



September 18, 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 - August

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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 8/31/2023.

### **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 August 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 August 31, 2023**

<b>REVENUE</b>	<b>August Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 2,317,874	\$ 2,411,093.67	\$ 12,444,395	\$ 4,822,187	\$ 28,933,124	43%
State Support	2,927,989	3,642,644	2,927,989	\$ 7,285,287	43,711,723	7%
Other Revenue	151,441	0	138,579	0	0	N/A
<b>TOTAL REVENUE</b>	<b>5,397,304</b>	<b>6,053,737</b>	<b>15,510,963</b>	<b>12,107,475</b>	<b>72,644,847</b>	<b>21%</b>
<b>EXPENSES</b>	<b>August Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	298,146	363,735	661,881	727,470	4,364,820	15%
Instructional	1,048,646	1,362,885	2,411,531	2,725,770	16,354,620	15%
Non-Instructional	1,389,886	1,367,194	2,756,996	2,734,388	16,406,328	17%
OPS	258,367	551,162	530,387	1,102,325	6,613,948	8%
Personnel Benefits	1,010,661	1,069,178	2,095,860	2,138,355	12,830,131	16%
<b>TOTAL PERSONNEL COSTS</b>	<b>4,005,706</b>	<b>4,714,154</b>	<b>8,456,655</b>	<b>9,428,308</b>	<b>56,569,847</b>	<b>15%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	225,988	376,888	356,752	753,775	4,522,651	8%
Material & Supplies	105,619	243,322	265,866	486,644	2,919,866	9%
Other Current Charges	677,408	677,707	1,484,103	1,355,414	8,132,483	18%
<b>TOTAL CURRENT EXPENSES</b>	<b>1,009,015</b>	<b>1,297,917</b>	<b>2,106,721</b>	<b>2,595,833</b>	<b>15,575,000</b>	<b>14%</b>
<b>CAPITAL OUTLAY</b>	<b>13,079</b>	<b>41,667</b>	<b>13,079</b>	<b>83,333</b>	<b>500,000</b>	<b>3%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,027,800</b>	<b>\$ 6,053,737</b>	<b>\$ 10,576,455</b>	<b>\$ 12,107,475</b>	<b>\$ 72,644,847</b>	<b>15%</b>

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

**Issued in August 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-018353	8/15/2023	TK Elevator Corporation	186,354.00	Labor and materials to upgrade the mechanical and electrical components of the elevator system at FPSI Dorm Annex.	Solicitation via OMNIA Contract #R200502
PO-018435	8/22/2023	Mantra Health, Inc.	200,689.00	Online mental health services for students via contracted healthcare professionals.	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.