

May 19, 2025

**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

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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 4/30/2025.

**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 April 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 April 30, 2025**

<b>REVENUE</b>	<b>April 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	\$ 3,464,906	\$ 2,654,057	\$ 32,248,394	26,540,565	\$ 31,848,678	101%
State Support	4,376,641	3,589,169	34,943,124	35,891,686	43,070,023	81%
Federal Support	45,697	62,500	429,079	625,000	750,000	57%
Other Revenue	275,795	145,833	2,601,247	1,020,833	1,750,000	149%
<b>TOTAL REVENUE</b>	8,163,039	6,451,558	70,221,844	64,078,084	77,418,701	91%
<b>EXPENSES</b>	<b>April 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	309,882	320,833	3,294,728	3,208,333	3,850,000	86%
Instructional	1,200,644	1,291,667	12,442,261	12,916,667	15,500,000	80%
Non-Instructional	1,602,587	1,541,667	15,448,846	15,416,667	18,500,000	84%
OPS	841,087	708,333	6,900,545	7,083,333	8,500,000	81%
Personnel Benefits	1,379,632	1,172,392	12,674,425	11,723,918	14,068,701	90%
<b>TOTAL PERSONNEL COSTS</b>	5,333,832	5,034,892	50,760,805	50,348,918	60,418,701	84%
<b><u>CURRENT EXPENSES</u></b>						
Services	280,112	370,213	4,148,131	3,702,126	4,442,551	93%
Material & Supplies	176,256	285,224	2,710,298	2,852,238	3,422,685	79%
Other Current Charges	606,082	761,230	7,467,679	7,612,303	9,134,764	82%
<b>TOTAL CURRENT EXPENSES</b>	1,062,450	1,416,667	14,326,108	14,166,667	17,000,000	84%
<b>CAPITAL OUTLAY</b>	-	166,667	17,103	1,666,667	2,000,000	1%
<b>TOTAL EXPENSES</b>	\$ 6,396,282	\$ 6,618,225	\$ 65,104,016	\$ 66,182,251	\$ 79,418,701	82%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in April 2025					
Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022763	4/1/2025	Marlins Stadium Operator, LLC	175,000.00	Advertising and promotional benefits with Marlins Stadium	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022970	4/9/2025	Santa Fe College	122,261.85	TSC Student Insurance, including Student Athlete.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives software.
PO-023097	4/25/2025	Dell Marketing	190,152.82	143 OptiPlex All-In-One Computers.	Dell Computer Equipment (State of Florida Contract Number 43210000-23-NASPO-ACS)
PO-023100	4/25/2025	Dell Marketing	104,504.40	105 OptiPlex Small Form Factor Computers and Monitors.	Dell Computer Equipment (State of Florida Contract Number 43210000-23-NASPO-ACS)
PO-023132	4/29/2025	Gaumard Scientific Company, Inc.	132,262.39	Advanced Pediatric package with 2 child simulators.	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.