

April 21, 2025

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 3/31/2025.

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

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 State College Fund Analysis
Unrestricted Current Fund
As of March 31, 2025

REVENUE	March Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,250,982	\$ 2,654,057	\$ 27,422,425	\$ 23,886,509	\$ 31,848,678	86%
State Support	4,376,639	3,589,169	30,389,817	32,302,517	43,070,023	71%
Federal Support	21,629	62,500	347,532	562,500	750,000	46%
Other Revenue	533,209	145,833	2,331,311	1,312,500	1,750,000	133%
TOTAL REVENUE	7,182,459	6,451,558	60,491,085	58,064,026	77,418,701	78%
EXPENSES	March Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	481,018	320,833	2,984,847	2,887,500	3,850,000	78%
Instructional	1,148,611	1,250,000	11,241,617	11,250,000	15,000,000	75%
Non-Instructional	1,590,416	1,541,667	13,856,278	13,875,000	18,500,000	75%
OPS	691,089	625,000	6,060,338	5,625,000	7,500,000	81%
Personnel Benefits	1,375,971	1,130,725	11,298,781	10,176,526	13,568,701	83%
TOTAL PERSONNEL COSTS	5,287,105	4,868,225	45,441,861	43,814,026	58,418,701	78%
<u>CURRENT EXPENSES</u>						
Services	257,733	370,213	3,817,229	3,331,913	4,442,551	86%
Material & Supplies	66,844	285,224	2,510,019	2,567,014	3,422,685	73%
Other Current Charges	449,952	761,230	6,061,796	6,851,073	9,134,764	66%
TOTAL CURRENT EXPENSES	774,529	1,416,667	12,389,044	12,750,000	17,000,000	73%
CAPITAL OUTLAY	14,748	166,667	42,887	1,500,000	2,000,000	2%
TOTAL EXPENSES	\$ 6,076,382	\$ 6,451,558	\$ 57,873,792	\$ 58,064,026	\$ 77,418,701	75%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in March 2025					
Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022763	3/7/2025	Trane, Inc.	138,896.41	Library Air Handling Unit Replacement	OMNIA Racine contract #3341
PO-022767	3/17/2025	7 Red Hills Consulting, LLC	268,692.00	Development of a Comprehensive Local Needs Assessment and an alternative CTE teacher certification program	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022768	3/17/2025	Livingstone Scools, Inc.	195,000.00	To create, facilitate, and maintain compliance with DJJ programs for trainees enrolled Florida Youth College.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-022789	3/19/2025	MicroSoft Corporation	135,205.00	Enterprise Service Support	Microsoft Master Services Agreement #U6914902 (Florida State Contract Number 43230000-15-01)
PO-022812	3/20/2025	Ward International Trucks, LLC	157,602.44	2025 International LT625 6X2 Tandem Axle Truck - GATE Grant	Sourcwell Contract #032824-NVS
PO-022867	3/27/2025	Ward International Trucks, LLC	157,602.44	2025 International LT625 6X2 Tandem Axle Truck - Perkins Grant	Sourcwell Contract #032824-NVS