60	\$ 9,000	\$ -
5341	Postage and Permit	\$ 16,000	\$ 21,801.41	\$ 19,000	\$ 3,000
5342	United Parcel Service	\$ 5,200	\$ 5,569.06	\$ 5,200	\$ -
5343	State Officials Council	\$ 12,000	\$ 11,580.00	\$ 12,000	\$ -
5344	Internet/Cable.	\$ 2,400	\$ 2,389.23	\$ 2,700	\$ 300
5345	Midwest Official's Summit	\$ 1,200	\$ 999.37	\$ 1,500	\$ 300
5346	Dues-Football Association	\$ 4,300	\$ 4,210.00	\$ 4,300	\$ -
5347	Dues-Gymnastics Association	\$ 320	\$ 280.00	\$ 300	\$ (20)
5348	Rule Interpreter-Indianapolis	\$ 1,200		\$ 1,200	\$ -
5349	Recruitment of Officials	\$ 10,000	\$ 9,990.00		\$ (10,000)
5351	State Event Directors Mtg	\$ 1,500	\$ 47.75	\$ 2,000	\$ 500
5354	NASO Meeting	\$ 2,000		\$ 2,000	\$ -
5355	Media	\$ 1,500		\$ 1,500	\$ -
5356	Officials Gifts	\$ 1,700	\$ 2,666.68	\$ 2,700	\$ 1,000
5357	State Event Directors/Corp Gifts/Austads	\$ 3,500	\$ 2,049.56	\$ 3,500	\$ -
5358	FB Rules Meeting	\$ 1,300	\$ 704.34	\$ 1,300	\$ -
5359	SDIAAA	\$ 2,000	\$ 2,212.02	\$ 7,000	\$ 5,000
5360	Commercial Printing	\$ 30,000	\$ 31,804.99	\$ 32,000	\$ 2,000
5361	Printing-Coaches Clinic	\$ 1,000	\$ 843.00	\$ 1,000	\$ -
5362	Printing-Officials	\$ 7,000	\$ 7,224.00	\$ 7,500	\$ 500
5364	NFOA Membership @ \$17.00	\$ 20,000	\$ 19,040.00	\$ 20,000	\$ -
5365	Catastrophic/Liability Ins	\$ 171,000	\$ 170,566.40	\$ 173,500	\$ 2,500
5366	Corporate Partner		\$ 167.80		
5368	State Officials Coordinator	\$ 14,600	\$ 11,879.20	\$ 14,600	\$ -
5370	Technology Conference	\$ -	\$ 944.32	\$ 1,000	\$ 1,000
5369	Stulken, Petersen, Lingle, Walti & Jones	\$ 4,400	\$ 4,339.20	\$ 1,400	\$ (3,000)
5390	Misc./Blazers/Shirts/Prep to Pro	\$ 12,000	\$ 10,103.01	\$ 12,000	\$ -
	<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 563,520</b>	<b>\$ 554,023.13</b>	<b>\$ 583,250</b>	<b>\$ 19,730</b>

<b>EXPENSE BUDGET - 6</b>					
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>BUDGET</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>INCREASE</b>
					<b>(DECREASE)</b>
5400	SUPPLIES AND MATERIALS				
5410	Office Supplies	\$ 6,000	\$ 6,912.96	\$ 6,200	\$ 200
5411	Custodial Supplies	\$ 2,500	\$ 1,460.84	\$ 2,000	\$ (500)
5412	Subscriptions	\$ 1,400	\$ 1,577.51	\$ 1,500	\$ 100
5413	NF News/NIAAA Subscription	\$ 100		\$ 100	\$ -
5414	Rule Books and Exams	\$ 45,000	\$ 42,699.81	\$ 43,000	\$ (2,000)
5415	Transparencies/Films				\$ -
5416	Distinguished Service Awards	\$ 750	\$ 368.00	\$ 500	\$ (250)
5417	Inventory of Medals	\$ 750	\$ 1,421.35	\$ 1,000	\$ 250
5419	A&M Trophy Figurines				\$ -
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$ 56,500</b>	<b>\$ 54,440.47</b>	<b>\$ 54,300</b>	<b>\$ (2,200)</b>
5600	OTHER OBJECTS				
5640	National Federation Dues/Foundation	\$ 2,500	\$ 2,500.00	\$ 2,500	\$ -
5646	Commercial Crime	\$ 300		\$ 300	\$ -
5647	Travel Accident	\$ 1,000	\$ 1,000.00	\$ 1,000	\$ -
5649	D & O Liability Insurance	\$ 5,655	\$ 5,653.00	\$ 5,400	\$ (255)
5650	Excess Liability Insurance	\$ 3,000		\$ 2,500	\$ (500)
5651	GenLiab/ParticipantLiab/Non-owned&Hired Auto	\$ 16,300	\$ 16,302.00	\$ 17,300	\$ 1,000
5652	Surety Bond	\$ 700	\$ 626.00	\$ 700	\$ -
5658	Car	\$ 9,970	\$ 9,969.00	\$ 10,600	\$ 630
5659	Ins. Office and Contents	\$ 8,000		\$ 2,500	\$ (5,500)
5662	CSIET	\$ 610	\$ 550.00	\$ 600	\$ (10)
5663	Moving Expenses	\$ 3,200	\$ 2,412.24	\$ 1,400	\$ (1,800)
5664	Contributions to SD Community Foundation	\$ 20,000	\$ 161,030.00	\$ 10,000	\$ 10,000
5670	Depreciation				
	<b>TOTAL OTHER OBJECTS</b>	<b>\$ 71,235</b>	<b>\$ 200,042.24</b>	<b>\$ 54,800</b>	<b>\$ 3,565</b>
5800	COACHES/OFFICIALS ED PROGRAM				
5810	Training of Instructors				\$ -
5811	Classes for Coaches				\$ -
5812	Classes for Officials				\$ -
5813	Classes for Cheer/Spirit-Coaches	\$ 125		\$ 125	\$ -
5814	Classes for Cheer/Spirit-Officials	\$ 150		\$ 150	\$ -
	<b>TOTAL COACHES/OFFICIALS ED PROGRAM</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ -</b>
5900	OFFICIALS OBSERVATION				
5910	Officials observation administration	\$ 9,500	\$ 8,369.90	\$ 9,500	\$ -
	<b>TOTAL OFFICIALS OBSERVATION</b>	<b>\$ 9,500</b>	<b>\$ 8,369.90</b>	<b>\$ 9,500</b>	<b>\$ -</b>
5970	COMBINED "AA" GIRLS' & BOYS' BASKETBAL-RC				
5971	Officials	\$ 20,000	\$ 17,607.44	\$ 17,000	\$ (3,000)
5972	Management Fee	\$ 15,000	\$ 15,000.00	\$ 12,000	\$ (3,000)
5973	Arena Rent, Facilities Fee and Custodial	\$ 62,800	\$ 73,848.50	\$ 85,000	\$ 22,200
5974	Team Expenses	\$ 30,000	\$ 20,107.00	\$ 30,000	\$ -
5975	Tournament Bands	\$ 1,000	\$ 718.80	\$ 1,000	\$ -
5976	Supplies	\$ 50		\$ 50	\$ -
5977	Awards	\$ 2,150	\$ 2,147.08	\$ 2,150	\$ -
5978	Tickets	\$ 15,000	\$ 23,065.13	\$ 12,000	\$ (3,000)
5979	Cheerleader Meal/Room Allowance	\$ 4,000	\$ 1,699.20	\$ 3,000	\$ (1,000)
	<b>TOTAL COMBINED "AA" GIRLS' &amp; BOYS' BASKETBALL</b>	<b>\$ 150,000</b>	<b>\$ 154,193.15</b>	<b>\$ 162,200</b>	<b>\$ 12,200</b>

EXPENSE BUDGET - 7						
					BUDGET	
		2015-2016	2015-2016	2016-2017	INCREASE	
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	(DECREASE)	
5990	COMBINED WRESTLING-SF					
5991	Officials	\$ 18,000	\$ 17,264.20	\$ 16,000	\$ (2,000)	
5992	Management Fee	\$ 13,500	\$ 10,000.00	\$ 10,000	\$ (3,500)	
5993	Floor Removal/5% Gross/Custodial/Rent	\$ 40,000	\$ 10,479.75	\$ 40,000	\$ -	
5994	Team Expenses	\$ 8,000	\$ 7,737.90	\$ 8,000	\$ -	
5995	Awards	\$ 2,250	\$ 1,764.08	\$ 2,250	\$ -	
5996	Tickets/Passes/Box Office/Surcharge	\$ 28,250	\$ 18,358.74	\$ 25,000	\$ (3,250)	
5997	Cheerleader meal/Room Allowance				\$ -	
	TOTAL COMBINED WRESTLING	\$ 110,000	\$ 65,604.67	\$ 101,250	\$ (8,750)	
6010	BOYS' "B" BASKETBALL-Aberdeen					
6011	Officials	\$ 9,500	\$ 10,908.73	\$ 10,500	\$ 1,000	Meals:
6012	Management Fee	\$ 8,000	\$ 8,000.00	\$ 8,000	\$ -	48 cheerleaders
6013	Arena Rent and Custodial	\$ 4,100	\$ 4,353.89	\$ 4,300	\$ 200	9 meals each
6014	Team Expenses	\$ 18,000	\$ 17,545.68	\$ 18,000	\$ -	@ \$4.00
6015	Tournament Bands	\$ 600	\$ 306.00	\$ 600	\$ -	
6016	Supplies	\$ 50			\$ (50)	Rooms:
6017	Awards	\$ 1,075	\$ 1,073.53	\$ 1,075	\$ -	8 doubles
6018	Tickets/Passes	\$ 1,600	\$ 1,610.12	\$ 1,600	\$ -	@ \$54.00
6019	Cheerleader Meal/Room Allowance	\$ 1,600	\$ 1,230.33	\$ 1,800	\$ 200	1 night
	TOTAL BOYS' "B" BASKETBALL	\$ 44,525	\$ 45,028.28	\$ 45,875	\$ 1,350	
6030	BOYS' "A" BASKETBALL-SF					
6031	Officials	\$ 9,400	\$ 10,452.48	\$ 10,500	\$ 1,100	Meals:
6032	Management Fee	\$ 8,500	\$ 8,500.00	\$ 8,500	\$ -	48 cheerleaders
6033	Arena Rent, Facilities Fee and Custodial	\$ 35,250	\$ 14,989.95	\$ 40,000	\$ 4,750	9 meals each
6034	Team Expenses	\$ 16,000	\$ 16,709.92	\$ 15,000	\$ (1,000)	@ \$4.00
6035	Tournament Bands	\$ 500	\$ 450.00	\$ 600	\$ 100	
6036	Supplies	\$ 50			\$ (50)	Rooms:
6037	Awards	\$ 1,100	\$ 1,073.53	\$ 1,100	\$ -	8 doubles
6038	Tickets/Passes	\$ 7,500	\$ 6,274.28	\$ 7,200	\$ (300)	@ \$48.00
6039	Cheerleader Meal/Room Allowance	\$ 1,700	\$ 1,449.54	\$ 1,500	\$ (200)	1 night
	TOTAL BOYS' "A" BASKETBALL	\$ 80,000	\$ 59,899.70	\$ 84,400	\$ 4,400	
6050	BOYS' "AA" BASKETBALL-					
6051	Officials				\$ -	Meals:
6052	Management Fee				\$ -	48 cheerleaders
6053	Arena Rent, Facilities Fee/Custodial				\$ -	9 meals each
6054	Team Expenses				\$ -	@ \$4.00
6055	Tournament Bands				\$ -	
6056	Supplies				\$ -	Rooms:
6057	Awards				\$ -	8 doubles
6058	Tickets/Passes				\$ -	@ \$50.00
6059	Cheerleader Meal/Room Allowance				\$ -	1 night
	TOTAL BOYS' "AA" BASKETBALL	\$ -	\$ -	\$ -	\$ -	

EXPENSE BUDGET - 8					
		2015-2016	2015-2016	2016-2017	BUDGET
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	INCREASE (DECREASE)
6070	GIRLS' "B" BASKETBALL-Huron				
6071	Officials	\$ 8,500	\$ 9,790.01	\$ 9,500	\$ 1,000
6072	Management Fee	\$ 5,500	\$ 5,500.00	\$ 5,500	\$ -
6073	Arena Rental /Custodial	\$ 1,500	\$ 1,500.00	\$ 1,500	\$ -
6074	Team Expenses	\$ 15,500	\$ 14,997.76	\$ 15,500	\$ -
6075	Tournament Bands	\$ 600	\$ 464.40	\$ 600	\$ -
6076	Supplies	\$ 50			\$ (50)
6077	Awards	\$ 1,100	\$ 1,073.53	\$ 1,100	\$ -
6078	Tickets/Passes	\$ 850	\$ 722.00	\$ 850	\$ -
6079	Cheerleader Meal/Room Allowance	\$ 700	\$ 436.77	\$ 700	\$ -
	TOTAL GIRLS' "B" BASKETBALL	\$ 34,300	\$ 34,484.47	\$ 35,250	\$ 950
6090	GIRLS' "A" BASKETBALL-BRKG				
6091	Officials	\$ 10,000	\$ 10,808.47	\$ 10,500	\$ 500
6092	Management Fee	\$ 5,500	\$ 5,500.00	\$ 5,500	\$ -
6093	Arena Rental/Custodial/Facility Fee	\$ 1,500	\$ 1,500.00	\$ 6,000	\$ 4,500
6094	Team Expenses	\$ 18,500	\$ 18,012.48	\$ 17,000	\$ (1,500)
6095	Tournament Bands	\$ 300		\$ 300	\$ -
6096	Supplies	\$ 50			\$ (50)
6097	Awards	\$ 1,100		\$ 1,100	\$ -
6098	Tickets/Passes/Box Office/5% gross	\$ 700		\$ 700	\$ -
6099	Cheerleader Meal/Room Allowance	\$ 1,000		\$ 1,100	\$ 100
	TOTAL GIRLS' "A" BASKETBALL	\$ 38,650	\$ 35,820.95	\$ 42,200	\$ 3,550
6100	GIRLS' "AA" BASKETBALL-				
6111	Officials				\$ -
6112	Management Fee				\$ -
6113	Arena Rental/Custodial/Facilities Fee				\$ -
6114	Team Expenses				\$ -
6115	Tournament Bands				\$ -
6116	Supplies				\$ -
6117	Awards				\$ -
6118	Tickets/Passes				\$ -
6119	Cheerleader Meal/Room Allowance				\$ -
	TOTAL GIRLS' "AA" BASKETBALL	\$ -	\$ -	\$ -	\$ -
6130	"B" WRESTLING -RC				
6131	Officials				\$ -
6132	Management Fee				\$ -
6133	Floor Removal/5%Gross/Custodial/Rent				\$ -
6134	Team Expenses (55 schools)				\$ -
6137	Awards				\$ -
6138	Tickets/Passes/BoxOffice/Surcharge				\$ -
6140	Cheerleader Meal/Room Allowance				\$ -
	TOTAL "B" WRESTLING	\$ -	\$ -	\$ -	\$ -



<b>EXPENSE BUDGET - 9</b>					
					<b>BUDGET</b>
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>INCREASE</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
6150	"A" WRESTLING-				
6151	Officials				\$ -
6152	Management Fee				\$ -
6153	Rent/Custodial/Floor Removal				\$ -
6154	Team Expenses (32 schools)				\$ -
6157	Awards				\$ -
6158	Tickets/Passes/Box Office/Surcharge				\$ -
6160	Cheerleader Meal/Room Allowance				\$ -
	<b>TOTAL "A" WRESTLING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
6170	GYMNASTICS-AB				
6171	Officials	\$ 12,000	\$ 10,538.56	\$ 12,000	\$ -
6172	Management Fee	\$ 4,000	\$ 4,000.00	\$ 4,000	\$ -
6173	Arena Rent/Custodial	\$ 2,000	\$ 2,000.00	\$ 1,000	\$ (1,000)
6174	Team Expenses	\$ 2,300	\$ 2,211.28	\$ 2,300	\$ -
6176	Supplies	\$ 50			\$ (50)
6177	Awards	\$ 1,750	\$ 1,727.76	\$ 1,750	\$ -
6178	Tickets/Passes	\$ 400	\$ 295.00	\$ 300	\$ (100)
	<b>TOTAL GYMNASTICS</b>	<b>\$ 22,500</b>	<b>\$ 20,772.60</b>	<b>\$ 21,350</b>	<b>\$ (1,150)</b>
6200	TRACK AND FIELD-EAST				
6201	Officials/Announcers	\$ 8,800	\$ 10,155.64	\$ 8,800	\$ -
6202	Management Fee/Computer Personnel	\$ 6,100	\$ 6,100.00	\$ 6,100	\$ -
6204	Team Expenses	\$ 30,000	\$ 29,439.36	\$ 30,000	\$ -
6206	Supplies/Film/Ammo/Finish Lynk	\$ 7,600	\$ 6,719.18	\$ 8,600	\$ 1,000
6207	Awards	\$ 7,300	\$ 7,882.81	\$ 7,300	\$ -
6208	Tickets/Passes	\$ 2,000	\$ 2,455.60	\$ 2,000	\$ -
	<b>TOTAL TRACK AND FIELD</b>	<b>\$ 61,800</b>	<b>\$ 62,752.59</b>	<b>\$ 62,800</b>	<b>\$ 1,000</b>
6220	GOLF-RC, AB, SF, Dell Rap, Huron				
6221	Officials	\$ 1,200	\$ 1,200.00	\$ 1,200	\$ -
6222	Management Fee	\$ 1,800	\$ 1,800.00	\$ 1,800	\$ -
6223	Greens Fees & Cart Rental	\$ 10,800	\$ 10,800.00	\$ 10,800	\$ -
6226	Supplies	\$ 1,200	\$ 1,454.00	\$ 1,500	\$ 300
6227	Awards	\$ 4,200	\$ 4,392.68	\$ 4,200	\$ -
	<b>TOTAL GOLF</b>	<b>\$ 19,200</b>	<b>\$ 19,646.68</b>	<b>\$ 19,500</b>	<b>\$ 300</b>
6240	TENNIS-SF/RC				
6241	Officials	\$ 6,200	\$ 6,626.80	\$ 6,200	\$ -
6242	Management Fee	\$ 3,000	\$ 3,000.00	\$ 3,000	\$ -
6243	Indoor Court Rental	\$ 1,500	\$ 700.00	\$ 1,500	\$ -
6244	Teleconference/Seeding				\$ -
6246	Supplies (12 cases @ \$60.00)	\$ 100		\$ -	\$ (100)
6247	Awards	\$ 1,400	\$ 1,599.74	\$ 1,500	\$ 100
	<b>TOTAL TENNIS</b>	<b>\$ 12,200</b>	<b>\$ 11,926.54</b>	<b>\$ 12,200</b>	<b>\$ -</b>

EXPENSE BUDGET - 10						
						BUDGET
		2015-2016	2015-2016	2016-2017		INCREASE
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET		(DECREASE)
6260	CROSS COUNTRY-Huron					
6261	Official	\$ 250	\$ 412.80	\$ 450	\$ 200	
6262	Management Fee	\$ 3,000	\$ 3,000.00	\$ 3,000	\$ -	
6263	Rental of Course	\$ 400	\$ 400.00	\$ 400	\$ -	
6265	Computer Scoring	\$ 2,900	\$ 3,100.00	\$ 3,100	\$ 200	
6266	Supplies	\$ 500	\$ 537.69	\$ 550	\$ 50	
6267	Awards	\$ 3,000	\$ 2,957.22	\$ 3,100	\$ 100	
	TOTAL CROSS COUNTRY	\$ 10,050	\$ 10,407.71	\$ 10,600	\$ 550	
6280	FOOTBALL PLAY-OFFS-Vermillion					
6281	Officials	\$ 8,500	\$ 8,906.99	\$ 9,000	\$ 500	Meals:
6282	Management Fee				\$ -	72 cheerleaders
6283	Rent of Dome	\$ 50,000	\$ 50,000.00	\$ 50,000	\$ -	3 meals each
6284	Team Expenses	\$ 6,300	\$ 7,664.00	\$ 6,300	\$ -	@ \$4.00
6285	Tournament Bands	\$ 500		\$ 500	\$ -	
6286	Supplies			\$ -	\$ -	Rooms:
6287	Awards/Dist Champions	\$ 3,200	\$324.66	\$ 3,200	\$ -	12 doubles
6288	Tickets/Passes	\$ 2,100	\$ 2,135.00	\$ 2,200	\$ 100	@ \$55.00
6289	Computer Programming Service				\$ -	1 night
6290	Sub-State Losses	\$ 2,200	\$ 210,571.00	\$ 2,150	\$ (50)	
6291	Cheerleader Meal/Room Allowance	\$ 450	\$ 960.80		\$ (450)	
	TOTAL FOOTBALL PLAY-OFFS	\$ 73,250	\$ 280,562.45	\$ 73,350	\$ 100	
6300	VOLLEYBALL "B" - HURON					
6301	Officials			\$ 7,500	\$ 7,500	
6302	Management Fee			\$ 3,000	\$ 3,000	
6303	5% gross/Custodial/Facilities Fee			\$ 1,500	\$ 1,500	
6304	Team Expenses			\$ 17,000	\$ 17,000	
6305	Tournament Bands			\$ 300	\$ 300	
6306	Supplies				\$ -	
6307	Awards			\$ 1,100	\$ 1,100	
6308	Tickets/Passes			\$ 700	\$ 700	
	plus \$.10 per ticket					
	TOTAL VOLLEYBALL "B"	\$ -	\$ -	\$ 31,100	\$ 31,100	
6320	VOLLEYBALL "A" - WTN					
6321	Officials			\$ 7,000	\$ 7,000	
6322	Management Fee			\$ 3,000	\$ 3,000	
6323	5% gross/Custodial/Facilities Fee			\$ 1,500	\$ 1,500	
6324	Team Expenses			\$ 17,000	\$ 17,000	
6325	Tournament Bands			\$ 300	\$ 300	
6326	Supplies				\$ -	
6327	Awards			\$ 1,100	\$ 1,100	
6328	Tickets/Passes			\$ 700	\$ 700	
	TOTAL VOLLEYBALL "A"	\$ -	\$ -	\$ 30,600	\$ 30,600	

EXPENSE BUDGET - 11					
					BUDGET
		2015-2016	2015-2016	2016-2017	INCREASE
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	(DECREASE)
	VOLLEYBALL COMBINED TOURNAMENT-SF				
6341	Officials	\$ 19,500	\$ 21,501.68		\$ (19,500)
6342	Management Fee	\$ 14,000	\$ 10,000.00		\$ (14,000)
6343	6% gross/Custodial/Facilities Fee	\$ 46,100	\$ 72,839.60		\$ (46,100)
6344	Team Expenses	\$ 45,000	\$ 41,084.49		\$ (45,000)
6345	Tournament Bands		\$ 150.00		\$ -
6346	Supplies	\$ 150			\$ (150)
6347	Awards	\$ 3,250	\$ 3,170.10		\$ (3,250)
6348	Tickets/Passes	\$ 2,000	\$ 10,961.70		\$ (2,000)
	<b>TOTAL COMBINED VOLLEYBALL TOURNAMENT</b>	<b>\$ 130,000</b>	<b>\$ 159,707.57</b>	<b>\$ -</b>	<b>\$ (130,000)</b>
6350	VOLLEYBALL "AA" - BRKG				
6351	Officials			\$ 7,000	\$ 7,000
6352	Management Fee			\$ 3,000	\$ 3,000
6353	Rent/Custodial/Fac Fee/Workers			\$ 8,020	\$ 8,020
6354	Team Expenses			\$ 13,000	\$ 13,000
6355	Tournament Bands			\$ 300	\$ 300
6356	Supplies				\$ -
6357	Awards			\$ 1,100	\$ 1,100
6358	Tickets/Passes			\$ 700	\$ 700
	<b>TOTAL VOLLEYBALL AA</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,120</b>	<b>\$ 33,120</b>
6370	CHEER & DANCE-AB				
6371	Officials	\$ 4,200	\$ 3,442.88	\$ 4,000	\$ (200)
6372	Management Fee	\$ 2,000	\$ 2,000.00	\$ 2,000	\$ -
6373	Rent/Custodial	\$ 1,000	\$ 1,000.00	\$ 1,000	\$ -
6374	Team Expenses	\$ 7,000	\$ 5,918.92	\$ 7,000	\$ -
6376	Supplies	\$ 50		\$ 50	\$ -
6377	Awards	\$ 3,200	\$ 3,119.60	\$ 3,200	\$ -
6378	Tickets/Passes	\$ 425	\$ 413.00	\$ 425	\$ -
	<b>TOTAL CHEER &amp; DANCE</b>	<b>\$ 17,875</b>	<b>\$ 15,894.40</b>	<b>\$ 17,675</b>	<b>\$ (200)</b>
6380	SOCCER-SF				
6381	Officials	\$ 2,400	\$ 3,507.83	\$ 3,500	\$ 1,100
6382	Management Fee	\$ 1,500	\$ 1,500.00	\$ 1,500	\$ -
6383	Custodial			\$ 500	\$ 500
6384	Team Expenses	\$ 6,400	\$ 8,230.48	\$ 9,000	\$ 2,600
6385	Tournament Band			\$ 300	\$ 300
6386	Supplies	\$ 100		\$ 125	\$ 25
6387	Awards	\$ 1,400	\$ 1,249.65	\$ 1,400	\$ -
6388	Tickets/Passes	\$ 175	\$ 166.00	\$ 175	\$ -
	<b>TOTAL SOCCER</b>	<b>\$ 11,975</b>	<b>\$ 14,653.96</b>	<b>\$ 16,500</b>	<b>\$ 4,525</b>
6400	STUDENT COUNCIL				
6432	Consultants Fee				\$ -
6433	SDSCA Convention	\$ 1,000	\$ 1,152.64	\$ 1,000	\$ -
6434	Committee Expense	\$ -	\$ 505.73		\$ -
6435	NFHS Leadership Conference				\$ -
6436	Supplies	\$ 200	\$ 284.15	\$ 200	\$ -
6437	State Executive Director Meeting	\$ 1,700	\$ 1,333.00	\$ 1,500	\$ (200)
6438	Workshop Planning Mtg				\$ -
6439	SDSCA Operations	\$ 1,000	\$ 1,000.00	\$ 1,000	\$ -
	<b>TOTAL STUDENT COUNCIL</b>	<b>\$ 3,900</b>	<b>\$ 4,275.52</b>	<b>\$ 3,700</b>	<b>\$ (200)</b>

<b>EXPENSE BUDGET - 12</b>					
		<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>BUDGET</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>INCREASE (DECREASE)</b>
6450	ORAL INTERP-Harrisburg				
6451	Judges	\$ 10,000	\$ 12,439.30	\$ 9,000	\$ (1,000)
6452	Management Fee	\$ 200	\$ 200.00	\$ 200	\$ -
6453	Rent	\$ -			\$ -
6457	Awards	\$ 4,000	\$ 6,455.69	\$ 6,000	\$ 2,000
6459	Programs	\$ 2,000	\$ 1,765.00	\$ 2,000	\$ -
	<b>TOTAL ORAL INTERP</b>	<b>\$ 16,200</b>	<b>\$ 20,859.99</b>	<b>\$ 17,200</b>	<b>\$ 1,000</b>
6470	ONE ACT PLAY-AB				
6471	Judges	\$ 8,500	\$ 8,558.04	\$ 7,000	\$ (1,500)
6472	Management Fee	\$ 1,800	\$ 1,800.00	\$ 1,800	\$ -
6477	Awards	\$ 2,700	\$ 3,361.61	\$ 3,400	\$ 700
6479	Program	\$ 1,700	\$ 2,126.32	\$ 2,100	\$ 400
6480	Committee Mtg/Oral Interp-One Act-Debate	\$ -	\$ 442.35		\$ -
6481	Shirts	\$ 4,000	\$ 2,500.54		\$ (4,000)
	<b>TOTAL ONE ACT PLAY</b>	<b>\$ 18,700</b>	<b>\$ 18,788.86</b>	<b>\$ 14,300</b>	<b>\$ (4,400)</b>
6500	DEBATE-MIT				
6501	Judges	\$ 9,000	\$ 11,637.68	\$ 9,000	\$ -
6502	Management Fee	\$ 500	\$ 500.00	\$ 200	\$ (300)
6507	Awards	\$ 2,350	\$ 2,448.24	\$ 2,500	\$ 150
6508	NFHS Speech Award	\$ 80		\$ 80	\$ -
6510	Computer (Joy of Tournaments)	\$ 250	\$ 225.00	\$ 250	\$ -
6511	Computer Operator	\$ 200	\$ 200.00	\$ 200	\$ -
	<b>TOTAL DEBATE</b>	<b>\$ 12,380</b>	<b>\$ 15,010.92</b>	<b>\$ 12,230</b>	<b>\$ (150)</b>
6540	JAZZ BAND - AB				
6541	Guest Conductors	\$ 7,750	7,656.13	\$ 8,000	\$ 250
6542	Rent/Custodial	\$ 300	525.00	\$ 300	\$ -
6543	Chairman/Site Expense	\$ 750	250.00	\$ 250	\$ (500)
6544	Audition Expense	\$ 1,200	1,000.00	\$ 1,000	\$ (200)
6547	Awards	\$ 350	284.00	\$ 350	\$ -
6548	Tickets/Passes	\$ 200			\$ (200)
6549	Faculty Performance Session	\$ 350	250.00	\$ 350	\$ -
6550	Programs	\$ 1,400	1,537.00	\$ 1,500	\$ 100
	<b>TOTAL JAZZ BAND</b>	<b>\$ 12,300</b>	<b>11,502.13</b>	<b>\$ 11,750</b>	<b>\$ (550)</b>
6610	ALL-STATE CHORUS & ORCHESTRA-SF				
6611	Guest Conducts -Fees, Expenses, Accompanst	\$ 5,000	4,852.77	\$ 5,000	\$ -
6612	Arena Rent/Custodial	\$ 6,000	12,186.30	\$ 15,000	\$ 9,000
6613	Chairman/Site Expense	\$ 1,500	1,650.00	\$ 1,650	\$ 150
6614	Audition Expense	\$ 12,000	11,738.94	\$ 12,000	\$ -
6615	Piano Rental	\$ 3,000	639.20	\$ 3,000	\$ -
6616	Music	\$ 900	150.00	\$ 150	\$ (750)
6617	Awards	\$ 1,700	1,624.89	\$ 1,700	\$ -
6618	Tickets/Passes/Box Office	\$ 7,725	3,360.79	\$ 6,000	\$ (1,725)
6620	Programs	\$ 5,500	5,144.00	\$ 5,500	\$ -
6621	Sound System	\$ 2,500		\$ 500	\$ (2,000)
	<b>TOTAL CHORUS &amp; ORCHESTRA</b>	<b>\$ 45,825</b>	<b>41,346.89</b>	<b>\$ 50,500</b>	<b>\$ 4,675</b>

EXPENSE BUDGET - 13					
		2015-16	2015-16	2016-17	BUDGET
CODE	DESCRIPTION	BUDGET	ACTUAL	BUDGET	INCREASE (DECREASE)
6630	ALL-STATE BAND- SF				
6631	Guest Conductor -Fees & Expenses	\$ 5,000	4,969.10	\$ 5,000	\$ -
6632	Arena Rent/Custodial	\$ 1,000	500.00	\$ 1,000	\$ -
6633	Chairman	\$ 400	150.00	\$ 250	\$ (150)
6634	Audition Expense	\$ 24,000	21,296.21	\$ 20,000	\$ (4,000)
6636	Music	\$ 1,500	423.99	\$ 600	\$ (900)
6637	Awards	\$ 900	757.84	\$ 700	\$ (200)
6638	Tickets/Passes	\$ 350		\$ 150	\$ (200)
6640	Printing	\$ 2,500	2,458.00	\$ 2,500	\$ -
	TOTAL BAND	\$ 35,650	30,555.14	\$ 30,200	\$ (5,450)
6650	MUSIC MISCELLANEOUS				
6651	SDBA Convention	\$ 500	776.18	\$ 500	\$ -
6652	Advisory Committee	\$ -	168.74	\$ -	\$ -
6653	SDMEA Convention	\$ 500	500.00	\$ 500	\$ -
6661	Digital Ballot Computer Service	\$ 6,000	3,105.50	\$ 2,000	\$ (4,000)
	TOTAL MUSIC MISC.	\$ 7,000	4,550.42	\$ 3,000	\$ (4,000)
6670	JOURNALISM				
6672	Advisory Committee	\$ -		\$ -	\$ -
6673	Journalism Convention	\$ 4,000	\$ 1,331.88	\$ 4,000	\$ -
6674	Journalism Adjudicator	\$ 1,500	\$ 1,542.35	\$ 1,500	\$ -
6675	Postage	\$ 300		\$ 300	\$ -
6677	Awards	\$ 400	\$ 391.36	\$ 400	\$ -
	TOTAL JOURNALISM	\$ 6,200	\$ 3,265.59	\$ 6,200	\$ -
6680	VISUAL ARTS				
6681	Judges	\$ 4,000	\$ 4,981.23	\$ 5,000	\$ 1,000
6683	Rent/Repair	\$ 5,500		\$ 3,800	\$ (1,700)
6685	Gallery Reception	\$ 1,000	\$ 920.00	\$ 1,000	\$ -
6687	Awards	\$ 1,500	\$ 1,240.71	\$ 1,500	\$ -
	TOTAL VISUAL ARTS	\$ 12,000	\$ 7,141.94	\$ 11,300	\$ (700)
6690	SHOW CHOIR - AB				
6691	Judges	\$ 8,000	\$ 2,153.14	\$ 8,000	\$ -
6692	Management Fee	\$ 1,000	\$ 1,000.00	\$ 1,000	\$ -
6693	Rent/Custodial	\$ 1,000		\$ 1,000	\$ -
6694	Awards	\$ 2,000	\$ 872.20	\$ 2,000	\$ -
6695	Tickets/Passes	\$ 300		\$ 300	\$ -
6696	Programs	\$ 2,000	\$ 1,651.22	\$ 2,000	\$ -
6697	Shirts	\$ 4,000	\$ 1,964.34		\$ (4,000)
		\$ 18,300	\$ 7,640.90	\$ 14,300	\$ (4,000)
6700	CONTINGENCY FUND				
6701	General Fund Dollars				\$ -
			\$ -		
	TOTAL CONTINGENCY FUND	\$ -			\$ -
8500	CAPITAL EXPENDITURES				
8540	Equipment				\$ -
8551	Cap. Exp.-Building Construction				\$ -
	TOTAL CAPITAL EXPENDITURES	\$ -			\$ -
	GRAND TOTALS	\$ 2,665,234	\$ 2,941,067.61	\$ 2,634,168	\$ (31,066)
	EXCEL: work/misc/budget/2016-2017				

**SOUTH DAKOTA  
HIGH SCHOOL ACTIVITIES ASSOCIATION**

**AUDIT REPORT**

**June 30, 2015**



**State of South Dakota  
Department of Legislative Audit**  
427 South Chapelle  
% 500 East Capitol  
Pierre, SD 57501-5070

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
ASSOCIATION OFFICIALS  
June 30, 2015

Board of Directors:

Rick Weber – Chairperson  
Jason Uttermark – Vice Chairperson  
Dan Whalen  
Steve Morford  
Linda Whitney  
Sandy Klatt  
Todd Trask  
Dr. Roger Bordeaux

Executive Director:

Wayne Carney

Comptroller:

Jeannie Davis





SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	1
Schedule of Prior Audit Findings .....	3
Schedule of Current Audit Findings .....	3
Independent Auditor's Report .....	5
<i>Basic Financial Statements:</i>	
Statement of Net Position.....	8
Statement of Revenues, Expenses and Changes in Fund Net Position.....	9
Statement of Cash Flows.....	10
Notes to the Financial Statements.....	11
<i>Required Supplementary Data:</i>	
Schedule of the Association Contributions.....	23
Schedule of the Association's Proportionate Share of the Net Pension Liability (Asset).....	24
<i>Supplementary Data:</i>	
Schedule of Budgeted and Actual Revenues – Cash Basis.....	25
Schedule of Budgeted and Actual Expenditures – Cash Basis.....	26
Notes to the Schedules of Budget and Actual Revenues and Expenditures .....	28





427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
PIERRE SD 57501-5070  
(605) 773-3595  
FAX (605) 773-6454

MARTIN L. GUINDON, CPA  
AUDITOR GENERAL

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors  
South Dakota High School Activities Association

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the South Dakota High School Activities Association as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the South Dakota High School Activities Association's (Association) basic financial statements and have issued our report thereon dated March 29, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Association's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Current Audit Findings, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Current Audit Findings as item No. 2015-001 to be material a weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Association's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### Association's Response to Findings

The Association's responses to the findings identified in our audit are described in the accompanying Schedule of Current Audit Findings. The Association's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. As required by South Dakota Codified Law 4-11-11, this report is a matter of public record and its distribution is not limited.



Martin L. Guindon, CPA  
Auditor General

March 29, 2016

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF PRIOR AND CURRENT AUDIT FINDINGS

**SCHEDULE OF PRIOR AUDIT FINDINGS**

**Prior Audit Findings:**

**Finding No. 2014-001:**

Controls were not adequate to ensure the accuracy of amounts reported in the South Dakota High School Activities Association's Statement of Cash Flows including the identification and correction of reporting errors and omissions. This finding has not been corrected and has been restated as current audit finding No. 2015-001.

**Finding No. 2014-002:**

Accounts receivable subsidiary records and a control account were not maintained allowing the South Dakota High School Activities Association to track balances owed the Association during the fiscal year on contracts entered into with Baden Sports Inc., SDPB, and each Corporate Partner. This finding has been corrected.

**Finding No. 2014-003:**

South Dakota High School Activities Association Executive Staff, by using an Association credit card to pay for meals while traveling, did not comply with Section XI, B. of their policy manual which addresses reimbursing employees' for the cost of their meals.

The South Dakota High School Activities Association also did not follow Article II and Article VII of their Constitution by purchasing twenty-four professional baseball tickets.

This finding has been corrected.

**Finding No. 2014-004:**

The South Dakota High School Activities Association failed to remit to the State of South Dakota – State Treasurer unclaimed property, in the form of outstanding checks in the amount of \$8,890.32, in violation of the South Dakota Codified Law (SDCL) Chapter 43-41B. This finding has been corrected.

**SCHEDULE OF CURRENT AUDIT FINDINGS**

Financial Statement Audit Finding:

**Finding No. 2015-001:**

Controls were not adequate to ensure the accuracy of amounts reported in the South Dakota High School Activities Association's (Association) Statement of Cash Flows including the identification and correction of reporting errors and omissions. This is the second consecutive audit to contain this finding.

In addition, the South Dakota High School Activities Association did not implement Governmental Accounting Standards Board (GASB) Statement 68 – Accounting and Financial Reporting for Pensions and GASB Statement 71 – Pension Transition for Contributions Made Subsequent to the Measurement Date. This resulted in reporting errors and omissions on the financial statements.

*Type of Finding:* Material Weakness

Analysis:

GASB Codification section 2450.124-125 requires the Statement of Cash flows reflect cash inflows and outflows from investing activities including but not limited to receipts from sales of equity instruments and payments to acquire equity instruments.

We noted that the Association failed to report significant investment activity in the Statement of Cash Flows. On October 1, 2014 the Association withdrew \$350,000.00 in investments. These monies were deposited into their regular checking account on the same date. On May 15, 2015 \$350,000.00 was reinvested into investments. This investment activity was not reported on the Statement of Cash Flows resulting in a material adjustment to the financial statements.

We also noted that the footnotes to the financial statements did not properly disclose the correct names of the investments held as of June 30, 2015.

In addition, the Association did not implement GASB Statement 68 – Accounting and Financial Reporting for Pensions and GASB Statement 71 – Pension Transition for Contributions Made Subsequent to the Measurement Date effective for fiscal years beginning after June 15, 2014. The primary objective was to improve accounting and financial reporting for pensions.

Because the Association participates in the South Dakota Retirement System (SDRS) the reporting requirements of GASB Statements 68 and 71 apply. The new standards relate to how pension costs and obligations are measured and reported in the financial statements. The Statement of Net Position did not report the proportionate share of Net Pension Assets totaling \$282,422.85, Pension Related Deferred Outflows totaling \$248,067.01, Pension Related Deferred Inflows totaling \$327,093.27, and Restricted Net Position for SDRS Pension Purposes for \$203,396.59. The Statement of Revenues, Expenses and Changes in Fund Net Position did not report a Prior Period Adjustment for \$151,654.15 and a reduction in General and Administrative Expenses for \$51,742.44. The notes to the financial statements also did not include the required pension note disclosure. The financial statements were adjusted to correct these errors.

We were able to correct the material reporting errors and therefore have issued an unmodified auditor's opinion on the financial statements contained in this audit report.

RECOMMENDATION:

We recommend the Association implement internal control procedures to identify and correct reporting errors and omissions and ensure the accuracy of amounts reported in the financial statements. In addition, we recommend the Association properly implement new accounting standards.

Auditee's Corrective Action Plan:

This finding was reported to Stulken, Petersen, Lingle, Walti & Jones, the CPA firm hired by the SDHSAA, to assist with financial matters. The firm has been notified of the finding and will take corrective action.



427 SOUTH CHAPELLE  
C/O 500 EAST CAPITOL  
PIERRE SD 57501-5070  
(605) 773-3595  
FAX (605) 773-6454

MARTIN L. GUINDON, CPA  
AUDITOR GENERAL

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
South Dakota High School Activities Association

### Report on the Financial Statements

We have audited the accompanying financial statements of the South Dakota High School Activities Association, as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, as listed in the Table of Contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the South Dakota High School Activities Association as of June 30, 2015, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Implementation of Accounting Standards

As described in Note 12 to the financial statements, the South Dakota High School Activities Association adopted the provisions of Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions* and Statement No. 71 *Pension Transition for Contributions Made Subsequent to the Measurement Date*. As discussed in Note 13 to the financial statements, the South Dakota High School Activities Association has retroactively restated the previously reported Net Position in accordance with this statement. Our opinion is not modified with respect to this matter.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Schedule of the Association Contributions and the Schedule of the Association's Proportionate Share of the Net Pension Liability (Asset) on pages 23 and 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The South Dakota High School Activities Association has omitted the Management's Discussion and Analysis (MD&A), that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the South Dakota High School Activities Association's basic financial statements. The Schedule of Budgeted and Actual Revenue – Cash Basis and Schedule of Budgeted and Actual Expenditures – Cash Basis listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Budgeted and Actual Revenue – Cash Basis and Schedule of Budgeted and Actual Expenditures – Cash Basis is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or



to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Budgeted and Actual Revenue – Cash Basis and Schedule of Budgeted and Actual Expenditures – Cash Basis are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated March 29, 2016 on our consideration of the South Dakota High School Activities Association's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering South Dakota High School Activities Association's internal control over financial reporting and compliance.



Martin L. Guindon, CPA  
Auditor General

March 29, 2016

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
STATEMENT OF NET POSITION  
JUNE 30, 2015

Assets:	
Current Assets:	
Cash and Cash Equivalents	\$ 568,181.27
Investments	1,241,825.31
Accounts Receivable	6,691.69
Total Current Assets	<u>1,816,698.27</u>
Non-Current Assets:	
Land	163,870.75
Land Improvements	48,027.26
Less: Accumulated Depreciation-Land Improvements	(47,626.84)
Building	787,943.97
Less: Accumulated Depreciation-Building	(168,165.12)
Equipment, Furniture and Fixtures	219,359.48
Less: Accumulated Depreciation-Equipment, Furniture and Fixtures	(167,234.70)
Beneficial Interest in Assets Held by SD Community Foundation	150,737.91
Net Pension Asset	282,422.85
Total Non-Current Assets	<u>1,269,335.56</u>
Total Assets	<u>3,086,033.83</u>
Deferred Outflows of Resources:	
Pension Related Deferred Outflows	<u>248,067.01</u>
Liabilities:	
Current Liabilities:	
Vouchers Payable	282.30
Accrued Vacation	31,897.35
Accrued Sick Pay	10,598.49
Severance Pay Benefit	8,121.39
Post Employment Benefit	4,800.00
Total Current Liabilities	<u>55,699.53</u>
Non-Current Liabilities:	
Accrued Vacation	26,662.14
Accrued Sick Pay	23,171.90
Severance Pay Benefit	8,121.39
Post Employment Benefit	11,072.77
Total Non-Current Liabilities	<u>69,028.20</u>
Total Liabilities	<u>124,727.73</u>
Deferred Inflows of Resources:	
Pension Related Deferred Inflows	<u>327,093.27</u>
Net Position:	
Investment in Capital Assets	836,174.80
Restricted for Nonexpendable Interest in SD Community Foundation	150,737.91
Restricted for SDRS Pension Purposes	203,396.59
Unrestricted	1,691,970.54
Total Net Position	<u>\$ 2,882,279.84</u>

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Operating Revenue:		
Basketball:		
State Tournament - Boys	\$ 401,402.00	
State Tournament - Girls	179,505.00	
Sub-State Events		
Elimination Tournaments	<u>658,622.00</u>	
Total Basketball Receipts		\$ 1,239,529.00
Wrestling:		
State Tournament	187,531.00	
Sub-State Events	<u>32,163.00</u>	
Total Wrestling Receipts		219,694.00
Volleyball:		
State Tournament	103,566.00	
Sub-State Events	<u>184,662.90</u>	
Total Volleyball Receipts		288,228.90
Football:		
State Tournament	225,519.86	
Sub-State Events	<u>284,080.30</u>	
Total Football Receipts		509,600.16
Cross Country		18,675.00
State Track and Field Meet		104,854.00
State Gymnastics Meet		10,415.00
Cheer and Dance		20,587.00
Soccer		10,032.00
All-State Chorus and Orchestra		57,096.00
All-State Band		10,660.00
All-State Jazz Band		2,339.00
Television Contract		89,417.50
Ball Bids		53,500.00
Corporate Partner		295,000.00
Coaches Education		25,260.00
Fine Arts Fees		158,494.00
Subscription/Postage		1,080.00
Music Supplies		37.50
Sale of Medals		865.75
Coaches Clinic		1,020.00
Rule Books/Publications		26,989.00
Recruitment of Officials		4,016.00
Registration of Officials		73,839.39
Officials/Coaches Penalties		8,770.00
Speech Ad Revenue		1,200.00
Speech Programs/Shirts		7,196.00
Miscellaneous		<u>16,051.20</u>
Total Operating Revenue		<u>3,254,446.40</u>
Operating Expenses:		
General and Administrative		1,504,957.95
Activities		1,698,570.55
Depreciation Expense		<u>24,298.00</u>
Total Operating Expenses		<u>3,227,826.50</u>
Operating Income		<u>26,619.90</u>
Non-operating Revenue (Expense):		
Earnings on Deposits and Investments		3,230.48
Unrealized Gain (Loss) on Investments		(32,510.09)
Unrealized Gain (Loss) on Beneficial Interest in Assets Held by SD Community Foundation		(7,158.83)
Contributions and Donations		31,447.00
Contributions for SD Community Foundation		2,000.00
Investment Expense		<u>(1,519.60)</u>
Total Non-operating Revenue (Expense)		<u>(4,511.04)</u>
Change in Net Position		<u>22,108.86</u>
Net Position, July 1, 2014		2,708,516.83
Adjustments:		
Implementation of GASB 68 (See Note 13)		<u>151,654.15</u>
Adjusted Net Position, July 1, 2014		<u>2,860,170.98</u>
Net Position, June 30, 2015		<u>\$ 2,882,279.84</u>

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
STATEMENT OF CASH FLOWS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Cash Flows from Operating Activities:		
Cash Received from Customers	\$ 2,479,178.49	
Cash Payments to Suppliers for Goods and Services	(1,508,498.86)	
Cash Payments to Employees for Services	(917,777.74)	
Net Cash Provided by Operating Activities		<u>\$ 52,901.89</u>
Cash Flows from Noncapital Financing Activities		
Contribution for SD Community Foundation	2,000.00	
Contribution to SD Community Foundation	(2,000.00)	
Net Cash Used by Noncapital Financing Activities		<u>0.00</u>
Cash Flows from Investing Activities:		
Sale of Investments	(350,000.00)	
Purchase of Investments	350,000.00	
Interest Received on Investments	404.65	
Net Cash Provided by Investing Activities		<u>404.65</u>
Net Increase in Cash and Cash Equivalents During the Fiscal Year		53,306.54
Cash and Cash Equivalents at Beginning of Year		<u>514,874.73</u>
Cash and Cash Equivalents at End of Year		<u>\$ 568,181.27</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities		
Operating Income		\$ 26,619.90
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:		
Activities Expense - Value of Donated Automobiles	31,447.00	
Depreciation Expense	24,298.00	
Decrease in Accounts Receivable	3,803.99	
Increase in Accrued Vacation Liability	5,522.83	
Increase in Accrued Sick Leave Liability	1,301.19	
Increase in Severance Pay Liability	16,242.78	
Increase in Deferred Outflows and Net Pension Asset	(51,742.44)	
Decrease in Accrued Payroll Taxes	(13.72)	
Decrease in Accrued Post Employment Benefit Liability	(4,800.00)	
Increase in Vouchers Payable	222.36	
Total Adjustments		<u>26,281.99</u>
Net Cash Provided by Operating Activities		<u>\$ 52,901.89</u>
Non-cash Investing, Capital and Financing Activities:		
Value of Donated Automobiles		\$ 31,447.00
Decrease in Fair Value of Investments		\$ (32,510.09)
Beneficial Interest in Assets Held by SD Community Foundation		\$ (7,158.83)

The notes to the financial statements are an integral part of this statement.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES:

a. Nature of Activities:

The school districts of the State of South Dakota, acting by and through their duly elected school board members, associated together in the creation and development of a voluntary, nonprofit association, the South Dakota High School Activities Association (Association), to direct and coordinate interscholastic activities carried on by member high schools of South Dakota.

b. Significant Accounting Policies:

Date of Management's Review:

Management has evaluated subsequent events through March 29, 2016, the date the financial statements were available to be issued.

Estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

c. Basis of Presentation:

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

Proprietary Funds:

Enterprise Funds – Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the constituency on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Association has one enterprise fund.

d. Measurement Focus and Basis of Accounting:

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues and expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus.

Measurement Focus:

The "economic resources" measurement focus and the accrual basis of accounting are applied to proprietary fund types.

Basis of Accounting:

The financial statements are presented on the accrual basis of accounting; revenues are recorded when earned and expenses are recorded when the obligation is incurred.

e. Capital Assets:

On July 1, 2004, the Association and Delta Dental Plan of South Dakota entered into an agreement of joint venture for the construction of an office building together with related improvements. The Association's undivided interest is 63% and Delta Dental Plan of South Dakota's is 37%. Each entity was liable for their share of the construction costs of the building and related improvements, in proportion to their undivided interest. Buildings and land improvements are valued at historical cost. The value reported by the Association reflects their undivided interest of 63% in the building and land improvements. All non-structural and routine repairs are at the expense of the applicable owner.

Land was valued at estimated fair value at the time the joint venture agreement was executed. This value was arrived at by Delta Dental Plan of South Dakota, who prior to entering into an agreement of joint venture with the Association was the sole owner of the property. The value assigned to the property was arrived at by analyzing similar commercial property values. The property is currently held jointly between the Association and Delta Dental Plan of South Dakota as tenants in common. The value reported by the Association represents their undivided interest of 63% in the property.

Equipment, furniture, and fixtures are valued at historical cost. Construction period interest is capitalized in accordance with US GAAP.

Capital assets acquired after July 1, 2007 are capitalized, based on the criteria of a useful life of one year or more, tangible in nature, and a unit cost of \$2,500 or more. Capital assets acquired prior to July 1, 2007 were capitalized at a cost of \$300 or more.

Buildings, equipment and furniture, and land improvements are depreciated over their estimated useful life using the straight-line method of depreciation. The estimated useful life for buildings is 45 years. The estimated useful life for land improvements is 10 years. The estimated useful life for equipment and furniture varies from 3 to 50 years.

f. Budget:

The Association follows these procedures in establishing the budget:

1. At the meeting just prior to the fiscal year end, the Executive Director submits to the Board of Directors a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
2. The Board of Directors approves the budget at this meeting.
3. The Board of Directors must approve any revisions to the budget. The budget is developed and approved using the cash basis of accounting. Therefore, the schedule of budgeted and actual revenue and expenditures in the supplementary information is presented on the cash basis of accounting.

g. Employee Fringe Benefits:

The Association pays the cost of single health insurance coverage for those employees who enroll in the Association's group health plan with Dakotacare.

Payments made during fiscal year 2015 amounted to \$124,110.41. The Association paid for health insurance for the spouse of the executive director.

The Association pays dental insurance for all employees. Family coverage is optional at the employee's expense. Payments made during fiscal year 2015 amounted to \$4,608.00.

h. Accumulated Unpaid Vacation and Sick Leave:

Sick Leave:

Executive staff, the technology director, and office support personnel earn sick leave at the rate of 12 days per fiscal year and this can be accumulated without limit.

Board action on April 15-16, 2008 changed the reimbursement of unused sick leave. Only employees employed before June 30, 2008 will be eligible for reimbursement of unused sick leave upon termination. The amount is determined by multiplying current base pay times a maximum of 50 days of unused sick leave. Base pay is computed by dividing the current annual salary by 260 days.

Vacation Leave:

Vacation leave is earned by the executive staff and the technology director at a rate of 12 working days after 1 year of service, 15 working days after 2 years, and 20 working days after 7 years. The full-time office support staff are eligible for 12 working days of paid vacation after 1 year of service, 15 working days after 2 years, and 18 working days after 7 years. Office support staff having 7 years of continuous service are granted 18 working days. Vacation leave is accrued monthly, with a maximum amount of accrual equal to twice the annual rate.

Executive staff and the technology director are eligible for reimbursement of unused vacation leave up to a maximum of 40 days. The office support staff are eligible up to a maximum of 36 days. The amount is determined by multiplying current base pay times the number of unused vacation days up to the limits set forth in the policy. Base pay is computed by dividing the current annual salary by 260 days.

The financial statements give effect to these liabilities.

i. Investments:

Investments of the Association are reported at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than a forced or liquidation sale. Unrealized gains and losses due to fluctuations in market value are included in investment income.

j. Cash Flows:

For purposes of the Statement of Cash Flows, the Association considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

k. Revenue and Expense Classifications:

In the Statement of Revenues, Expenses and Changes in Fund Net Position, revenues and expenses are classified in a manner consistent with how they are classified in the Statement of Cash Flows. That is, transactions for which related cash flows are reported as capital and related financing activities, noncapital financing activities, or investing activities are not reported as components of operating revenues or expenses.

l. Net Position:

Net Position is classified in the following three components:

1. Investment in capital assets – Consists of capital assets, net of accumulated depreciation.
2. Restricted – Consists of net position with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (b) law through constitutional provisions or enabling legislation; or (c) contractual constraints.
3. Unrestricted – Consists of net position that does not meet the definition of restricted or net investment in capital assets.

m. Application of Net Position:

It is the Association's policy to first use restricted resources, prior to the use of unrestricted resources, when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

n. Long-Term Liabilities:

The accounting for proprietary fund long-term debt is on the accrual basis. The long-term liabilities consist of compensated absences, accrued payroll taxes for the compensated absences, and a post-employment benefit.

2. DEPOSITS AND INVESTMENTS AND CREDIT RISK, CONCENTRATIONS OF CREDIT RISK, AND INTEREST RATE RISK:

State law does not limit the Association's deposit and investment choices. The Association does not have a formal custodial credit risk deposit policy.

Credit Risk – The risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Association's mutual fund investments are susceptible to credit risk because mutual funds are not rated nor does the U.S. Government guarantee them. The Association does not have a formal credit risk investment policy.

Concentration of Credit Risk – The Association places no limit on the amount that may be invested in any one issuer.

Interest Rate Risk – The Association does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.



As of June 30, 2015, the Association had the following investments:

	<u>Fair Value</u>
Contributed Funds – Brokerage Account	\$ 533,684.14
Asset Mark Active Return Opportunities	607,539.88
Franklin Square III	100,601.29
Prime Management Obligations Fund	<u>591,033.88</u>
Total	<u>\$ 1,832,859.19</u>

3. RECEIVABLES:

Receivables are not aggregated in the financial statements.

The Association expects all accounts receivable to be collected within one year. Appropriate allowances for estimated uncollectibles have not been established due to the fact that prior receivables have been collected.

4. CHANGES IN CAPITAL ASSETS:

	<u>Balance 7/01/14</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 6/30/15</u>
Capital Assets, not being depreciated:				
Land	\$ 163,870.75	\$	\$	\$ 163,870.75
Capital Assets, being depreciated:				
Land Improvements	48,027.26			48,027.26
Building	787,943.97			787,943.97
Equipment, Furniture and Fixtures	219,359.48			219,359.48
Totals	<u>1,055,330.71</u>	<u>0.00</u>	<u>0.00</u>	<u>1,055,330.71</u>
Less Accumulated Depreciation for:				
Land Improvements	47,626.84			47,626.84
Building	152,877.12	15,288.00		168,165.12
Equipment, Furniture and Fixtures	158,224.70	9,010.00		167,234.70
Total Accumulated Depreciation	<u>358,728.66</u>	<u>24,298.00</u>	<u>0.00</u>	<u>383,026.66</u>
Total Capital Assets, being Depreciated, Net	<u>696,602.05</u>	<u>(24,298.00)</u>	<u>0.00</u>	<u>672,304.05</u>
Capital Assets, Net	<u>\$ 860,472.80</u>	<u>\$ (24,298.00)</u>	<u>\$ 0.00</u>	<u>\$ 836,174.80</u>

5. LONG-TERM LIABILITIES:

Long-term obligations at June 30, 2015 and changes to long-term liabilities during the fiscal year ended are as follows:

	<u>Balance 7/01/14</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 6/30/15</u>	<u>Due Within One Year</u>
Accrued Vacation	\$ 53,050.38	\$ 50,710.88	\$ 45,201.77	\$ 58,559.49	\$ 31,897.35
Accrued Sick Pay	\$ 32,469.20	\$ 11,899.68	\$ 10,598.49	\$ 33,770.39	\$ 10,598.49

6. INCOME TAXES:

The Association is exempt from federal income taxes pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation. Contributions to the organization are deductible for income tax purposes.

Accounting standards prescribe a recognition threshold of more likely than not, and a measurement attribute for all tax positions taken or expected to be taken on a tax return, in order for those tax positions to be recognized in the financial statements. At June 30, 2015, the Association believes that there are no uncertain tax positions or liabilities, or interest and penalties associated with uncertain tax positions. If the Association had interest and penalties related to uncertain tax positions, it would be accounted for as a component of income tax expense. In accordance with the applicable statute of limitations, the Association's tax returns could be audited by the Internal Revenue Service for the years ended June 30, 2012 to 2015.

7. POST EMPLOYMENT BENEFIT:

The Association adopted a policy to provide past Executive Director Marlyn Goldhammer \$400.00 a month, for the rest of his life, to purchase supplemental medical insurance. This benefit went into effect July 1, 2001. Marlyn Goldhammer is the only retiree eligible to receive this benefit.

During fiscal year 2015, a budgeted expense of \$4,800.00 was incurred for this benefit. Future payments have been estimated to total approximately \$15,872.77. No monies have been set-aside for future payments.

8. SEVERANCE PAY BENEFIT:

The Association has a policy where a retirement/severance benefit is available to any qualifying employee. The employee must be at least 55 years of age and has not yet reached their 69<sup>th</sup> birthday. An employee who has been employed by the Association for at least fifteen (15) years will be eligible for 60% of their final salary payable over a three (3) year period. The first payment shall be made prior to June 30 of the retirement year with payments two and three being made the following January 1 and prior to February 28 the following two years. An employee who has been employed by the Association for at least twenty (20) years will be eligible for 80% of their final salary payable over a three (3) year period. Payment will be made during the month of June each fiscal year. An employee who has been employed by the Association for at least twenty-five (25) years will be eligible for 100% of their final salary payable over a three (3) year period. Payment will be made during the month of June each fiscal year. A maximum of one new recipient may become eligible per budget year. Notice of retirement must be submitted in writing a minimum of 180 days prior to the actual retirement date. During fiscal year 2015, an expense of \$8,121.39 was incurred for this benefit. Future payments over the next two years will total \$16,242.78. No monies have been set aside for future payments.

In the event the employee entitled to the separation pay policy benefit hereunder shall die while all or part of such benefit remains unpaid, such unpaid benefit or part thereof shall be paid to the beneficiary designated in writing by the employee prescribed by the comptroller. In the event no beneficiary has been designated, such unpaid benefit shall be paid to the estate of the deceased.

9. RISK MANAGEMENT:

The Association is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the fiscal year ended June 30, 2015, the Association managed its risks as follows:

Employee Health & Dental Insurance:

See note 1 g.

Liability Insurance:

The Association purchases liability insurance for risks related to torts; theft or damage to property; and errors and omissions of staff members from a commercial insurance carrier.

Board of Directors coverage includes:

- a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship or control;
- b) Property damage liability at events under the Association's jurisdiction, sponsorship, and control;
- c) Auto liability insurance of secondary coverage in the amount of \$1,000,000 when driving personal car for Association business; and
- d) Accidental Death/Trip Insurance \$250,000.

Staff member coverage includes any suit brought by a third party for:

- a) Bodily injury liability, including participant and spectator bodily injury at events under the Association's jurisdiction, sponsorship of Directors;
- b) Property damage liability at events under the Association's jurisdiction, sponsorship and control;
- c) Advertising injury liability; and
- d) Libel or slander.

Coverage for errors and omissions of staff members is \$1,000,000.

Automobile:

Automobile liability insurance, which covers all staff members, is secondary coverage in the amount of \$1,000,000 when driving personal car for Association business. The insurance coverage is through a commercial carrier.

Property and Building:

Coverage is through a commercial carrier.

Worker's Compensation:

The Association purchases liability insurance for worker's compensation from a commercial carrier.

Unemployment Benefits:

The Association has elected to be self-insured and retain all risk for liabilities resulting from claims for unemployment benefits.

During the fiscal year ended June 30, 2015, no claims for unemployment benefits were paid. At June 30, 2015, no claims had been filed for unemployment benefits and none are anticipated in the next fiscal year.

10. **SIGNIFICANT CONTINGENCIES—LITIGATION:**

At June 30, 2015, the Association was not involved in any litigation.

11. INTEREST IN SOUTH DAKOTA COMMUNITY FOUNDATION:

Permanent, irrevocable transfers have been made from the Association to the endowment fund maintained by the South Dakota Community Foundation (Foundation). The Association retains no rights to the principal. The endowment was established on April 22, 2013. The expectation is the earnings from the endowment will be distributed to the Association. Distributed income from the fund will be made available for distribution not less often than annually, which may be on an annualized basis, or calendar year basis, or a portion of either, as determined by the Directors of the Foundation. The total amount contributed for the fiscal year 2015 was \$2,000.00. The Association received no distribution from the fund in fiscal year 2015. Amount available for distribution at June 30, 2015 was \$5,023.92.

The activity of the Foundation's Association Fund for fiscal year 2015 is as follows:

Beginning Balance as of July 1, 2014	\$ 154,590.51
Additions:	
Contributions – Nonspendable	2,000.00
Dividend & Interest Income (Undistributed)	2,825.83
Subtractions:	
Administrative Fees	(1,519.60)
Capital Gain/Loss – Unrealized	<u>(7,158.83)</u>
Ending Balance as of June 30, 2015	<u>\$ 150,737.91</u>

12. PENSION PLAN:

**Plan Information:**

All employees, working more than 20 hours per week during the year, participate in the South Dakota Retirement System (SDRS), a cost sharing, multiple employer defined benefit pension plan administered by SDRS to provide retirement benefits for employees of the State of South Dakota and its political subdivisions. The SDRS provides retirement, disability, and survivors benefits. The right to receive retirement benefits vests after three years of credited service. Authority for establishing, administering and amending plan provisions are found in SDCL 3-12. The SDRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained at <http://www.sdrs.sd.gov/publications/> or by writing to the SDRS, P.O. Box 1098, Pierre, SD 57501-1098 or by calling (605) 773-3731.

**Benefits Provided:**

SDRS has three different classes of employees, Class A, Class B public safety and Class B judicial. Class A retirement benefits are determined as 1.7 percent prior to 2008 and 1.55 percent thereafter of the employee's final 3-year average compensation times the employee's years of service. Employees with 3 years of service are eligible to retire at age 55. Class B public safety benefits are determined as 2.4 percent for service prior to 2008 and 2.0 percent thereafter of employee final average compensation. Class B judicial benefits are determined as 3.733 percent for service prior to 2008 and 3.333 percent thereafter of employee final average compensation. All Class B employees with 3 years of service are eligible to retire at age 45. Employees are eligible for service-related disability benefits regardless of length of service. Three years of service is required for nonservice-related disability eligibility. Disability benefits are determined in the same manner as retirement benefits but are payable immediately without an actuarial reduction. Death benefits are a percent of the employee's final average salary.

The annual increase in the amount of the SDRS benefits payable on each July 1<sup>st</sup> is indexed to the consumer price index (CPI) based on SDRS funded status:

- If the SDRS market value funded ratio is 100% or more – 3.1% COLA
- If the SDRS market value funded ratio is 80.0% to 99.9%, index with the CPI
  - 90.0% to 99.9% funded — 2.1% minimum and 2.8% maximum COLA
  - 80.0% to 90.0% funded — 2.1% minimum and 2.4% maximum COLA
- If the SDRS market value funded ratio is less than 80% -- 2.1% COLA

All benefits except those depending on the Member’s Accumulated Contributions are annually increased by the Cost-of-Living Adjustment.

**Contributions:**

Per SDCL 3-12, contribution requirements of the active employees and the participating employers are established and may be amended by the SDRS Board. Covered employees are required by state statute to contribute the following percentages of their salary to the plan; Class A Members, 6.0% of salary; Class B Judicial Members, 9.0% of salary; and Class B Public Safety Members, 8.0% of salary. State statute also requires the employer to contribute an amount equal to the employee’s contribution. State statute also requires the employer to make an additional contribution in the amount of 6.2 percent for any compensation exceeding the maximum taxable amount for social security for general employees only. The Association’s share of contributions to the SDRS for the fiscal years ended June 30, 2015, 2014, and 2013 were \$39,813.00, \$41,130.43, and \$38,076.03, respectively, equal to the required contributions each year.

**Pension Assets, Pension Revenue, and Deferred Outflows of Resources and Deferred Inflows of Resources to Pensions:**

At June 30, 2014, SDRS is 107% funded and accordingly has a net pension asset. The proportionate shares of the components of the net pension asset of South Dakota Retirement System, for the Association as of June 30, 2014 are as follows:

Proportionate share of net position restricted for pension benefits	\$ 4,158,203.79
Less proportionate share of total pension liability	<u>3,875,780.94</u>
Proportionate share of net pension asset	<u>\$ 282,422.85</u>

At June 30 2015, the Association reported an asset of \$282,422.85 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2014 and the total pension asset used to calculate the net pension asset was based on a projection of the Association’s share of contributions to the pension plan relative to the contributions of all participating entities. At June 30, 2014, the Association’s proportion was .0392004%.

For the year ended June 30, 2015, the Association recognized pension revenue of \$53,059.87. At June 30, 2015 the Association reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows Of Resources</u>	<u>Deferred Inflows Of Resources</u>
Difference between expected and actual experience	\$ 23,896.79	\$
Changes in assumption	184,357.22	
Net Difference between projected and actual earnings on pension plan investments		327,093.27
Association contributions subsequent to the measurement date	<u>39,813.00</u>	
<b>TOTAL</b>	<u>\$ 248,067.01</u>	<u>\$ 327,093.27</u>

\$39,813.00 reported as deferred outflow of resources related to pensions resulting from Association contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension revenue as follows:

<u>Year Ended June 30,</u>	
2016	\$ 22,441.69
2017	22,441.69
2018	22,441.69
2019	<u>51,514.19</u>
<b>TOTAL</b>	<u>\$ 118,839.26</u>

**Actuarial Assumptions:**

The total pension liability (asset) in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.25 percent
Salary Increases	5.83 percent at entry to 3.87 percent after 30 years of service
Investment Rate of Return	7.25 percent through 2016 and 7.50 percent thereafter, net of pension plan investment expense

Mortality rates were based on the RP-2000 Employee Mortality Table for males and females, as appropriate.

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period July 1, 2005 through June 30, 2010. The mortality assumptions were revised based on an extension of the experience study including mortality experience through June 30, 2013.

Investment portfolio management is the statutory responsibility of the South Dakota Investment Council (SDIC), which may utilize the services of external money managers for management of a portion of the portfolio. SDIC is governed by the Prudent Man Rule (i.e., the council should use the same degree of care as a prudent man). Current SDIC investment policies dictate limits on the percentage of assets invested in various types of vehicles (equities, fixed income securities, real estate, cash, private equity, etc.). The long-term expected rate of return on pension plan investments was determined using a method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term

expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2014 (see the discussion of the pension plan's investment policy) are summarized in the following table using geometric means:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	64.0%	4.7%
Fixed Income	26.0%	1.8%
Real Estate	8.0%	5.5%
Cash	2.0%	0.8%
Total	<u>100%</u>	

**Discount Rate:**

The discount rate used to measure the total pension asset was 7.25 percent through 2016 and 7.50% thereafter. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that matching employer contributions from will be made at rates equal to the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset.

**Sensitivity of liability (asset) to changes in the discount rate:**

The following presents the Association's proportionate share of net pension asset (liability) calculated using the discount rate of 7.25 percent through 2016 and 7.50 percent thereafter, as well as what the Association's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (6.25/6.50%) or 1-percentage point higher (8.25/8.50%) than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Association's proportionate share of the net pension asset (liability)	\$ (279,086.90)	\$ 282,422.85	\$ 740,392.66

**Pension Plan Fiduciary Net Position:**

Detailed information about the plan's fiduciary net position is available in the separately issued SDRS financial report.

13. PRIOR PERIOD ADJUSTMENTS:

The Association's financial statements were adjusted to implemented GASB Statement No. 68 *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27* and GASB Statement No. 71 *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68*. As a result, beginning net position has been restated to reflect the related net pension asset and deferred outflows of resources as of July 1, 2014 as follows:

Net Position July 1, 2014, as previously reported	\$ 2,708,516.83
Restatement for pension accounting:	
Net Pension Asset	110,523.72
Pension related Deferred Outflows of Resources	<u>41,130.43</u>
Net Position July 1, 2014, as restated	<u>\$ 2,860,170.98</u>



**Schedule of Required Supplementary Information**  
**SCHEDULE OF THE ASSOCIATION CONTRIBUTIONS**

**South Dakota Retirement System**

Last 10 Fiscal Years  
(Dollar amounts in thousands)

	2015
Contractually required contribution	\$ 39,813
Contributions in relation to the contractually required contribution	\$ 39,813
Contribution deficiency (excess)	\$ -
Association's covered-employee payroll	\$ 663,550
Contributions as a percentage of covered-employee payroll	6.00%

**Schedule of Required Supplementary Information**  
**SCHEDULE OF THE ASSOCIATION'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**

**South Dakota Retirement System**

Last 10 Fiscal Years \*  
(Dollar amounts in thousands)

	2015
Association's proportion of the net pension asset	0.0392004%
Association's proportionate share of net pension asset	\$ 282,423
Association's covered-employee payroll	\$ 685,507
Association's proportionate share of the net pension asset as a percentage of its covered-employee payroll	41.20%
Plan fiduciary net position as a percentage of the total pension liability	107%

\* The amounts presented for each fiscal year were determined as of the measurement date of the collective net pension liability (asset) which is 6/30 of previous fiscal year.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF BUDGETED AND ACTUAL REVENUES - CASH BASIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budgeted Revenue	Actual Revenue	Variance Favorable/ (Unfavorable)
<b>Activities:</b>			
Boys' "B" Basketball	\$ 115,000.00	\$ 128,121.00	\$ 13,121.00
Boys' "A" Basketball	130,000.00	135,531.00	5,531.00
Boys' "AA" Basketball	165,000.00	137,750.00	(27,250.00)
Girls' "B" Basketball	70,000.00	70,638.00	638.00
Girls' "A" Basketball	70,000.00	62,203.00	(7,797.00)
Girls' "AA" Basketball	55,000.00	46,664.00	(8,336.00)
Boys' "B" Wrestling	85,000.00	93,045.00	8,045.00
Boys' "A" Wrestling	60,000.00	94,486.00	34,486.00
Football Finals in the Dome	195,000.00	225,519.86	30,519.86
Gymnastics Tournament	11,000.00	10,415.00	(585.00)
State Track and Field Meet	85,000.00	104,854.00	19,854.00
Cross Country	14,000.00	18,675.00	4,675.00
Volleyball Tournament "AA", "A" & "B"	97,000.00	103,566.00	6,566.00
Soccer	6,000.00	10,032.00	4,032.00
All-State Chorus and Orchestra	55,000.00	57,096.00	2,096.00
All-State Band	7,000.00	10,660.00	3,660.00
Cheer and Dance	20,000.00	20,587.00	587.00
All-State Jazz Band	1,500.00	2,339.00	839.00
<b>Total Activities</b>	<b>1,241,500.00</b>	<b>1,332,181.86</b>	<b>90,681.86</b>
TV Contract - FB/BB/VB/WR	85,000.00	89,417.50	4,417.50
Ball Bids	50,000.00	50,000.00	0.00
Corporate Partner	295,000.00	295,000.00	0.00
<b>Total</b>	<b>430,000.00</b>	<b>434,417.50</b>	<b>4,417.50</b>
<b>Sub-State Events</b>			
Girls' Basketball	80,000.00	87,189.00	7,189.00
Boys' Basketball	120,000.00	126,564.00	6,564.00
Football Play-offs	72,000.00	94,384.80	22,384.80
Wrestling	12,000.00	12,865.20	865.20
Volleyball	58,000.00	59,453.30	1,453.30
<b>Total Sub-State Events</b>	<b>342,000.00</b>	<b>380,456.30</b>	<b>38,456.30</b>
<b>Fees</b>			
Fine Arts	140,000.00	158,494.00	18,494.00
Subscription/Postage Fee	1,000.00	1,080.00	80.00
Coaches Education	5,000.00	25,260.00	20,260.00
<b>Total Fees</b>	<b>146,000.00</b>	<b>184,834.00</b>	<b>38,834.00</b>
<b>General</b>			
Music	250.00	37.50	(212.50)
Coaches Clinic	1,000.00	1,020.00	20.00
Membership Dues	0.00	3.00	3.00
Rule Books/Publications	30,000.00	26,989.00	(3,011.00)
Registration of Officials	70,000.00	73,839.39	3,839.39
Penalties and Fines	7,000.00	8,770.00	1,770.00
Earnings on Deposits and Investments	150.00	3,230.48	3,080.48
Miscellaneous	15,000.00	16,048.20	1,048.20
Ballots/Publications	150.00	0.00	(150.00)
Sale of Medals	1,500.00	865.75	(634.25)
Speech Ad Revenue	4,500.00	1,200.00	(3,300.00)
Recruitment of Officials	10,000.00	4,016.00	(5,984.00)
Contributions and Donations	30,000.00	0.00	(30,000.00)
Contributions to SD Community Foundation	0.00	2,000.00	2,000.00
Speech Programs/Shirts	4,000.00	7,196.00	3,196.00
<b>Total General</b>	<b>173,550.00</b>	<b>145,215.32</b>	<b>(28,334.68)</b>
<b>GRAND TOTAL</b>	<b>\$ 2,333,050.00</b>	<b>\$ 2,477,104.98</b>	<b>\$ 144,054.98</b>

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF BUDGETED AND ACTUAL EXPENDITURES - CASH BASIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Regular Salaries	\$ 630,000.00	\$ 620,613.00	\$ 9,387.00
Temporary Salaries	2,000.00	2,743.82	(743.82)
Meal Reimbursement	500.00	552.00	(52.00)
Corporate Contract Salary	8,850.00	10,107.88	(1,257.88)
Total Salaries	<u>641,350.00</u>	<u>634,016.70</u>	<u>7,333.30</u>
Social Security	48,200.00	45,217.53	2,982.47
Retirement	38,000.00	39,812.59	(1,812.59)
Hospital Insurance	110,000.00	124,110.41	(14,110.41)
Dental Insurance	4,550.00	4,608.00	(58.00)
Worker's Compensation	4,500.00	4,756.00	(256.00)
Severance Pay	0.00	22,946.55	(22,946.55)
Post Employment	4,800.00	4,800.00	0.00
Total Employee Benefits	<u>210,050.00</u>	<u>246,251.08</u>	<u>(36,201.08)</u>
Legal Costs and Fees/Lobbyist	20,000.00	28,671.29	(8,671.29)
Retirement/Investment Advisor	1,700.00	1,431.25	268.75
Audit	15,000.00	14,883.00	117.00
Clinicians-Coaches Clinic	5,000.00	7,593.48	(2,593.48)
Test Supervisor	300.00	260.00	40.00
Clinicians/Judges/Cheerleaders	250.00	100.00	150.00
Appeals Committees	400.00	1,184.55	(784.55)
Section V Meeting	3,000.00	598.73	2,401.27
Utilities	8,300.00	7,494.67	805.33
Maintenance and Repairs	7,000.00	7,366.37	(366.37)
Computer Programs	7,500.00	7,467.07	32.93
Staff Travel	60,000.00	32,289.16	27,710.84
Board of Control Travel	25,000.00	26,960.23	(1,960.23)
Advisory/Ad Hoc Com/Officials	15,000.00	17,201.76	(2,201.76)
Dues-Regional Wrestling Assoc.	800.00	620.00	180.00
Dues-Regional Basketball Assoc.	4,500.00	4,300.00	200.00
Dues-Regional Volleyball Assoc.	2,500.00	2,350.00	150.00
Dues-Football Assoc.	4,400.00	4,200.00	200.00
Dues-Gymnastics Assoc.	350.00	290.00	60.00
NASO Travel	2,500.00	953.28	1,546.72
Telephone	9,000.00	8,666.32	333.68
Postage and Permit	16,000.00	17,088.84	(1,088.84)
United Parcel Service	6,000.00	5,081.76	918.24
Commercial Printing	25,000.00	37,469.91	(12,469.91)
Printing-Coaches Clinic	1,000.00	945.00	55.00
Printing-Officials	6,500.00	6,730.00	(230.00)
Catastrophic/Liability Insurance	163,000.00	163,210.50	(210.50)
Miscellaneous	12,000.00	10,693.45	1,306.55
Staff In-Service	500.00	525.00	(25.00)
State Officials Association	12,000.00	11,480.00	520.00
Rule Interpreter-Indianapolis	1,200.00	0.00	1,200.00
Internet	2,400.00	2,702.16	(302.16)
State Event Directors Reception	1,500.00	0.00	1,500.00
NFOA Membership	20,000.00	20,128.00	(128.00)
Media	1,500.00	0.00	1,500.00
Officials Gifts	2,000.00	1,604.40	395.60
State Event Directors/Corp Gifts	3,000.00	3,897.91	(897.91)
Midwest Officials Summit	1,200.00	0.00	1,200.00
FB Rules Meeting	1,200.00	1,238.38	(38.38)
SDIAAA	2,000.00	3,462.00	(1,462.00)
NIAAA Meeting	2,500.00	1,953.44	546.56
NF Summer Meeting	25,000.00	28,965.83	(3,965.83)
NF Winter Meeting	3,100.00	2,431.30	668.70
NF Legal Meeting	2,900.00	1,036.78	1,863.22
NFHS-Debate Topic Meeting	7,500.00	2,273.27	5,226.73
NFHS-Music/Speech Meeting	150.00	180.96	(30.96)
Recruitment of Officials	14,000.00	12,956.48	1,043.52
Snow Removal/Lawn	2,000.00	2,761.64	(761.64)
Accounting and Tax	4,500.00	4,339.20	160.80
Technology Conference	1,000.00	0.00	1,000.00
State Officials Coordinator	13,400.00	12,013.82	1,386.18
Total Purchased Services	<u>546,550.00</u>	<u>530,051.19</u>	<u>16,498.81</u>

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
SCHEDULE OF BUDGETED AND ACTUAL EXPENDITURES - CASH BASIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Budgeted Expenditures	Actual Expenditures	Variance Favorable/ (Unfavorable)
Office Supplies	7,000.00	6,089.92	910.08
Custodial Supplies	3,000.00	2,228.55	771.45
Subscriptions	1,000.00	1,436.77	(436.77)
NF News/NIAAA Subscriptions	400.00	0.00	400.00
Rule Books and Exams	41,000.00	42,282.82	(1,282.82)
Distinguished Service Awards	750.00	465.50	284.50
Inventory of Medals	750.00	693.00	57.00
Total Supplies and Materials	<u>53,900.00</u>	<u>53,196.56</u>	<u>703.44</u>
South Dakota Community Foundation	0.00	2,000.00	(2,000.00)
NF Dues/Foundation	2,500.00	2,500.00	0.00
General Liability/Participant Liability/Auto	16,300.00	16,265.00	35.00
Surety Bond	750.00	626.00	124.00
Insurance Office and Contents	8,000.00	2,337.30	5,662.70
Car Liability Insurance	6,410.00	6,408.00	2.00
CSIET	610.00	550.00	60.00
D&O Liability Insurance	3,800.00	3,795.00	5.00
Excess Liability Insurance	2,500.00	0.00	2,500.00
Travel Accident	1,000.00	1,000.00	0.00
Commercial Crime	300.00	300.00	0.00
Total Other Objects	<u>42,170.00</u>	<u>35,781.30</u>	<u>6,388.70</u>
Classes for Cheer/Spirit Coaches	125.00	0.00	125.00
Classes for Cheer/Spirit Officials	125.00	0.00	125.00
Total Coaches Education Program	<u>250.00</u>	<u>0.00</u>	<u>250.00</u>
Officials Observation	<u>9,000.00</u>	<u>9,703.48</u>	<u>(703.48)</u>
Boys' "B" Basketball	43,300.00	44,831.26	(1,531.26)
Boys' "A" Basketball	59,550.00	80,683.84	(21,133.84)
Boys' "AA" Basketball	83,750.00	110,333.43	(26,583.43)
Girls' "B" Basketball	33,900.00	35,056.44	(1,156.44)
Girls' "A" Basketball	38,750.00	35,684.40	3,065.60
Girls' "AA" Basketball	40,550.00	39,202.28	1,347.72
"B" Wrestling	36,500.00	47,938.89	(11,438.89)
"A" Wrestling	50,000.00	66,465.94	(16,465.94)
Gymnastics	21,100.00	21,117.19	(17.19)
Track and Field	70,500.00	68,528.28	1,971.72
Golf	19,400.00	19,403.38	(3.38)
Tennis	12,100.00	11,216.81	883.19
Cross Country	9,540.00	10,044.42	(504.42)
Football Play-Offs	75,650.00	73,155.83	2,494.17
Volleyball AA, A & B	89,350.00	85,401.28	3,948.72
Cheer and Dance	18,400.00	17,698.90	701.10
Soccer	13,400.00	12,557.06	842.94
Student Council	4,900.00	5,653.06	(753.06)
Speech	44,980.00	46,404.03	(1,424.03)
All-State Chorus and Orchestra	52,200.00	31,715.44	20,484.56
All-State Band	35,350.00	28,338.05	7,011.95
Music Miscellaneous	6,800.00	7,357.64	(557.64)
Journalism	6,000.00	1,957.61	4,042.39
All-State Jazz Band	12,100.00	12,351.26	(251.26)
Visual Arts	10,500.00	6,401.93	4,098.07
Total Events	<u>888,570.00</u>	<u>919,498.65</u>	<u>(30,928.65)</u>
Investment Expense	<u>0.00</u>	<u>1,519.60</u>	<u>(1,519.60)</u>
GRAND TOTAL	<u>\$ 2,391,840.00</u>	<u>\$ 2,430,018.56</u>	<u>\$ (38,178.56)</u>

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION  
NOTES TO THE SCHEDULES OF BUDGET AND ACTUAL REVENUES AND EXPENDITURES  
June 30, 2015

Note 1: Purpose of the Schedule

Article IV of the South Dakota High School Activities Association's (Association) Constitution requires the Board of Directors to adopt a budget for each fiscal year.

Note 2: Significant Accounting Policies

- A. Reporting Entity – The accompanying schedules include primary activities, events, fees, and general areas administered by the Association for the fiscal year ended June 30, 2015.
- B. Basis of Accounting – The information presented in the Schedules of Budget and Actual Revenues and Expenditures are presented on the cash basis of accounting. The Association's basic financial statements are reported on the accrual basis of accounting and, therefore, the schedule's data may not be directly traceable to the basic financial statements.
- C. Sub-State Events – School Districts throughout the State host sub-state events. The School Districts collect the revenue and subtract from that revenue the expenditures applicable to hosting the sub-state events. The School Districts then remit payment to the Association for the Association's share of the sub-state proceeds. The payment received by the Association is reflected in the Schedule of Budgeted and Actual Revenues. Generally accepted accounting principles require the total revenue earned and the total expenditures incurred be reported on the accrual basis of accounting in the basic financial statements, therefore, the schedule's data may not be directly traceable to the basic financial statements.

Priority Items:

### **Activity Directors**

New AD Workshop (a resolution passed by the SDIAAA will be sent to the SDHSAA)

Patriotism (a resolution passed by the SDIAAA will be sent to the SDHSAA)

Dead period over Christmas vacation

### **Superintendents**

SDSSA would strongly oppose the elimination of the annual meeting.

If the initial purpose of the financial committee has been met, please do not eliminate it. A suggestion would be to use it to review the yearly financials and monetary operations of the SDHSAA.

Consider appointing 2-3 members of the SDSSA Executive Board to the finance committee. SDHSAA would determine the number, and SDSSA would determine who those people would be from the current executive board. The increased transparency combined with an expanded membership of the Supt's would help alleviate some of the poor rollouts that have plagued the past few years.

Finally, advise staying steady for a year during the Executive Director search year. Please use caution if considering major changes to anything.

### **Principals**

Continue to study the "unlimited contacts" coaches can now have with students and athletes during the summer months. Principals are worried how this may impact coaches and families.

Continue to work on and revise as necessary the activities calendar.

Protect class time. Students need to miss as little instructional time as possible.