



April 17, 2023

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

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 3/31/2023.

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

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 March 31, 2023

REVENUE	March Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,732,399	\$ 2,070,227.83	\$ 24,800,741	\$ 18,632,051	\$ 24,842,734	100%
State Support	3,901,421	3,080,652	26,464,388	27,725,872	36,967,829	72%
Federal Support	22,364	41,667	966,899	375,000	500,000	193%
Other Revenue	260,610	47,917	1,833,540	431,250	575,000	319%
Non-Revenue Sources	-	83,333	-	750,000	1,000,000	0%
TOTAL REVENUE	6,916,794	5,323,797	54,065,568	47,914,172	63,885,563	85%
EXPENSES	March Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	288,396	317,146	2,653,507	2,854,317	3,805,756	70%
Instructional	1,017,726	1,133,698	9,517,821	10,203,285	13,604,381	70%
Non-Instructional	1,318,761	1,342,102	11,339,930	12,078,918	16,105,224	70%
OPS	670,396	508,165	4,563,968	4,573,484	6,097,979	75%
Personnel Benefits	961,082	897,685	8,221,373	8,079,168	10,772,223	76%
TOTAL PERSONNEL COSTS	4,256,361	4,198,797	36,296,599	37,789,172	50,385,563	72%
<u>CURRENT EXPENSES</u>						
Services	115,478	364,752	2,846,820	3,282,770	4,377,027	65%
Material & Supplies	110,676	236,344	1,811,606	2,127,100	2,836,133	64%
Other Current Charges	789,323	503,070	5,103,925	4,527,630	6,036,840	85%
TOTAL CURRENT EXPENSES	1,015,477	1,104,167	9,762,351	9,937,500	13,250,000	74%
CAPITAL OUTLAY	-	20,833	208,415	187,500	250,000	83%
TOTAL EXPENSES	\$ 5,271,838	\$ 5,323,797	\$ 46,267,365	\$ 47,914,172	\$ 63,885,563	72%

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

Issued in March 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-017226	3/1/2023	Alight Solutions, LLC	110,000.00	Contract for technical support for Workday business process changes and issues, from 1/1/2023 - 12/31/2023.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-017293	3/10/2023	MicroSoft Corporation	132,318.39	Microsoft Unified Support Licensing Enrollment Agreement for TCC.	Microsoft State of Florida Contract # 43230000-15-01.
PO-017303	3/10/2023	Adorama, Inc	120,680.00	Unmanned Aerial Systems for WEI's Unmanned Vehicles (Drones) Training Program	Invitation to Bid (ITB) 2023-02.