



August 20, 2018

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Fund Analysis - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of July 30, 2018.

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 (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 June and July 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

Barbara Wills

Recommended Action

For information only, no Board action required.

Purchase Orders from \$100,000 to \$249,999 +

Issued in June & July 2018

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-008611	6/15/2018	Garland/DBS Inc.	165,352.00	Roofing materials and services for the Lifetime Sports roofing project.	MICPA #14-5903 Master Intergovernmental Cooperative Purchasing Agreement- US Communities
PO-008634	7/11/2018	Garland/DBS Inc.	200,535.00	Roofing materials and services for the Library roofing project.	MICPA #14-5903 Master Intergovernmental Cooperative Purchasing Agreement- US Communities
PO-008635	7/11/2018	Garland/DBS Inc.	106,471.00	Roofing materials and services for the Learning Commons roofing project.	MICPA #14-5903 Master Intergovernmental Cooperative Purchasing Agreement- US Communities
PO-008636	7/12/2018	Garland/DBS Inc.	268,376.00	Roofing materials and services for the Student Union roofing project.	MICPA #14-5903 Master Intergovernmental Cooperative Purchasing Agreement- US Communities
PO-008717	7/16/2018	Talquin Electric Cooperative	312,000.00	Electric services for FPSI campus	Exemption per FAC 6A14.0734 (2) (e) Sole Source
PO-008752	7/16/2018	Bryant Miller Olive P.A.	200,000.00	Legal services for UFF unionization procedures	Exempt per FAC 6A14.0734 (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-008766	7/16/2018	Reinhart Food Service	270,000.00	Food products for FPSI cafeteria	Exempt per FAC 6A-14.0734 (2) (d) food

Purchase Orders from \$100,000 to \$249,999 +

Issued in June & July 2018

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-008768	7/16/2018	Cheney Brothers Inc.	270,000.00	Food products for FPSI cafeteria	Exempt per FAC6A-14.0734 (2) (d) food
Po-008812	7/17/2018	Centennial Bank	115,500.00	Centennial Bank monthly lease payments	Exemption per FAC 6A14.0734 (2) (e) Sole Source
PO-008872	7/19/2018	City of Tallahassee	1,559,000.00	Electrical services for TCC main campus	Exemption per FAC 6A14.0734 (2) (e) Sole Source
PO-008873	7/19/2018	City of Tallahassee	136,000.00	Electrical services for Ghazvini Center	Exemption per FAC 6A14.0734 (2) (e) Sole Source
PO-008877	7/19/2018	City of Tallahassee	111,600.00	Electrical services for Center for Innovation	Exemption per FAC 6A14.0734(2)(e) Sole Source
PO-008927	7/23/2018	Instructure, Inc.	171,112.00	Canvas Cloud subscription, maintenance and support	Exemption per FAC 6A14.0734(2)(g) Information Technology Resources
PO-008958	7/24/2018	Department of Management Services	112,393.00	Centrex, FIRN Circuits	DMS State Contract # 08/09-057

Purchase Orders from \$100,000 to \$249,999 +

Issued in June & July 2018

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-008972	7/25/2018	Hayes e-Government Resources, Inc.	240,000.00	Hayes Hosted Phone Contract	Exemption per FAC 6A14.0734(2)(g) Information Technology Resources
PO-008976	7/25/2018	Banc of America Public Capital Corp	474,695.58	Performance Energy Contract Principal & Interest Payments	DMS State Contract # 973-320-081

**Tallahassee Community College
Fund Analysis
Unrestricted Current Fund
As of July 30, 2018**

REVENUE	Budgeted	Received Year to Date	Budgeted Balance
Student Fees	\$ 26,715,237	3,623,506	\$ 23,091,731
State Support	31,096,826	2,055,472	\$ 29,041,354
Federal Support	174,309	-	\$ 174,309
Other Revenue	1,231,021	47,669	\$ 1,183,352
Non Revenue Sources	1,000,000	-	1,000,000
TOTAL REVENUE	\$ 60,217,393	\$ 5,726,647	\$ 54,490,746

EXPENSES	Budgeted	Expended Year to Date	July Expenses	% of YTD Expenses	Prior Year (PY) Budget	July (PY) Expenses	PY % of YTD Expenses
<u>PERSONNEL COSTS</u>							
Administrative	\$ 3,203,115	\$ 265,098	\$ 265,098	8%	\$ 3,460,123	\$ 240,230	7%
Instructional	11,071,010	1,384,673	\$ 1,384,673	13%	10,610,651	1,384,673	13%
Non-Instructional	16,740,894	1,310,874	\$ 1,310,874	8%	16,051,939	1,312,786	8%
OPS	5,879,441	334,010	\$ 334,010	6%	5,953,169	334,010	6%
Personnel Benefits	10,372,933	818,883	\$ 818,883	8%	9,868,175	813,196	8%
TOTAL PERSONNEL COSTS	\$ 47,267,393	\$ 4,113,538	\$ 4,113,538	9%	\$ 45,944,057	\$ 4,084,895	9%
<u>CURRENT EXPENSES</u>							
Services	\$ 4,774,375	\$ 304,500	\$ 304,500	6%	\$ 4,951,552	\$ 301,477	6%
Material & Supplies	3,341,739	107,762	\$ 107,762	3%	3,470,693	106,972	3%
Other Current Charges	5,133,886	343,671	\$ 343,671	7%	5,827,755	319,119	5%
TOTAL CURRENT EXPENSES	\$ 13,250,000	\$ 755,934	\$ 755,934	6%	\$ 14,250,000	\$ 727,568	5%
CAPITAL OUTLAY	\$ 700,000	\$ -	\$ -	0%	\$ 700,000	\$ -	0%
TOTAL EXPENSES	\$ 61,217,393	\$ 4,869,471	\$ 4,869,471	8%	\$ 60,894,057	\$ 4,812,463	8%