



November 27, 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 - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/31/2023.

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 October 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 October 31, 2023

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$3,864,593	\$2,411,094	\$15,867,194	\$9,644,375	\$28,933,124	55%
State Support	2,927,961	3,642,644	12,108,596	14,570,574	43,711,723	28%
Other Revenue	168,437	-	741,297	-	-	N/A
TOTAL REVENUE	6,960,991	6,053,737	28,717,086	24,214,949	72,644,847	40%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	539,709	363,735	1,486,099	1,454,940	4,364,820	34%
Instructional	1,082,273	1,279,552	4,607,129	5,118,207	15,354,620	30%
Non-Instructional	1,395,814	1,450,527	5,570,650	5,802,109	17,406,328	32%
OPS	834,767	551,162	2,008,639	2,204,649	6,613,948	30%
Personnel Benefits	1,050,784	1,069,178	4,187,134	4,276,710	12,830,131	33%
TOTAL PERSONNEL COSTS	4,903,348	4,714,154	17,859,652	18,856,616	56,569,847	32%
<u>CURRENT EXPENSES</u>						
Services	439,676	376,888	1,335,585	1,507,550	4,522,651	30%
Material & Supplies	121,461	243,322	1,061,341	973,289	2,919,866	36%
Other Current Charges	423,373	677,707	2,292,260	2,710,828	8,132,483	28%
TOTAL CURRENT EXPENSES	984,510	1,297,917	4,689,186	5,191,667	15,575,000	30%
CAPITAL OUTLAY	-	41,667	13,059	166,667	500,000	3%
TOTAL EXPENSES	\$5,887,858	\$6,053,737	\$22,561,897	\$24,214,949	\$72,644,847	31%

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

Issued in October 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-018853	10/16/2023	American Audio Visual, Inc.	120,000.00	Audio visual services for Florida Charter School Conference (FCSC) Event 2023.	Solicitation via FCSC's Request for Proposals (August 2023)
PO-018984	10/30/2023	Garland/DBS, Inc.	239,300.00	Roofing material and services for the Artcraft Printers Building (Main Campus - APB #53)	Solicitation via OMNIA Partner contract #PW1925.
PO-018988	10/30/2023	Garland/DBS, Inc.	310,866.00	Roofing material and services for the Central Utility Plant (Main Campus - CUP #28)	Solicitation via OMNIA Partner contract #PW1925.
PO-019004	10/30/2023	7 Red Hills Consulting	324,137.00	Develop and provide an alternative CTE teacher certification program.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.