

January 21, 2025

**MEMORANDUM**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - December

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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 12/31/2024.

**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 months of November and December 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 State College Fund Analysis  
Unrestricted Current Fund  
As of December 31, 2024**

<b>REVENUE</b>	<b>December Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,935,864	\$ 2,654,057	\$ 22,365,259	\$ 15,924,339	\$ 31,848,678	70%
State Support	2,845,397	3,589,169	18,622,530	21,535,012	43,070,023	43%
Federal Support	8,032	62,500	228,658	375,000	750,000	30%
Other Revenue	20,935	145,833	1,243,033	875,000	1,750,000	71%
<b>TOTAL REVENUE</b>	4,810,228	6,451,558	42,459,480	38,709,351	77,418,701	55%
<b>EXPENSES</b>	<b>December Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	308,663	320,833	1,881,229	1,925,000	3,850,000	49%
Instructional	1,259,966	1,208,333	7,603,483	7,250,000	14,500,000	52%
Non-Instructional	1,534,331	1,625,000	9,051,234	9,750,000	19,500,000	46%
OPS	846,175	625,000	4,076,005	3,750,000	7,500,000	54%
Personnel Benefits	1,160,340	1,089,058	6,876,891	6,534,351	13,068,701	53%
<b>TOTAL PERSONNEL COSTS</b>	5,109,475	4,868,225	29,488,842	29,209,351	58,418,701	50%
<b><u>CURRENT EXPENSES</u></b>						
Services	292,168	371,921	2,711,188	2,231,526	4,463,051	61%
Material & Supplies	110,431	286,624	2,014,567	1,719,745	3,439,489	59%
Other Current Charges	350,637	758,122	4,840,900	4,548,730	9,097,460	53%
<b>TOTAL CURRENT EXPENSES</b>	753,236	1,416,667	9,566,655	8,500,000	17,000,000	56%
<b>CAPITAL OUTLAY</b>	-	166,667	17,103	1,000,000	2,000,000	1%
<b>TOTAL EXPENSES</b>	\$ 5,862,711	\$ 6,451,558	\$ 39,072,600	\$ 38,709,351	\$ 77,418,701	50%

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

<b>Purchase Order</b>	<b>PO Issue Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-022000	11/8/2024	HESI - Elsevier, Inc.	217,337.60	Nursing tests for FY 24-25.	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-022047	11/15/2024	American Audio Visual, Inc.	140,000.00	Audio and video support for DOE's Florida Charter School Conference.	2 CFR 200.320 (c) (4) Noncompetitive Procurement: (4) The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
PO-022164	11/27/2024	Mannington Commercial	246,536.55	Library/Learning Commons flooring.	State Contract 30161700-24-SRCWL-ACS
PO-022185	12/3/2024	Orlando Magic d/b/a Orlando Events Center Enterprises, LLC	175,000.00	Advertising and promotional benefits with Orlando Magic.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022187	12/3/2024	Miami Dolphins LTD	175,000.00	Advertising and promotional benefits with Miami Dolphins.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022190	12/3/2024	Miami Heat Limited Partnership	175,000.00	Advertising and promotional benefits with Miami Heat.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022191	12/3/2024	NASCAR Enterprises, LLC/Daytona International Speedway, LLC	100,000.00	Advertising and promotional benefits with NASCAR Enterprises, LLC.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022193	12/3/2024	Jacksonville Jaguars, LLC	178,250.00	Advertising and promotional benefits with Jacksonville Jaguars.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022205	12/5/2024	Perdue, Inc.	142,536.66	Furniture and cubicles for Center for Innovation.	State Contract 56120000-24
PO-022297	12/18/2024	Transfr, Inc.	320,000.00	All access option for career training software.	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.