

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/29/2024.

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 July 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 July 29, 2024

REVENUE		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Budget
Student Fees	\$	10,075,850	\$	2,654,056.50	\$	10,075,850	\$	2,654,057	\$	31,848,678		32%
State Support		2,929,710		3,589,169		2,929,710		3,589,169		43,070,023		7%
Federal Support		16,557		166,667		16,557		166,667		2,000,000		1%
Other Revenue		65,297		41,667		65,297		41,667		500,000		13%
TOTAL REVENUE		13,087,414		6,451,558		13,087,414		6,451,558		77,418,701		17%
<hr/>												
EXPENSES		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Expenses
<u>PERSONNEL COSTS</u>												
Administrative		358,000		320,833		358,000		320,833		3,850,000		9%
Instructional		1,385,192		1,375,000		1,385,192		1,375,000		16,500,000		8%
Non-Instructional		1,500,905		1,500,000		1,500,905		1,500,000		18,000,000		8%
OPS		522,091		583,333		522,091		583,333		7,000,000		7%
Personnel Benefits		1,150,860		1,089,058		1,150,860		1,089,058		13,068,701		9%
TOTAL PERSONNEL COSTS		4,917,048		4,868,225		4,917,048		4,868,225		58,418,701		8%
<u>CURRENT EXPENSES</u>												
Services		436,726		370,169		436,726		370,169		4,442,031		10%
Material & Supplies		248,855		278,927		248,855		278,927		3,347,123		7%
Other Current Charges		1,140,094		767,571		1,140,094		767,571		9,210,846		12%
TOTAL CURRENT EXPENSES		1,825,675		1,416,667		1,825,675		1,416,667		17,000,000		11%
CAPITAL OUTLAY		5,701		166,667		5,701		166,667		2,000,000		0%
TOTAL EXPENSES	\$	6,748,424	\$	6,451,558	\$	6,748,424	\$	6,451,558	\$	77,418,701		9%

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

Issued in July 2024

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-020725	7/1/2024	SHI	229,907.51	MicroSoft License Renewal	NASPO Software Value Added Reseller (SVAR) Contract #: CTR 060028
PO-020763	7/3/2024	Division 5 Steel	117,083.02	Baseball and softball complex renovations.	Board approval - Nov 2022 for RFP 2202-07
PO-020782	7/7/2024	Hyland Software, Inc.	146,710.06	Subscription and hosting fees	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-020807	7/9/2024	Honorlock, Inc.	190,890.00	Student Proctoring Services	Exempt from the solicitation process, per FAC 6A-14.0734 (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 softwares.
PO-020808	7/9/2024	Lumen Learning	100,000.00	Online Homework Manager Courseware and Waymaker Courseware	Exempt from the solicitation process, per FAC 6A-14.0734 (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 softwares.
PO-020814	7/10/2024	Talquin Electric Cooperative	165,000.00	Florida Public Safety Institute Utilities	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-020853	7/16/2024	City of Tallahassee - Utilities	162,500.00	Ghazvini Center Utilities	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-020863	7/16/2024	Astro Travel and Tours, Inc.	125,000.00	Transportation Services for Athletics and other College activities.	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-020883	7/17/2024	Trane U.S., Inc.	177,512.61	Library HVAC Unit Replacement	OMNIA Contract #3341
PO-020892	7/18/2024	Cheney Brothers, Inc.	250,000.00	Food for FPSI cafeteria	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(d) - Food.