




October 19, 2015

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Fund Analysis - September

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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 September 29, 2015.

### Overview and Background

As directed in the Accounting Manual for Florida's College System, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund1). 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 \$250,000. The report for the month of September is attached to this item.

### Past Actions by the Board

For information only, no Board action required.

### Funding/Financial Implications

The College continues to be in sound financial condition.

### Staff Resource

Barbara Wills

### Recommended Action

For information only, no Board action required.

**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of September 29, 2015**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>				
Student Fees	\$ 25,716,486	10,094,377	\$ 15,622,109				
State Support	32,624,553	7,538,234	\$ 25,086,319				
Federal Support	550,000	0	\$ 550,000				
Other Revenue	507,275	203,263	\$ 304,012				
Non Revenue Sources	1,000,000	412	999,588				
<b>TOTAL REVENUE</b>	<b>\$ 60,398,314</b>	<b>\$ 17,836,286</b>	<b>\$ 42,562,028</b>				
<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>Sep Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>Sep (PY) Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 2,889,625	\$ 736,599	\$ 246,976	25%	\$ 2,948,333	\$ 726,603	25%
Instructional	15,315,073	4,009,999	\$ 1,075,395	26%	15,200,677	3,496,503	23%
Non-Instructional	15,943,963	3,769,088	\$ 1,258,634	24%	16,210,523	3,789,368	23%
OPS	5,641,943	979,850	\$ 459,634	17%	6,189,947	1,126,619	18%
Personnel Benefits	8,943,709	2,216,610	\$ 706,195	25%	8,859,127	2,183,413	25%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,734,313</b>	<b>\$ 11,712,146</b>	<b>\$ 3,746,834</b>	<b>24%</b>	<b>\$ 49,408,607</b>	<b>\$ 11,322,506</b>	<b>23%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 6,097,437	\$ 1,212,005	\$ 624,482	20%	\$ 5,018,432	\$ 1,811,416	36%
Material & Supplies	3,246,255	1,164,490	\$ 203,549	36%	3,087,159	454,851	15%
Other Current Charges	3,194,619	2,076,344	\$ 350,079	65%	3,574,881	1,345,545	38%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 12,538,311</b>	<b>\$ 4,452,839</b>	<b>\$ 1,178,110</b>	<b>36%</b>	<b>\$ 11,680,472</b>	<b>\$ 3,611,812</b>	<b>31%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 949,201</b>	<b>\$ 227,849</b>	<b>\$ 158,164</b>	<b>24%</b>	<b>\$ 789,592</b>	<b>\$ 90,423</b>	<b>11%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 62,221,825</b>	<b>\$ 16,392,834</b>	<b>\$ 5,083,108</b>	<b>26%</b>	<b>\$ 61,878,671</b>	<b>\$ 15,024,741</b>	<b>24%</b>

**Purchase Orders from \$100,000 to \$249,999**

**Issued September 2015**

<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 002590	9/14/2015	KbPort, LLC	\$165,213.45	Miscellaneous hardware, software and maintenance agreement for unlimited telephone, e-mail and web support for the simulation room at Ghazvini.	Exempt per 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-002600	9/15/2015	The Family Café	\$250,000.00	Statewide Conference for Families of Students with Disabilities or Special Health Care Needs.	Exempt per 6A-14.0734, FAC. The following is exempt as services or commodities are only available from a sole source per requirements of the grant per Florida Department of Education. Approved at DBOT meeting 6/15/15.
PO-002601	9/15/2015	The Family Café	\$142,857.00	Statewide Conference for Families of Students with Disabilities or Special Health Care Needs.	Exempt per 6A-14.0734, FAC. The following is exempt as services or commodities are only available from a sole source per requirements of the grant per Florida Department of Education. Approved at DBOT meeting 6/15/15.