



August 21, 2023

**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 7/31/2023.

**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**

N/A.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of July 31, 2023**

| <b>REVENUE</b>                 |    | <b>July<br/>Actual</b> |    | <b>Month<br/>Budget</b> |    | <b>YTD<br/>Actual</b> |    | <b>YTD<br/>Budget</b> |    | <b>Annual<br/>Budget</b> |  | <b>% of YTD<br/>Budget</b>   |
|--------------------------------|----|------------------------|----|-------------------------|----|-----------------------|----|-----------------------|----|--------------------------|--|------------------------------|
| Student Fees                   | \$ | 10,892,482             | \$ | 2,411,093.67            | \$ | 10,892,482            | \$ | 2,411,094             | \$ | 28,933,124               |  | 38%                          |
| State Support                  |    | 2,927,989              |    | 3,642,644               |    | 2,927,989             |    | 3,642,644             |    | 43,711,723               |  | 7%                           |
| Other Revenue                  |    | 138,579                |    | 0                       |    | 138,579               |    | 0                     |    | 0                        |  | N/A                          |
| <b>TOTAL REVENUE</b>           |    | 13,959,050             |    | 6,053,737               |    | 13,959,050            |    | 6,053,737             |    | 72,644,847               |  | 19%                          |
| <b>EXPENSES</b>                |    | <b>July<br/>Actual</b> |    | <b>Month<br/>Budget</b> |    | <b>YTD<br/>Actual</b> |    | <b>YTD<br/>Budget</b> |    | <b>Annual<br/>Budget</b> |  | <b>% of YTD<br/>Expenses</b> |
| <b><u>PERSONNEL COSTS</u></b>  |    |                        |    |                         |    |                       |    |                       |    |                          |  |                              |
| Administrative                 |    | 363,735                |    | 363,735                 |    | 363,735               |    | 363,735               |    | 4,364,820                |  | 8%                           |
| Instructional                  |    | 1,362,885              |    | 1,362,885               |    | 1,362,885             |    | 1,362,885             |    | 16,354,620               |  | 8%                           |
| Non-Instructional              |    | 1,367,194              |    | 1,367,194               |    | 1,367,194             |    | 1,367,194             |    | 16,406,328               |  | 8%                           |
| OPS                            |    | 385,448                |    | 551,162                 |    | 385,448               |    | 551,162               |    | 6,613,948                |  | 6%                           |
| Personnel Benefits             |    | 1,085,071              |    | 1,069,178               |    | 1,085,071             |    | 1,069,178             |    | 12,830,131               |  | 8%                           |
| <b>TOTAL PERSONNEL COSTS</b>   |    | 4,564,333              |    | 4,714,154               |    | 4,564,333             |    | 4,714,154             |    | 56,569,847               |  | 8%                           |
| <b><u>CURRENT EXPENSES</u></b> |    |                        |    |                         |    |                       |    |                       |    |                          |  |                              |
| Services                       |    | 225,988                |    | 376,888                 |    | 225,988               |    | 376,888               |    | 4,522,651                |  | 5%                           |
| Material & Supplies            |    | 105,619                |    | 243,322                 |    | 105,619               |    | 243,322               |    | 2,919,866                |  | 4%                           |
| Other Current Charges          |    | 677,408                |    | 677,707                 |    | 677,408               |    | 677,707               |    | 8,132,483                |  | 8%                           |
| <b>TOTAL CURRENT EXPENSES</b>  |    | 1,009,015              |    | 1,297,917               |    | 1,009,015             |    | 1,297,917             |    | 15,575,000               |  | 6%                           |
| <b>CAPITAL OUTLAY</b>          |    | -                      |    | 41,667                  |    | -                     |    | 41,667                |    | 500,000                  |  | 0%                           |
| <b>TOTAL EXPENSES</b>          | \$ | 5,573,348              | \$ | 6,053,737               | \$ | 5,573,348             | \$ | 6,053,737             | \$ | 72,644,847               |  | 8%                           |

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

**Issued in June & July 2023**

| <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-017889             | 6/14/2023                  | Building Hope Services, LLC     | 143,986.00             | Strategic support of Tallahassee Colleiate Academy for the Charter Schools Program grant. | Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants. |
| PO-017993             | 7/10/2023                  | SHI                             | 212,192.13             | MicroSoft License Renewal   | NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028   |
| PO-018027             | 7/12/2023                  | City of Tallahassee - Utilities | 142,000.00             | Ghazvini Center Utilities   | Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.   |
| PO-018034             | 7/12/2023                  | Trane U.S., Inc.                | 124,145.37             | HVAC Equipment Replacement for FPSI Conference Center                                     | OMNIA Contract #3341   |
| PO-018110             | 7/14/2023                  | Cheney Brothers Inc             | 250,000.00             | Food for FPSI cafeteria   | Exempt per FAC 6A-14.0734(2)(d) - Food.  |
| PO-018125             | 7/19/2023                  | Performance Food Group, Inc.    | 204,500.00             | Food for FPSI cafeteria   | Exempt per FAC 6A-14.0734(2)(d) - Food.  |
| PO-018127             | 7/19/2023                  | Bates Precast Concrete, Inc.    | 168,000.00             | Construction of High Strength Concrete Domes for Oyster Reef Dome Technology program      | Awarded from ITB 2023-05.  |
| PO-018184             | 7/26/2023                  | Miami Dade College              | 146,000.00             | FDOE Charter School Grant for Application Imp & Maint                                     | Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants. |
| PO-018193             | 7/26/2023                  | Miami Dade College              | 147,000.00             | FDOE Charter School Grant for Instruction and Educator Research                           | Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants. |
|                       |                            |                                 |                        |   |  |