



November 15, 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 - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/29/2021.

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 January 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 October 28, 2021

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 243,669	\$ 1,933,506	\$ 12,789,207	\$ 7,734,026	\$ 23,202,077	55%
State Support	2,512,565	2,981,647	10,063,407	\$ 11,926,587	35,779,760	28%
Federal Support	206,857	83,333	1,445,185	\$ 333,333	1,000,000	145%
Other Revenue	50,615	105,680	541,912	\$ 422,721	1,268,163	43%
Non-Revenue Sources	-	83,333	-	\$ 333,333	1,000,000	0%
TOTAL REVENUE	3,013,706	5,187,500	24,839,711	20,750,000	62,250,000	40%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	338,156	274,414	1,221,562	1,097,656	3,292,968	37%
Instructional	966,872	1,203,263	4,216,266	4,813,053	14,439,160	29%
Non-Instructional	1,776,130	1,213,858	5,445,969	4,855,434	14,566,301	37%
OPS	662,904	507,279	1,782,547	2,029,118	6,087,354	29%
Personnel Benefits	875,668	884,518	3,372,989	3,538,072	10,614,217	32%
TOTAL PERSONNEL COSTS	4,619,730	4,083,333	16,039,333	16,333,333	49,000,000	33%
<u>CURRENT EXPENSES</u>						
Services	297,295	358,027	1,186,651	1,432,107	4,296,322	28%
Material & Supplies	172,072	209,348	561,613	837,393	2,512,180	22%
Other Current Charges	247,883	515,958	2,292,862	2,063,833	6,191,498	37%
TOTAL CURRENT EXPENSES	717,250	1,083,333	4,041,126	4,333,333	13,000,000	31%
CAPITAL OUTLAY	103,214	20,833	154,874	83,333	250,000	62%
TOTAL EXPENSES	\$ 5,440,193	\$ 5,187,500	\$ 20,235,333	\$ 20,750,000	\$ 62,250,000	33%

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

Issued in October 2021

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-014540	10/6/2021	Honorlock, Inc.	104,400.00	Annual subscription for 6,500 student user licenses for proctoring services.	FAC6A14.0734(2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-014570	10/12/2021	Dell Marketing L.P.	103,213.56	PowerEdge R840 Servers (3 each)	Customer Agreement # RFP No. 15-16-05 Tech Refresh Program. Exempt per FAC 6A-14.0734(2)(G) for IT Purchases Contract # C000000005866
PO-014592	10/14/2021	Dell Marketing L.P.	138,042.30	Dell OptiPlex 7090 SFF Computers (163 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014598	10/14/2021	Dell Marketing L.P.	313,862.40	Dell OptiPlex 5490 AIO Computers (360 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014599	10/14/2021	Dell Marketing L.P.	213,600.80	Dell OptiPlex 5490 AIO Computers (245 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract