

March 17, 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 - February

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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 2/28/2025.

**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**

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 February 28, 2025**

<b>REVENUE</b>	<b>February 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	\$ 372,499	\$ 2,654,057	\$ 24,005,322	21,232,452	\$ 31,848,678	75%
State Support	2,929,725	3,589,169	24,566,252	28,713,349	43,070,023	57%
Federal Support	25,354	62,500	304,157	500,000	750,000	41%
Other Revenue	129,992	145,833	1,802,798	1,166,667	1,750,000	103%
<b>TOTAL REVENUE</b>	<b>3,457,570</b>	<b>6,451,558</b>	<b>50,678,529</b>	<b>51,612,467</b>	<b>77,418,701</b>	<b>65%</b>
<b>EXPENSES</b>	<b>February 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	311,019	320,833	2,503,828	2,566,667	3,850,000	65%
Instructional	1,151,862	1,291,667	10,093,006	10,333,333	15,500,000	65%
Non-Instructional	1,574,110	1,541,667	12,266,596	12,333,333	18,500,000	66%
OPS	709,473	625,000	5,372,489	5,000,000	7,500,000	72%
Personnel Benefits	1,380,944	1,089,058	9,922,580	8,712,467	13,068,701	76%
<b>TOTAL PERSONNEL COSTS</b>	<b>5,127,407</b>	<b>4,868,225</b>	<b>40,158,499</b>	<b>38,945,801</b>	<b>58,418,701</b>	<b>69%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	357,950	370,213	3,461,452	2,961,701	4,442,551	78%
Material & Supplies	104,660	285,224	2,373,245	2,281,790	3,422,685	69%
Other Current Charges	167,429	761,230	5,557,524	6,089,843	9,134,764	61%
<b>TOTAL CURRENT EXPENSES</b>	<b>630,039</b>	<b>1,416,667</b>	<b>11,392,221</b>	<b>11,333,333</b>	<b>17,000,000</b>	<b>67%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>166,667</b>	<b>17,389</b>	<b>1,333,333</b>	<b>2,000,000</b>	<b>1%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,757,446</b>	<b>\$ 6,451,558</b>	<b>\$ 51,568,109</b>	<b>\$ 51,612,467</b>	<b>\$ 77,418,701</b>	<b>67%</b>

**Purchase Orders from \$100,000 to \$324,999 +  
Issued in February 2025**

<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-022546	2/11/2025	Strada Topco, LLC	110,000.00	Support desk and services for Workday Financials and Human Capital Management (HCM) systems.	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-022557	2/12/2025	Garland/DBS, Inc.	120,550.00	Roof repairs for parking garage (building #37).	OMNIA MICPA contract #PW1925