



May 20, 2024

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 - April

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 4/30/2024.

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 April 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 April 30, 2024

REVENUE	April Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$3,201,157	\$2,577,760	\$30,528,311	\$25,777,603	\$30,933,124	99%
State Support	4,403,530	3,642,644	34,212,771	36,426,436	43,711,723	78%
Federal Support	-	250,000	576,497	2,500,000	3,000,000	19%
Other Revenue	43,279	-	231,272	-	-	N/A
TOTAL REVENUE	7,647,966	6,470,404	65,548,851	64,704,039	77,644,847	84%
EXPENSES	April Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	277,512	363,735	3,181,177	3,637,350	4,364,820	73%
Instructional	1,100,133	1,279,552	11,059,696	12,795,517	15,354,620	72%
Non-Instructional	1,445,374	1,450,527	14,098,750	14,505,273	17,406,328	81%
OPS	668,586	592,829	5,859,800	5,928,290	7,113,948	82%
Personnel Benefits	1,085,868	1,152,511	10,539,914	11,525,109	13,830,131	76%
TOTAL PERSONNEL COSTS	4,577,473	4,839,154	44,739,337	48,391,539	58,069,847	77%
<u>CURRENT EXPENSES</u>						
Services	409,172	376,888	3,790,061	3,768,876	4,522,651	84%
Material & Supplies	130,061	326,656	2,626,812	3,266,555	3,919,866	67%
Other Current Charges	466,397	844,374	7,396,358	8,443,736	10,132,483	73%
TOTAL CURRENT EXPENSES	1,005,630	1,547,917	13,813,231	15,479,167	18,575,000	74%
CAPITAL OUTLAY	-	83,333	9,774	833,333	1,000,000	1%
TOTAL EXPENSES	\$5,583,103	\$6,470,404	\$58,562,342	\$64,704,039	\$77,644,847	75%

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

Issued in April 2024

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-020025	4/15/2024	HESI - Division of Elsevier, Inc.	229,032.82	Nursing program testing	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-020094	4/22/2024	Mannington Commercial	110,261.99	Replacement flooring within the Student Union/Bookstore	Solicitation via State of Florida contract # 3016170020ACS
PO-020145	4/26/2024	Miami Dade College	155,000.00	Development of an Exceptional Student Education monitoring tool and charter school training material	Exempt from the solicitation process, per CFR 200.320(c)(4): The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity.