



August 17, 2017

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

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 July 31, 2017.

Overview and Background

As directed in the Accounting Manual for Florida's College System, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund1). 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 \$250,000. The report for the months of June and 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.

Staff Resource

Barbara Wills

Recommended Action

For information only, no Board action required.

**Tallahassee Community College
Fund Analysis
Unrestricted Current Fund
As of July 31, 2017**

REVENUE	Budgeted	Received Year to Date	Budgeted Balance
Student Fees	\$ 24,810,789	3,618,804	\$ 21,191,985
State Support	31,992,435	2,055,472	\$ 29,936,963
Federal Support	200,204	-	\$ 200,204
Other Revenue	890,629	34,522	\$ 856,107
Non Revenue Sources	1,000,000	-	1,000,000
TOTAL REVENUE	\$ 58,894,057	\$ 5,708,798	\$ 53,185,259

EXPENSES	Budgeted	Expended Year to Date	July Expenses	% of YTD Expenses	Prior Year (PY) Budget	July (PY) Expenses	PY % of YTD Expenses
<u>PERSONNEL COSTS</u>							
Administrative	\$ 3,460,123	\$ 240,230	\$ 240,230	7%	\$ 3,507,017	\$ 238,592	7%
Instructional	10,610,651	1,384,673	\$ 1,384,673	13%	11,746,372	1,424,525	12%
Non-Instructional	16,051,939	1,312,786	\$ 1,312,786	8%	16,668,238	1,300,576	8%
OPS	5,953,169	334,010	\$ 334,010	6%	6,466,519	309,858	5%
Personnel Benefits	9,868,175	813,196	\$ 813,196	8%	9,643,610	775,297	8%
TOTAL PERSONNEL COSTS	\$ 45,944,057	\$ 4,084,896	\$ 4,084,896	9%	\$ 48,031,756	\$ 4,048,848	8%
<u>CURRENT EXPENSES</u>							
Services	\$ 4,951,552	\$ 301,477	\$ 301,477	6%	\$ 5,153,543	\$ 234,353	5%
Material & Supplies	3,470,693	106,972	\$ 106,972	3%	2,724,174	546,420	20%
Other Current Charges	5,827,755	319,119	\$ 319,119	5%	6,607,283	673,431	10%
TOTAL CURRENT EXPENSES	\$ 14,250,000	\$ 727,568	\$ 727,568	5%	\$ 14,485,000	\$ 1,454,204	10%
CAPITAL OUTLAY	\$ 700,000	\$ -	\$ -	0%	\$ 750,000	\$ -	0%
TOTAL EXPENSES	\$ 60,894,057	\$ 4,812,464	\$ 4,812,464	8%	\$ 63,266,756	\$ 5,503,052	9%

Purchase Orders from \$100,000 to \$249,999 +

Issued in June & July 2017

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-006552	6/7/2017	St. John & Partners Advertising & Public Relations	972,222.00	Click it Or Ticket Media Plan for cable TV airtime with various media outlets	RFP 2014-04, Approved by Board of Trustees in September 2016.
PO-006670	7/10/2017	Centennial Bank	120,300.00	Lease payments and utility payments for Wakulla Center	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-006723	7/11/2017	Reinhart Food Service	250,000.00	Food products for FPSI cafeteria	Exempt perFAC 6a-14.0734 (2) (d) food
PO-006724	7/11/2017	Cheney Brothers Inc.	250,000.00	Food products for FPSI cafeteria	Exempt perFAC 6a-14.0734 (2) (d) food
PO-006742	7/11/2017	City of Tallahassee Utilities	137,000.00	Full utilities for Ghazvivi Health Care Center	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-006826	7/12/2017	Instructure, Inc.	167,196.00	Canvas Cloud Subscription	Year 2 of contract. Exempt per FAC 6A 14.0734 (2) (g) Information Technology Services.
PO-006835	7/12/2007	Talquin Electric Cooperative	300,000.00	Electricity for FPSI Campus	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.

PO-006851	7/12/2007	City of Tallahassee Utilities	107,650.00	Utilities for Capitol Center	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-006852	7/12/2007	City of Tallahassee Utilities	1,513,000.00	Utilities for Main Campus	Exempt per FAC 6A-14.0734 (2) (e) Services or commodities available only from a single or sole source.
PO-006883	7/12/2007	Department of Management Services Telecommunications	112,393.00	Centrex and FIRN Circuits	Per DMS State Contract # 08/09-057
PO-006892	7/12/2017	Bryant Miller Olive P.A.	100,000.00	Legal Services for UFF Unionization Procedures	Exempt per FAC 6A-14.0734 (2)(f). Professional services
PO-006938	7/14/2007	Hayes e-Government Resources Inc.	4,245,761.00	Hayes hosted phone contract.	Exempt per FAC 6A-14.0734(2)(G) for IT Purchases Approved by District Board of Trustees on August 15, 2016 This is part of the College's 2016/2017