




April 26, 2011

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Fund Analysis - March 2011

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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 March 31, 2011.

### **Overview:**

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 (fund1). Expenditures for direct instruction expenses are also recorded in the operating fund.

### **Salient Facts:**

In accordance with Florida Statutes (section 1011.30), the Board of Trustees must approve the College's operating fund (fund 1) budget each fiscal year. This 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 and less than \$250,000. That report is attached to this item.

### **Past Actions:**

The Board requested this to be done.

### **Future Actions:**

For information only, no Board action required.

### **Funding/Financial Matters:**

The College continues to be in sound financial condition.

### **Staff Resource:**

Teresa Smith

### **Recommended Action:**

For information only, no Board action required.

**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of March 31, 2011**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>
Student Fees	\$ 28,870,786	\$ 24,680,587	\$ 4,190,199
State Support	29,716,900	20,894,252	\$ 8,822,648
Federal Support	2,984,383	2,649,242	\$ 335,141
Other Revenue	430,342	180,171	\$ 250,171
Non Revenue Sources	150,000	4,618	145,382
<b>TOTAL REVENUE</b>	<b>\$ 62,152,411</b>	<b>\$ 48,408,870</b>	<b>\$ 13,743,541</b>

<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>March Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>Mar (PY) Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 2,530,843	\$ 1,673,512	\$ 1,001,959	66%	\$ 2,152,315	1,669,963	78%
Instructional	14,553,531	10,343,601	\$ 6,029,001	71%	15,382,829	11,047,353	72%
Non-Instructional	13,979,643	9,554,623	\$ 5,478,657	68%	12,823,665	9,467,538	74%
OPS	9,002,431	6,425,749	\$ 3,686,781	71%	7,073,618	5,809,998	82%
Personnel Benefits	8,298,702	6,114,727	\$ 3,522,323	74%	7,981,081	5,824,090	73%
Personnel Contingency	76,009	\$ -	\$ -	0%	\$ -	-	0%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,441,159</b>	<b>\$ 34,112,212</b>	<b>\$ 19,718,721</b>	<b>70%</b>	<b>\$ 45,413,508</b>	<b>\$ 33,818,942</b>	<b>74%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 5,478,073	\$ 3,734,900	\$ 1,942,066	68%	\$ 4,950,399	\$ 3,194,348	65%
Material & Supplies	4,523,271	1,516,462	\$ 764,198	34%	2,720,849	1,476,638	54%
Other Current Charges	3,931,126	2,902,825	\$ 1,824,948	74%	4,020,978	2,625,739	65%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,932,470</b>	<b>\$ 8,154,187</b>	<b>\$ 6,101,972</b>	<b>59%</b>	<b>\$ 11,692,226</b>	<b>\$ 7,296,725</b>	<b>62%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 875,967</b>	<b>\$ 402,546</b>	<b>\$ 77,663</b>	<b>46%</b>	<b>\$ 414,472</b>	<b>\$ 232,777</b>	<b>56%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 63,249,596</b>	<b>\$ 42,668,945</b>	<b>\$ 25,898,356</b>	<b>67%</b>	<b>\$ 57,520,206</b>	<b>\$ 41,348,444</b>	<b>72%</b>

Purchase Orders From \$100,000.00 to \$249,999.99 For 2011

Issued in March 2011

Purchase Order No.	Vendor Name	Amount \$	Item Description	Approval/Exemption
2011-2768	Preusser Research Group, Inc.	\$200,000.00	Agreement to conduct the Florida Statewide Safety Belt Survey.	Agreement signed by President Jim Murdaugh on 3/26/2011. Final extension of contract issued from RFP No. 2008 - 07