

September 16, 2024

**MEMORANDUM**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** FY 2023-2024 Carry Forward Spending Plan

---

**Item Description**

This item presents the College's spending plan for state operating funds carried forward from the prior fiscal year, 2023-24.

**Overview and Background**

Pursuant to Florida Statutes, 1013.841, the College shall submit for Board approval a proposed spending plan for any state operating funds carried forward from the prior fiscal year, which is in excess of the minimum 5% of the College's operating budget. Upon approval, the spending plan must be submitted to the State Board of Education for their review.

While Statutes call for TSC to have a fund balance of exactly 5%, please note the following:

- A 5% fund balance would not make one payroll, which is \$4.8 million.
- A 5% fund balance is approximately 20 days of our operating budget.
- The fund balance provides a safety net for fluctuation in enrollment and other revenue.
- The fund balance provides a contingency for natural disaster and other emergencies.

**Funding/ Financial Implications**

The funds identified as carry forward will be utilized as necessary, without negative implications on the College's operating budget.

**Past Actions by the Board**

The Board approved the FY 2022-2023 Carry Forward Spending Plan on September 18, 2023.

**Recommended Action**

Approve the FY 2023-2024 Carry Forward Spending Plan.

Tallahassee State College  
 2024-25 Florida College System Carryforward Spending Plan  
 Pursuant to 1013.841, Florida Statutes  
 July 1, 2024

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2024-25	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(g) Commitment to contingency reserve related to state declared emergency	Natural Disaster Contingency	16,305	1	1	2024-25	The natural disaster contingency is based on deductible of 3% of Total Effected Values over a 3-year period, which is \$1,878,463. A partial amount of the total is included in this spending plan.
2.	(e) Operating expenditures	Difference to maintain two months in fund balance	2,819,962	1	1	2024-25	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. This represents the shortfall to that amount.
3.	(e) Operating expenditures	State Group Health Insurance employer premium for seven months of FY25.	2,698,176	1	1	2024-25	This amount will cover the difference between the amount budgeted under our current health insurance premium and the amount required for the first seven months on the State Plan.
4.	Select Category						

<b>Total as of July 1, 2024: *</b>	<b>\$ 5,534,443</b>
<b>Amount Requiring Spending Plan</b>	<b>\$ 5,534,443</b>