



January 21, 2014

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Fund Analysis - December 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 December 31, 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. 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 \$250,000. That report for the months of November and December 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  
December 31, 2013**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>
Student Fees	\$ 29,210,848	\$ 20,730,356	\$ 8,480,492
State Support	29,934,956	12,283,389	\$ 17,651,567
Federal Support	728,151	564,714	\$ 163,437
Other Revenue	526,153	194,371	\$ 331,782
Non Revenue Sources	339,363	10,240	329,123
<b>TOTAL REVENUE</b>	<b>\$ 60,739,471</b>	<b>\$ 33,783,070</b>	<b>\$ 26,956,401</b>

<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>December Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>Dec (PY) Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 2,795,075	\$ 1,414,799	\$ 469,038	51%	\$ 2,743,685	\$ 1,371,299	50%
Instructional	15,791,894	7,287,063	\$ 2,533,748	46%	15,361,676	7,474,202	49%
Non-Instructional	15,708,160	7,268,474	\$ 2,450,794	46%	15,033,896	7,091,199	47%
OPS	6,627,841	3,174,021	\$ 1,154,451	48%	8,557,274	4,096,800	48%
Personnel Benefits	8,329,495	4,124,271	\$ 1,399,611	50%	7,602,629	3,646,849	48%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 49,252,465</b>	<b>\$ 23,268,628</b>	<b>\$ 8,007,642</b>	<b>47%</b>	<b>\$ 49,299,160</b>	<b>\$ 23,680,349</b>	<b>48%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 6,570,461	\$ 2,969,976	\$ 869,726	45%	\$ 5,587,620	\$ 2,859,736	51%
Material & Supplies	2,426,282	758,035	\$ 227,126	31%	3,072,842	948,106	31%
Other Current Charges	3,052,131	1,791,550	\$ 289,264	59%	3,962,754	1,163,467	29%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 12,048,874</b>	<b>\$ 5,519,561</b>	<b>\$ 1,386,116</b>	<b>46%</b>	<b>\$ 12,623,216</b>	<b>\$ 4,971,309</b>	<b>39%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 789,592</b>	<b>\$ 131,972</b>	<b>\$ 24,944</b>	<b>17%</b>	<b>\$ 1,007,704</b>	<b>\$ 159,727</b>	<b>16%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 62,090,931</b>	<b>\$ 28,920,161</b>	<b>\$ 9,418,702</b>	<b>47%</b>	<b>\$ 62,930,080</b>	<b>\$ 28,811,385</b>	<b>46%</b>

**Purchase Orders From \$100,000.00 to \$249,999.99 For 2013-2014**

**Issued in November & December 2013**

Purchase Order No.	Vendor Name	Amount \$	Item Description	Budget	Approval/Exemption
2014-1504	City of Tallahassee	\$120,000.00	Utility payments for Ghazvini Center	17010040	Exempt per 6A-14.0734(2)(E); Sole Source Services
2014-1424	Family Café, Inc.	\$142,857.00	Annual statewide conference for families of students with disabilities or special health care needs.	21250132	Exempt per 6A-14.0734(2)(E); Sole Source Services
2014-1382	Hurricane Sports Properties	\$150,000.00	Advertising and promotional benefitsto encourage sobriety and responsible driving.	25003170	Exempt per 6A-14.0734(2)(E); Sole Source Services
2014-1373	IMG College, LLC	\$164,000.00	Advertising and promotional benefitsto encourage sobriety and responsible driving.	25003170	Exempt per 6A-14.0734(2)(E); Sole Source Services
2014-1378	Miami Heat, LLP	\$200,000.00	Advertising and promotional benefitsto encourage sobriety and responsible driving.	25003169	Exempt per 6A-14.0734(2)(E); Sole Source Services

Purchase Order No.	Vendor Name	Amount \$	Item Description	Budget	Approval/Exemption
2014-1392	Fox Sports Net Florida, Inc.	\$200,000.00	Advertising and promotional benefitsto encourage sobriety and responsible driving.	25003173	Exempt per 6A-14.0734(2)(E); Sole Source Services
2014-1408	Family Café, Inc.	\$200,000.00	Annual statewide conference for families of students with disabilities or special health care needs.	21250133	Exempt per 6A-14.0734(2)(E); Sole Source Services