



November 21, 2022

**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

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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 10/31/2022.

**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 October is attached to this item.

**Past Actions by the Board**

N/A.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee Community College Fund Analysis  
Unrestricted Current Fund  
As of October 31, 2022**

<b>REVENUE</b>	<b>October 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	\$ 3,001,319	\$ 2,070,228	\$ 14,390,367	\$ 8,280,911	\$ 24,842,734	58%
State Support	2,554,739	3,080,652	10,378,090	12,322,610	36,967,829	28%
Federal Support	111,522	41,667	529,990	166,667	500,000	106%
Other Revenue	368,564	47,917	724,073	191,667	575,000	126%
Non-Revenue Sources	-	83,333	-	333,333	1,000,000	0%
<b>TOTAL REVENUE</b>	<b>6,036,144</b>	<b>5,323,797</b>	<b>26,022,520</b>	<b>21,295,188</b>	<b>63,885,563</b>	<b>41%</b>
<b>EXPENSES</b>	<b>October 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	288,420	317,146	1,204,962	1,268,585	3,805,756	32%
Instructional	1,033,593	1,133,698	4,390,592	4,534,794	13,604,381	32%
Non-Instructional	1,224,019	1,342,102	4,861,659	5,368,408	16,105,224	30%
OPS	621,864	508,165	1,598,163	2,032,660	6,097,979	26%
Personnel Benefits	873,598	897,685	3,513,616	3,590,741	10,772,223	33%
<b>TOTAL PERSONNEL COSTS</b>	<b>4,041,494</b>	<b>4,198,797</b>	<b>15,568,992</b>	<b>16,795,188</b>	<b>50,385,563</b>	<b>31%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	309,776	364,752	1,428,221	1,459,009	4,377,027	33%
Material & Supplies	115,768	236,344	1,094,444	945,378	2,836,133	39%
Other Current Charges	236,878	503,070	2,363,606	2,012,280	6,036,840	39%
<b>TOTAL CURRENT EXPENSES</b>	<b>662,422</b>	<b>1,104,167</b>	<b>4,886,271</b>	<b>4,416,667</b>	<b>13,250,000</b>	<b>37%</b>
<b>CAPITAL OUTLAY</b>	<b>209,095</b>	<b>20,833</b>	<b>209,095</b>	<b>83,333</b>	<b>250,000</b>	<b>84%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,913,011</b>	<b>\$ 5,323,797</b>	<b>\$ 20,664,358</b>	<b>\$ 21,295,188</b>	<b>\$ 63,885,563</b>	<b>32%</b>

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

**Issued in October 2022**

<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-016374	10/3/2022	W.W. Grainger	150,000.00	For equipment, materials, and supplies purchases for the Pre-Apprenticeship Programs at the five correctional facilities (Liberty, Jefferson, Gadsden Re Entry, Quincy Annex, and Taylor Correctional).	State contract# 31160000-20-NASPO-ACS.