



October 16, 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 - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/29/2023.

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 September 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 September 29, 2023

REVENUE	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$378,721	\$2,411,094	\$12,674,656	\$7,233,281	\$28,933,124	44%
State Support	2,927,991	3,642,644	9,180,635	10,927,931	43,711,723	21%
Other Revenue	159,579	-	493,313	-	-	N/A
TOTAL REVENUE	3,466,292	6,053,737	22,348,603	18,161,212	72,644,847	31%
EXPENSES	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	284,509	363,735	946,390	1,091,205	4,364,820	22%
Instructional	1,110,944	1,362,885	3,522,475	4,088,655	16,354,620	22%
Non-Instructional	1,417,313	1,367,194	4,172,769	4,101,582	16,406,328	25%
OPS	675,648	551,162	1,175,462	1,653,487	6,613,948	18%
Personnel Benefits	1,040,669	1,069,178	3,136,186	3,207,533	12,830,131	24%
TOTAL PERSONNEL COSTS	4,529,083	4,714,154	12,953,281	14,142,462	56,569,847	23%
<u>CURRENT EXPENSES</u>						
Services	435,206	376,888	867,348	1,130,663	4,522,651	19%
Material & Supplies	285,962	243,322	752,696	729,967	2,919,866	26%
Other Current Charges	243,315	677,707	1,827,704	2,033,121	8,132,483	22%
TOTAL CURRENT EXPENSES	964,483	1,297,917	3,447,748	3,893,750	15,575,000	22%
CAPITAL OUTLAY	-	41,667	13,059	125,000	500,000	3%
TOTAL EXPENSES	\$5,493,566	\$6,053,737	\$16,414,089	\$18,161,212	\$72,644,847	23%

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

Issued in September 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-018529	9/5/2023	Astro Travel and Tours, Inc.	110,000.00	Transportation Services for Athletics and other College activities.	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-018620	9/18/2023	TeamDynamix Solutions LLC	112,466.03	Annual site license for project and portfolio management and IT service management capabilities.	Exempt from the solicitation process, 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, 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-018644	9/19/2023	Elder Care Services, Inc.	125,000.00	Catered lunch service for Tallahassee Collegiate Academy Charter School.	Solicitation via ITB 2023-07 - Vended School Meal Services (May 2023).
PO-018665	9/21/2023	Dept of Management Services	130,942.00	Telecommunications services for the College.	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.
PO-018732	9/28/2023	Siemens Industry, Inc.	261,960.00	Update controls system in conjunction with replacement of chillers and boilers in FPSI central utility plant.	Approved as part of the FY 23-24 Capital Improvement Plan.