



October 15, 2012

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President  
**SUBJECT:** Budget Amendment No. 1

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### Item Description

This item is to update the College's operating budget to address events that have occurred subsequent to approval of the original budget.

### Overview and Background

The amendment adjusts the budgeted beginning fund balance to the actual amount and brings forward budget for purchase orders and obligations that were open at year end.

Additional adjustments in the current year budget include corresponding reductions due to decreases in enrollment in the fall term, a reallocation from personnel into current expenses for contingencies and additional revenue from the Tallahassee Community College Foundation for the new Surgical Technology program.

The enrollment reductions have resulted in subsequent decreases in budget for other personal services of ten percent (10%), as well as a five percent (5%) reduction in current expenditures.

Each fiscal year the College's operating budget is submitted to and approved by the Division of Florida Colleges. Any expenditure or commitment exceeding the budgeted amounts is not allowed. Department of Education rule 6A-14.0716 authorizes the Board to make amendments to the College's operating budget, if needed.

### Past Actions by the Board

On June 18, 2012, the Board approved the operating budget for the 2012-2013 fiscal year.

### Funding/Financial Implications

The changes in projected revenues and expense required in the current year budget are reflected in the attached budget amendment (Exhibit A).

### Staff Resource

Teresa Smith

**Recommended Action**

Approve the amendment as presented.

**EXHIBIT A**

<p align="center"><b>Budget Amendment No. 1</b>  <b>Comparison of Original to Amended Operating Budget 2012-13</b></p>								
	Original 12-13 Budget	Adjustment to Actual	Encumbrances 6/30/2012	Budget Reduction	Reallocation	Surgical Technology	Amendment #1	Amended 12-13 Budget
<b>Beginning Fund Balance</b>	5,846,729	(1,163,853)					(1,163,853)	4,682,876
<b>Budgeted Revenue</b>								
Tuition & Fees	34,373,766			(1,887,637)			(1,887,637)	32,486,129
State Support	28,273,881							28,273,881
Federal Support	469,766							469,766
Other Revenue	137,912					170,416	170,416	308,328
Non-Revenue Sources	300,000							300,000
<b>Total Budgeted Revenue</b>	<u>63,555,325</u>	<u>0</u>	<u>0</u>	<u>(1,887,637)</u>	<u>0</u>	<u>170,416</u>	<u>(1,717,221)</u>	<u>61,838,104</u>
<b>Total Available</b>	69,402,054	(1,163,853)		(1,887,637)		170,416	(2,881,074)	66,520,980
<b>Budgeted Expenditures</b>								
Personnel	51,661,855			(2,262,695)	(100,000)		(2,362,695)	49,299,160
Current Expenses	12,616,470		507,153	(630,823)	100,000	30,416	6,746	12,623,216
Capital Outlay	820,000		47,704			140,000	187,704	1,007,704
<b>Total Budgeted Expenses</b>	<u>65,098,325</u>	<u>0</u>	<u>554,857</u>	<u>(2,893,518)</u>	<u>0</u>	<u>170,416</u>	<u>(2,168,245)</u>	<u>62,930,080</u>
<b>Ending Fund Balance Reserve</b>	4,303,729	(1,163,853)	(554,857)	1,005,881	0	0	(712,829)	3,590,900 5.4%