



November 15, 2010

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Barbara R. Sloan, President *BRS*  
**SUBJECT:** Fund Analysis - October 2010

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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 October 31, 2010.

### Overview:

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 funds (fund1). Expenditures for direct instruction expenses are also recorded in the operating fund.

### Salient Facts:

In accordance with Florida Statutes (section 1011.30), the Board of Trustees must approve the College's operating fund (fund 1) budget each fiscal year. This 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 and less than \$250,000. That report is attached to this item.

### Past Actions:

For information only, no Board action required.

### Future Actions:

For information only, no Board action required.

### Funding/Financial Matters:

The College continues to be in sound financial condition.

### Staff Resource:

Teresa Smith

### Recommended Action:

For information only, no Board action required.

Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of October 31, 2010

REVENUE	Received		Budgeted		EXPENSES	% of YTD		Prior Year (PY)		PY % of YTD	
	Budgeted	Year to Date	Year to Date	Balance		Expenses	Expenses	Budget	Expenses	Expenses	Expenses
Student Fees	\$ 28,870,786	\$ 14,357,486	\$ 14,513,300								
State Support	29,716,900	8,723,943	20,992,957								
Federal Support	2,984,383	1,257,578	1,726,805								
Other Revenue	430,342	95,661	334,681								
Non Revenue Sources	150,000	3,321	146,679								
<b>TOTAL REVENUE</b>	<b>\$ 62,152,411</b>	<b>\$ 24,437,989</b>	<b>\$ 37,714,422</b>								
<b>EXPENSES</b>											
<b>PERSONNEL COSTS</b>											
Administrative	\$ 2,478,811	\$ 671,553	\$ 363,669		27%	\$ 2,152,315	\$ 757,915	35%			
Instructional	14,435,127	4,314,600	2,470,633		30%	14,614,046	4,311,034	29%			
Non-Instructional	13,610,871	4,075,966	2,015,778		30%	12,835,428	4,114,181	32%			
OPS	7,209,289	2,738,968	1,678,716		38%	6,798,199	2,325,308	34%			
Personnel Benefits	8,043,893	2,592,404	1,369,954		32%	8,118,244	2,561,438	32%			
Personnel Contingency	2,663,168	-	-		0%	-	-	0%			
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,441,159</b>	<b>\$ 14,393,491</b>	<b>\$ 7,898,750</b>		<b>30%</b>	<b>\$ 44,518,232</b>	<b>\$ 14,069,876</b>	<b>32%</b>			
<b>CURRENT EXPENSES</b>											
Services	\$ 4,786,875	\$ 1,792,834	\$ 841,668		37%	\$ 3,514,167	\$ 1,552,822	44%			
Material & Supplies	4,778,463	752,264	366,735		16%	3,512,890	726,000	21%			
Other Current Charges	3,928,392	1,077,877	362,357		27%	3,954,641	1,800,258	46%			
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,493,730</b>	<b>\$ 3,622,975</b>	<b>\$ 1,570,760</b>		<b>27%</b>	<b>\$ 10,981,698</b>	<b>\$ 4,079,080</b>	<b>37%</b>			
<b>CAPITAL OUTLAY</b>	<b>\$ 764,455</b>	<b>\$ 324,883</b>	<b>\$ 126,551</b>		<b>42%</b>	<b>\$ 414,455</b>	<b>\$ 144,281</b>	<b>35%</b>			
<b>TOTAL EXPENSES</b>	<b>\$ 62,699,344</b>	<b>\$ 18,341,349</b>	<b>\$ 9,596,061</b>		<b>29%</b>	<b>\$ 55,914,385</b>	<b>\$ 18,293,237</b>	<b>33%</b>			



**Purchase Orders From \$100,000 to \$249,999 For 2010**

Issued in October 2010				
Purchase Order No.	Vendor Name	Amount \$	Item Description	Approval/Exemption
2011-1491	Desire 2 Learn	\$116,425.25	License, Maintenance and Support Fees	Exempt per 6A-14.0734 (2) (A) (G) Instructional Materials/Information Technology Resources

Issued in September 2010				
Purchase Order No.	Vendor Name	Amount \$	Item Description	Approval/Exemption
2011-1158	Sciberus-A Fabulous Sites, Inc. Company	\$179,500.00	Computer programming for CLASP	Exempt per 6A-14.0734 (2)(G) Information Technology Resources
2011-0981	5.11 Tactical, Inc.	\$134,673.00	Purchase of Xpert Folder Knives, Flashlights, Traffic Safety Vests	Ammunition and Officers' Equipment State Contract No. 680-050-10-1
2011-0980	Kustom Signals, Inc.	\$188,220.00	Purchase of Antenna's, Radar Equipment, etc. for FPSJ Grant.	Exempt per 6A-14.0734 (2)(E); Sole Source

Issued in August 2010				
Purchase Order No.	Vendor Name	Amount \$	Item Description	Approval/Exemption
2011-0750	City of Tallahassee-Metro	\$155,295.00	Bus services for TCC students.	Signed agreement/Exempt per 6A-14.0734 (2)(E); Sole Source

Issued in July 2010				
Purchase Order No.	Vendor Name	Amount \$	Item Description	Approval/Exemption
2011-0624	Johnson Controls, Inc.	\$100,559.04	Service contract for energy savings.	Energy Savings State Contract No. 973-320-08-1
2011-0334	Reinhart Foodservice, LLC.	\$150,000.00	Food products for the Florida Public Safety Institute Cafeteria.	Exempt per 6A-14.0734 (2)(D); Food
2011-0505	City of Tallahassee-Accounting Services Division	\$183,323.00	Utility payments and garbage pick-up for CCLA.	Exempt per 6A-14.0734 (2)(E); Sole Source
2011-0473	Software House International	\$217,438.50	Renewal of licenses and software.	Exempt per 6A-14.0734 (2)(G); Information Technology Resource/Signed Agreement