



March 20, 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 - February

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 2/28/2023.

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 February 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 February 28, 2023

REVENUE	February Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 560,986	\$ 2,070,227.83	\$ 22,451,715	\$ 16,561,823	\$ 24,842,734	90%
State Support	3,901,420	3,080,652	22,562,967	\$ 24,645,219	36,967,829	61%
Federal Support	43,856	41,667	914,401	\$ 333,333	500,000	183%
Other Revenue	384,524	47,917	1,568,061	\$ 383,333	575,000	273%
Non-Revenue Sources	-	83,333	-	\$ 666,667	1,000,000	0%
TOTAL REVENUE	4,890,786	5,323,797	47,497,144	42,590,375	63,885,563	74%
EXPENSES	February Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	291,834	317,146	2,365,110	2,537,170	3,805,756	62%
Instructional	1,009,256	1,133,698	8,500,096	9,069,587	13,604,381	62%
Non-Instructional	1,319,954	1,342,102	10,021,169	10,736,816	16,105,224	62%
OPS	531,674	508,165	3,893,573	4,065,320	6,097,979	64%
Personnel Benefits	969,452	897,685	7,260,291	7,181,482	10,772,223	67%
TOTAL PERSONNEL COSTS	4,122,170	4,198,797	32,040,239	33,590,375	50,385,563	64%
<u>CURRENT EXPENSES</u>						
Services	234,185	364,752	2,671,304	2,918,018	4,377,027	61%
Material & Supplies	100,924	236,344	1,653,982	1,890,755	2,836,133	58%
Other Current Charges	175,387	503,070	4,224,844	4,024,560	6,036,840	70%
TOTAL CURRENT EXPENSES	510,496	1,104,167	8,550,130	8,833,333	13,250,000	65%
CAPITAL OUTLAY	-	20,833	208,415	166,667	250,000	83%
TOTAL EXPENSES	\$ 4,632,666	\$ 5,323,797	\$ 40,798,784	\$ 42,590,375	\$ 63,885,563	64%

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

Issued in February 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-017074	2/7/2023	Building Hope Services, LLC	135,214.00	For the creation of a Board Governance Program for Board Member Recruitment, Training, and Matching for charter schools.	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-017185	2/22/2023	Learning Labs Inc.	231,664.00	For the purchase of equipment, materials, and supplies needed for the HVAC Program at Gadsden Re-Entry Center.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) Services or commodities available only from a single or sole source.