

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: Fund Analysis - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/30/2024.

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 August 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.

Recommended Action

Presented as an information item only.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of August 30, 2024

REVENUE	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,324,831	\$ 2,654,056.50	\$ 12,962,353	\$ 5,308,113	\$ 31,848,678	41%
State Support	4,058,355	3,589,169	6,988,065	7,178,337	43,070,023	16%
Federal Support	16,196	62,500	56,327	125,000	750,000	8%
Other Revenue	137,015	145,833	302,869	291,667	1,750,000	17%
TOTAL REVENUE	6,536,397	6,451,558	20,309,614	12,903,117	77,418,701	26%
EXPENSES	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	310,028	320,833	668,028	641,667	3,850,000	17%
Instructional	1,184,104	1,208,333	2,585,341	2,416,667	14,500,000	18%
Non-Instructional	1,484,163	1,625,000	2,996,222	3,250,000	19,500,000	15%
OPS	344,955	625,000	734,178	1,250,000	7,500,000	10%
Personnel Benefits	1,121,759	1,089,058	2,274,160	2,178,117	13,068,701	17%
TOTAL PERSONNEL COSTS	4,445,009	4,868,225	9,257,929	9,736,450	58,418,701	16%
<u>CURRENT EXPENSES</u>						
Services	332,841	370,213	913,411	740,425	4,442,551	21%
Material & Supplies	251,567	285,224	689,217	570,448	3,422,685	20%
Other Current Charges	812,771	761,230	2,233,571	1,522,461	9,134,764	24%
TOTAL CURRENT EXPENSES	1,397,179	1,416,667	3,836,199	2,833,333	17,000,000	23%
CAPITAL OUTLAY	-	166,667	5,701	333,333	2,000,000	0%
TOTAL EXPENSES	\$ 5,842,188	\$ 6,451,558	\$ 13,099,829	\$ 12,903,117	\$ 77,418,701	17%

**Purchase Orders from \$100,000 to \$324,999 +
Issued in August 2024**

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-021068	8/6/2024	Dept of Management Services	100,000.00	Communication services for the College.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-021211	8/18/2024	DocuSign, Inc.	120,000.00	Electronic signature services for various College documents.	Exempt from the solicitation process, per FAC 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.