

September 15, 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 - August

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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 8/31/2025.

**Overview and Background**

As directed in the Florida College System 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 July and 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**

For information only, no Board action required.

**Tallahassee State College Fund Analysis**  
**Unrestricted Current Fund**  
**As of August 30, 2025**

<b>REVENUE</b>	<b>August Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,858,389	\$ 2,661,291.50	\$ 13,517,365	\$ 5,322,583	\$ 31,935,498	42%
State Support	3,292,461	3,869,324	7,389,378	7,738,648	46,431,887	16%
Federal Support	24,438	62,500	75,487	125,000	750,000	10%
Other Revenue	156,866	41,667	277,301	83,333	500,000	55%
<b>TOTAL REVENUE</b>	<b>5,332,154</b>	<b>6,634,782</b>	<b>21,259,531</b>	<b>13,269,564</b>	<b>79,617,385</b>	<b>27%</b>
<b>EXPENSES</b>	<b>August Actual</b>	<b>Month 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	288,466	291,667	573,267	583,333	3,500,000	16%
Instructional	1,192,706	1,333,333	2,740,862	2,666,667	16,000,000	17%
Non-Instructional	1,638,765	1,541,667	3,238,371	3,083,333	18,500,000	18%
OPS	368,069	625,000	744,601	1,250,000	7,500,000	10%
Personnel Benefits	1,401,821	1,259,782	2,714,573	2,519,564	15,117,385	18%
<b>TOTAL PERSONNEL COSTS</b>	<b>4,889,827</b>	<b>5,051,449</b>	<b>10,011,674</b>	<b>10,102,898</b>	<b>60,617,385</b>	<b>17%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	514,697	358,333	729,908	716,667	4,300,000	17%
Material & Supplies	219,378	283,333	624,852	566,667	3,400,000	18%
Other Current Charges	1,010,970	775,000	2,169,934	1,550,000	9,300,000	23%
<b>TOTAL CURRENT EXPENSES</b>	<b>1,745,045</b>	<b>1,416,667</b>	<b>3,524,694</b>	<b>2,833,333</b>	<b>17,000,000</b>	<b>21%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>166,667</b>	<b>-</b>	<b>333,333</b>	<b>2,000,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,634,872</b>	<b>\$ 6,634,782</b>	<b>\$ 13,536,368</b>	<b>\$ 13,269,564</b>	<b>\$ 79,617,385</b>	<b>17%</b>

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

**Issued in July & August 2025**

<b>Purchase Order</b>	<b>Date Issued</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-023546	7/3/2025	SHI	259,982.24	MicroSoft License Renewal.	NASPO Software Value Added Reseller (SVAR) Contract #: CTR 060028
PO-023578	7/9/2025	City of Tallahassee - Utilities	162,500.00	Utilities for Ghazvini Center for Healthcare Education.	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023598	7/9/2025	Dell Marketing, L.P.	144,338.04	Procurement of 127 OptiPlex PCs.	State Contract 23026/43210000-23 NAPSO-ACS
PO-023601	7/10/2025	Hyland Software, Inc.	152,578.46	Subscription and hosting fees fr digital documentation.	Exemption per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, and use information in various forms of voice, video and data, that provide direct information technology support consistent with each individual college's information technology plan.
PO-023663	7/15/2025	Architects: Lewis + Whitlock, PA	281,930.00	Professional services for renovations in Centre Building.	TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting.
PO-023678	7/16/2025	Astro Travel and Tours, Inc.	135,000.00	Transportation Services for Athletics and other College activities.	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-023734	7/21/2025	Talquin Electric Cooperative	243,000.00	Utilities for FPSI operations.	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023786	7/23/2025	CDW Government LLC	210,671.30	Procurement of 140 MicroSoft Surface Laptops for TCA.	Florida Technology Refresh Program -27595
PO-023793	7/23/2025	Mannington Commerical	108,855.25	Library flooring replacement.	State Contract - 30161700-24-SRCWL-ACS
PO-023809	7/24/2025	Department of Management Services	100,000.00	Communication services for the College.	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023818	7/24/2025	Cheney Brothers Inc.	215,000.00	Food for FPSI cafeteria.	Exemption per FAC 6A-14.0734 (2)(d) - Food.
PO-023831	7/25/2025	Ben Keith Company	110,000.00	Food for FPSI cafeteria.	Exemption per FAC 6A-14.0734 (2)(d) - Food.
PO-023845	7/28/2025	Building Hope Services LLC	115,495.00	Strategic support of Tallahassee Collegiate Academy for the Charter Schools Program.	2 CFR 200.320 (c) (4) Noncompetitive Procurement: The recipient requests to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
PO-023858	7/29/2025	Southern Forestry Consultants, Inc.	101,500.00	Reforestation services for FPSI property.	Exemption 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-023875	7/30/2025	Miller Electric Company	144,042.80	Procurement and installation of AV equipment for Makerspace Project.	Federal Contract - GSA Schedule-47QDHA23D0014

Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-023968	8/11/2025	DocuSign, Inc.	120,000.00	Electronic signature services for various College documents.	Exemption per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, and use information in various forms of voice, video and data, that provide direct information technology support consistent with each individual college's information technology plan.
PO-024031	8/19/2025	TeamDynamix Solutions	128,717.37	Annual site license for project and portfolio management; includes IT service management capabilities.	Exemption per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, and use information in various forms of voice, video and data, that provide direct information technology support consistent with each individual college's information technology plan.
PO-024119	8/28/2025	Livingstone Schools, Inc dba Florida Trade Academy	107,700.00	Delivery of instructional services for welding, building technologies, and culinary arts within residential facilities towards pre-apprenticeships credentials.	Exemption 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-024120	8/28/2025	GovSphere, Inc.	129,645.60	Delivery of a basic youth construction training program to qualify and prepare students for the national examination for industry certifications.	Exemption 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-024131	8/29/2025	Probo Medical LLC	199,900.00	Equipment for healthcare programs (grant funded).	Exemption 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.