



September 19, 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 - August

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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 8/30/2022.

**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 August 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**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of August 29, 2022**

<b>REVENUE</b>	<b>August</b>	<b>Month</b>	<b>YTD</b>	<b>YTD</b>	<b>Annual</b>	<b>% of YTD</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Student Fees	\$ 2,509,436	\$ 2,070,228	\$ 11,687,036	\$ 4,140,456	\$ 24,842,734	9%
State Support	2,659,567	3,080,652	5,214,331	\$ 6,161,305	36,967,829	14%
Federal Support	100,148	41,667	229,731	\$ 83,333	500,000	46%
Other Revenue	102,160	47,917	218,142	\$ 95,833	575,000	38%
Non-Revenue Sources	-	83,333	-	\$ 166,667	1,000,000	0%
<b>TOTAL REVENUE</b>	<b>5,371,310</b>	<b>5,323,797</b>	<b>17,349,240</b>	<b>10,647,594</b>	<b>63,885,563</b>	<b>27%</b>
<b>EXPENSES</b>	<b>August</b>	<b>Month</b>	<b>YTD</b>	<b>YTD</b>	<b>Annual</b>	<b>% of YTD</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	311,554	317,146	628,747	634,293	3,805,756	17%
Instructional	1,034,051	1,133,698	2,305,944	2,267,397	13,604,381	17%
Non-Instructional	1,183,279	1,342,102	2,424,927	2,684,204	16,105,224	15%
OPS	247,760	508,165	355,596	1,016,330	6,097,979	6%
Personnel Benefits	859,292	897,685	1,775,906	1,795,371	10,772,223	16%
<b>TOTAL PERSONNEL COSTS</b>	<b>3,635,936</b>	<b>4,198,797</b>	<b>7,491,120</b>	<b>8,397,594</b>	<b>50,385,563</b>	<b>15%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	404,900	354,105	774,903	708,209	4,249,254	18%
Material & Supplies	191,841	231,881	558,752	463,763	2,782,576	20%
Other Current Charges	732,710	518,181	1,362,076	1,036,362	6,218,170	22%
<b>TOTAL CURRENT EXPENSES</b>	<b>1,329,451</b>	<b>1,104,167</b>	<b>2,695,731</b>	<b>2,208,333</b>	<b>13,250,000</b>	<b>20%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>20,833</b>	<b>-</b>	<b>41,666.67</b>	<b>250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,965,387</b>	<b>\$ 5,323,797</b>	<b>\$ 10,186,851</b>	<b>\$ 10,647,594</b>	<b>\$ 63,885,563</b>	<b>16%</b>

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

Issued in August 2022

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-016124	8/18/2022	Architects: Lewis + Whitlock, PA	291,960.00	Professional services for Center for Innovation Exterior Envelope Improvements.	TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting.
PO-016125	8/18/2022	Architects: Lewis + Whitlock, PA	109,655.00	Professional services for Center for Innovation Stair Tower Improvements.	TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting.