



August 19, 2019

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - July

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/31/2019.

**Overview and Background**

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of July is attached to this item.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of July 31, 2019**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>				
Student Fees	\$ 25,141,465	5,297,422	\$ 19,844,043				
State Support	34,179,013	2,398,414	\$ 31,780,599				
Federal Support	375,000	35,041	\$ 339,959				
Other Revenue	580,000	119,695	\$ 460,305				
Non-Revenue Sources	1,567,691	-	\$ 1,567,691				
<b>TOTAL REVENUE</b>	<b>\$ 61,843,169</b>	<b>\$ 7,850,572</b>	<b>\$ 53,992,597</b>				
<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>July Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>PY YTD Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 3,500,735	\$ 283,186	\$ 283,186	8%	\$ 3,203,115	\$ 265,098	8%
Instructional	12,178,112	1,251,144	\$ 1,251,144	10%	11,071,010	1,384,673	13%
Non-Instructional	16,204,691	1,373,758	\$ 1,373,758	8%	16,740,894	1,310,874	8%
OPS	5,557,476	356,920	\$ 356,920	6%	5,879,441	334,010	6%
Personnel Benefits	10,702,155	855,711	\$ 855,711	8%	10,372,933	818,883	8%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,143,169</b>	<b>\$ 4,120,720</b>	<b>\$ 4,120,720</b>	<b>9%</b>	<b>\$ 47,267,393</b>	<b>\$ 4,113,538</b>	<b>9%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 4,843,864	\$ 179,774	\$ 179,774	4%	\$ 4,774,375	\$ 304,500	6%
Material & Supplies	3,329,612	241,230	\$ 241,230	7%	3,341,739	107,762	3%
Other Current Charges	5,276,525	477,898	\$ 477,898	9%	5,133,886	343,671	7%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,450,000</b>	<b>\$ 898,902</b>	<b>\$ 898,902</b>	<b>7%</b>	<b>\$ 13,250,000</b>	<b>\$ 755,933</b>	<b>6%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 61,843,169</b>	<b>\$ 5,019,622</b>	<b>\$ 5,019,622</b>	<b>8%</b>	<b>\$ 61,217,393</b>	<b>\$ 4,869,471</b>	<b>8%</b>

**Purchase Orders from \$100,000 to \$324,999 +**

**Issued in June & July 2019**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-010330	6/19/2019	Jones Welding	124,848.00	Lincoln Welding Machines & Accessories	TCC Bid # 2019-05
PO-010362	7/1/2019	Instructure, Inc.	175,152.00	Canvas Higher Ed Subscription & Support	Exempt per FAC6A14.0734(2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-010373	7/1/2019	Workday	200,000.00	Travel Expenses for Workday	Exempt from the solicitation process per 6A-14.0734(2)(F), Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-010374	7/1/2019	Centennial Bank	115,500.00	Monthly lease payments for Centennial Bank space	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-010455	7/2/2019	Reinhart Food Service	300,000.00	Food and food products for FPSI cafeteria	EXEMPT PER FAC 6A-14.0734 (2) (D) FOOD
PO-010458	7/2/2019	Cheney Brothers Inc.	200,000.00	Food and food products for FPSI cafeteria	EXEMPT PER 6A-14.0734 (2) (D) FOOD
PO-010473	7/2/2019	Starbucks Corporation	100,000.00	Food and beverage products for Starbucks Store	EXEMPT PER 6A-14.0734 (2) (D) FOOD
PO-010534	7/2/2019	National Association of Charter School Authorizers	163,500.00	Charter School Program Grant Application Management	Exempt from the solicitation process per 6A-14.0734(2)(F), Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.

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PO-010567	7/3/2019	Mark Russell	305,448.00	Database management consultant to collect, maintain, analyze, and report confidential youth offender information utilizing unique software developed by the vendor specifically for analysis of Juvenile Justice Information System data and required by the Department of Juvenile Justice.	Exempt from the solicitation process per 6A-14.0734(2)(F), Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-010575	7/3/2019	Marlins Stadium Operator, LLC	175,000.00	Advertising at Florida Marlins Stadium	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-010577	7/3/2019	Tampa Bay Rays Baseball Ltd.	175,000.00	Advertising at Tampa Bay Rays Baseball Stadium	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-010618	7/3/2019	Talquin Electric Cooperative	300,000.00	Electical usage at FPSI Campus	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-010660	7/8/2019	SHI	180,892.92	Microsoft software subscriptions & licenses	DMS State Contract #43230000-15-02 Microsoft Premier Support and Consulting Services
PO-010685	7/8/2019	Hayes e-Government Resources, Inc.	264,000.00	Hosted Ayaya Phone Contract, year 3 of 8	Exempt per FAC 6A-14.0734(2)(G) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-010813	7/12/2019	Dept. of Management Services, Div. of Telecommunications	124,218.00	Telephone services for TCC	Per State Contract DMS-08/09-057

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PO-010830	7/15/2019	City of Tallahassee Utilities	127,775.00	Various services provided by the City of Tallahassee for Ghazvini Healthcare Center	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-010843	7/15/2019	Andrews, Crabtree, Knox & Longfellow, LLP	195,000.00	Legal services for the TCC District Board of Trustees and the College	Exempt from the solicitation process per 6A-14.0734(2)(F), Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-010844	7/15/2019	Bryant Miller Olive P.A.	150,000.00	Legal services for UFF unionization procedures	Exempt from the solicitation process per 6A-14.0734(2)(F), Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.