



January 17, 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 - December

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/13/2022.

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 December 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 December 14, 2022

REVENUE	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 1,865,752	\$ 2,070,228	\$ 19,325,634	\$ 12,421,367	\$ 24,842,734	78%
State Support	2,554,737	3,080,652	15,900,369	18,483,915	36,967,829	43%
Federal Support	67,015	41,667	716,618	250,000	500,000	143%
Other Revenue	154,667	47,917	1,043,846	287,500	575,000	182%
Non-Revenue Sources	-	83,333	-	500,000	1,000,000	0%
TOTAL REVENUE	4,642,171	5,323,797	36,986,467	31,942,782	63,885,563	58%
EXPENSES	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	290,319	317,146	1,782,452	1,902,878	3,805,756	47%
Instructional	1,070,875	1,133,698	6,495,378	6,802,190	13,604,381	48%
Non-Instructional	1,300,135	1,342,102	7,381,373	8,052,612	16,105,224	46%
OPS	616,300	508,165	2,942,347	3,048,990	6,097,979	48%
Personnel Benefits	953,677	897,685	5,346,878	5,386,112	10,772,223	50%
TOTAL PERSONNEL COSTS	4,231,306	4,198,797	23,948,428	25,192,782	50,385,563	48%
<u>CURRENT EXPENSES</u>						
Services	217,903	364,752	1,985,398	2,188,514	4,377,027	45%
Material & Supplies	43,013	236,344	1,366,011	1,418,067	2,836,133	48%
Other Current Charges	583,716	503,070	3,528,379	3,018,420	6,036,840	58%
TOTAL CURRENT EXPENSES	844,632	1,104,167	6,879,788	6,625,000	13,250,000	52%
CAPITAL OUTLAY	-	20,833	212,552	125,000	250,000	85%
TOTAL EXPENSES	\$ 5,075,938	\$ 5,323,797	\$ 31,040,768	\$ 31,942,782	\$ 63,885,563	49%

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

Issued in Nov & Dec 2022

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-016660	11/21/2022	Florida Litfest, Inc.	123,000.00	Word of the South Festival of Literature and Music performances.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-016678	11/29/2022	Comprehensive Adult Student Assessment Systems	283,040.00	Basic skills assessments and curriculum development for youth and adults.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole source.
PO-016678	12/1/2022	Clarity Activation Partners	110,000.00	Advertising and promotional benefits with Clarity Activation Partners.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole source.
PO-016678	12/2/2022	Bally Sports Florida	200,000.00	Advertising and promotional benefits with Fox Sports Florida/Sun Sports.	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.