



September 16, 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 - August

---

**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/27/2019.

**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 August 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 August 27, 2019**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>				
Student Fees	\$ 25,141,465	9,836,797	\$ 15,304,668				
State Support	34,179,013	4,796,828	\$ 29,382,185				
Federal Support	375,000	67,505	\$ 307,495				
Other Revenue	580,000	720,206	\$ (140,206)				
Non-Revenue Sources	1,567,691	-	\$ 1,567,691				
<b>TOTAL REVENUE</b>	<b>\$ 61,843,169</b>	<b>\$ 15,421,336</b>	<b>\$ 46,421,833</b>				
<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>Aug 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	\$ 577,411	\$ 294,225	16%	\$ 3,203,115	\$ 556,375	17%
Instructional	12,178,112	2,304,902	\$ 1,053,758	19%	11,071,010	2,501,670	23%
Non-Instructional	16,204,691	2,732,494	\$ 1,358,736	17%	16,740,894	2,580,557	15%
OPS	5,557,476	606,400	\$ 249,480	11%	5,879,441	572,045	10%
Personnel Benefits	10,702,155	1,668,006	\$ 812,294	16%	10,372,933	1,660,912	16%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,143,169</b>	<b>\$ 7,889,213</b>	<b>\$ 3,768,493</b>	<b>16%</b>	<b>\$ 47,267,393</b>	<b>\$ 7,871,559</b>	<b>17%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 4,843,864	\$ 490,351	\$ 310,577	10%	\$ 4,774,375	\$ 704,945	15%
Material & Supplies	3,329,612	445,462	\$ 204,232	13%	3,341,739	166,587	5%
Other Current Charges	5,276,525	963,309	\$ 485,412	18%	5,133,886	914,715	18%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,450,000</b>	<b>\$ 1,899,122</b>	<b>\$ 1,000,220</b>	<b>14%</b>	<b>\$ 13,250,000</b>	<b>\$ 1,786,247</b>	<b>13%</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>\$ 9,788,335</b>	<b>\$ 4,768,713</b>	<b>16%</b>	<b>\$ 61,217,393</b>	<b>\$ 9,657,806</b>	<b>16%</b>

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

**Issued in August 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-011003	8/5/2019	ThyssenKrupp Elevator Americas	168,647.00	Labor & Material to modernize elevator equipment at the TCC Center for Innovation	Exempt per FAC6A14.0734(2)(h) Single Source procurement for purpose of economy or efficiency in standardization of materials or equipment.
PO-011007	8/6/2019	Hyland Software, Inc.	108,000.00	Subscription and hosting fees	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.