



April 19, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - March

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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 3/30/2021

**Overview and Background**

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 (fund 1). 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 month of March 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.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of March 30, 2021**

<b>REVENUE</b>	<b>March Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 828,301	\$ 2,053,219	\$ 22,251,256	\$ 18,478,970	\$ 24,638,626	90%
State Support	\$ 2,232,287	\$ 2,797,583	\$ 20,709,228	\$ 25,178,246	\$ 33,570,994	62%
Federal Support	\$ 712,742	\$ 40,833	\$ 1,113,373	\$ 367,500	\$ 490,000	227%
Other Revenue	\$ 155,700	\$ 210,833	\$ 2,398,100	\$ 1,897,500	\$ 2,530,000	95%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ 1,037,573	\$ 1,383,431	0%
<b>TOTAL REVENUE</b>	<b>\$ 3,929,029</b>	<b>\$ 5,217,754</b>	<b>\$ 46,471,958</b>	<b>\$ 46,959,788</b>	<b>\$ 62,613,051</b>	<b>74%</b>
<b>EXPENSES</b>	<b>March Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	\$ 263,617	\$ 277,903	\$ 2,459,939	\$ 2,501,128	\$ 3,334,838	74%
Instructional	\$ 956,921	\$ 1,053,712	\$ 8,791,989	\$ 9,483,408	\$ 12,644,544	70%
Non-Instructional	\$ 1,263,061	\$ 1,467,835	\$ 11,465,823	\$ 13,210,511	\$ 17,614,014	65%
OPS	\$ 556,584	\$ 436,607	\$ 4,203,560	\$ 3,929,464	\$ 5,239,286	80%
Personnel Benefits	\$ 808,691	\$ 877,531	\$ 7,375,893	\$ 7,897,777	\$ 10,530,369	70%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 3,848,875</b>	<b>\$ 4,113,588</b>	<b>\$ 34,297,204</b>	<b>\$ 37,022,288</b>	<b>\$ 49,363,051</b>	<b>69%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	\$ 247,387	\$ 339,089	\$ 2,452,796	\$ 3,051,803	\$ 4,069,070	60%
Material & Supplies	\$ 41,584	\$ 195,744	\$ 1,258,280	\$ 1,761,700	\$ 2,348,933	54%
Other Current Charges	\$ 878,687	\$ 548,500	\$ 5,776,272	\$ 4,936,498	\$ 6,581,997	88%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 1,167,658</b>	<b>\$ 1,083,333</b>	<b>\$ 9,487,349</b>	<b>\$ 9,750,000</b>	<b>\$ 13,000,000</b>	<b>73%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 20,833</b>	<b>\$ -</b>	<b>\$ 187,500</b>	<b>\$ 250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,016,532</b>	<b>\$ 5,217,754</b>	<b>\$ 43,784,552</b>	<b>\$ 46,959,788</b>	<b>\$ 62,613,051</b>	<b>70%</b>

**Purchase Orders from \$100,000 to \$324,999 +**

**Issued in March 2021**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-013431	3/9/2021	Trane U.S. Inc.	120,465.00	Compressor inspection and mainenance program for Main Campus chiller.	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013448	3/11/2021	The Lincoln Electric Company	193,527.00	Welding booths and fume control systems for TCC welding labs.	Ref: Guaranteed maximum price (GMP) TCC welding labs project. EDA Grant No. 04-79-07370
PO-013457	3/16/2021	Tampa Bay Rays Baseball Ltd.	175,000.00	Advertising and promotional benefits with Sunburst Entertainment Group LLC dba Tampa Bay Rays Baseball Ltd.	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013463	3/23/2021	Building Hope Services, LLC	175,000.00	Support, training and technical services provided for the Florida Charter Support Unit (CSU) under the Charter Schools Program grant.	Exempt per FAC 6A-14.0734 (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-013466	3/24/2021	Miami Dolphins Ltd.	175,000.00	Advertising and promotional benefits with Miami Dolphins Ltd.	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.