




March 18, 2013

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Fund Analysis - February 2013

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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 February 28, 2013.

### Overview and Background

As directed in the Accounting Manual for Florida's College System, 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.

In accordance with Florida Statutes (Section 2011.30), the Board of Trustees must approve the College's operating fund 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, but less than \$250,000. That 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.

### Staff Resource

Teresa Smith

### Recommended Action

For information only, no Board action required.

**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of February 1, 2013**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>
Student Fees	\$ 32,486,129	\$ 24,491,793	\$ 7,994,336
State Support	28,273,881	15,524,517	\$ 12,749,364
Federal Support	469,766	56,065	\$ 413,701
Other Revenue	308,328	204,732	\$ 103,596
Non Revenue Sources	300,000	60,075	239,925
<b>TOTAL REVENUE</b>	<b>\$ 61,838,104</b>	<b>\$ 40,337,182</b>	<b>\$ 21,500,922</b>

<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>February Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>Feb (PY) Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 2,743,685	\$ 1,866,436	\$ 224,408	68%	\$ 2,369,118	1,609,818	68%
Instructional	15,361,676	9,908,057	\$ 1,186,330	64%	15,380,585	9,661,828	63%
Non-Instructional	15,033,896	9,433,541	\$ 1,166,071	63%	15,601,997	9,515,538	61%
OPS	8,557,274	5,358,189	\$ 697,813	63%	8,984,022	5,817,168	65%
Personnel Benefits	7,602,629	4,879,893	\$ 617,421	64%	7,464,309	4,680,063	63%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 49,299,160</b>	<b>\$ 31,446,116</b>	<b>\$ 3,892,043</b>	<b>64%</b>	<b>\$ 49,800,031</b>	<b>\$ 31,284,415</b>	<b>63%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 5,587,620	\$ 3,598,058	\$ 414,878	64%	\$ 5,820,635	\$ 3,373,865	58%
Material & Supplies	3,072,842	1,171,685	\$ 158,534	38%	2,906,979	1,353,422	47%
Other Current Charges	3,962,754	1,572,362	\$ 215,897	40%	4,317,548	2,755,536	64%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 12,623,216</b>	<b>\$ 6,342,105</b>	<b>\$ 789,309</b>	<b>50%</b>	<b>\$ 13,045,162</b>	<b>\$ 7,482,823</b>	<b>57%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 1,007,704</b>	<b>\$ 312,779</b>	<b>\$ 43,172</b>	<b>31%</b>	<b>\$ 987,012</b>	<b>\$ 573,785</b>	<b>58%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 62,930,080</b>	<b>\$ 38,101,000</b>	<b>\$ 4,724,524</b>	<b>61%</b>	<b>\$ 63,832,205</b>	<b>\$ 39,341,023</b>	<b>62%</b>

**Purchase Orders From \$100,000.00 to \$249,999.99 For 2012-2013**

**Issued in February 2013**

<b>Purchase Order No.</b>	<b>Vendor Name</b>	<b>Amount \$</b>	<b>Item Description</b>	<b>Budget</b>	<b>Approval/Exemption</b>
2013-1923	DAG ARCHITECTS	\$142,490.00	Architectural and Engineering services for transportation analysis, environmental services, planned unit development, comprehensive plan amendment and to incorporate master planning and programming.	71000002-000010-01-Wakulla Inst. Master Planning	Exempt per 6A-14.0734 (2) (H); Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.