




September 17, 2018

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Fund Analysis - August

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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 August 24, 2018.

### 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 \$325,000. The report for the month of August 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 August 28, 2018**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>
Student Fees	\$ 26,715,237	10,267,274	\$ 16,447,963
State Support	31,096,826	4,196,568	\$ 26,900,258
Federal Support	174,309	324	\$ 173,985
Other Revenue	1,231,021	120,291	\$ 1,110,730
Non Revenue Sources	1,000,000	-	1,000,000
<b>TOTAL REVENUE</b>	<b>\$ 60,217,393</b>	<b>\$ 14,584,457</b>	<b>\$ 45,632,936</b>

<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>Aug Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>Aug (PY) Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 3,203,115	\$ 556,375	\$ 282,717	17%	\$ 3,460,123	\$ 522,916	15%
Instructional	11,071,010	2,501,670	\$ 1,117,493	23%	10,610,651	2,492,627	23%
Non-Instructional	16,740,894	2,580,557	\$ 1,291,400	15%	16,051,939	2,597,935	16%
OPS	5,879,441	572,045	\$ 247,070	10%	5,953,169	602,311	10%
Personnel Benefits	10,372,933	1,660,912	\$ 809,125	16%	9,868,175	1,579,403	16%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 47,267,393</b>	<b>\$ 7,871,559</b>	<b>\$ 3,747,805</b>	<b>17%</b>	<b>\$ 45,944,057</b>	<b>\$ 7,795,192</b>	<b>17%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 4,774,375	\$ 704,945	\$ 369,912	15%	\$ 4,951,552	\$ 629,012	13%
Material & Supplies	3,341,739	166,587	\$ 101,127	5%	3,470,693	197,973	6%
Other Current Charges	5,133,886	914,715	\$ 368,706	18%	5,827,755	727,819	12%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,250,000</b>	<b>\$ 1,786,247</b>	<b>\$ 839,745</b>	<b>13%</b>	<b>\$ 14,250,000</b>	<b>\$ 1,554,804</b>	<b>11%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 61,217,393</b>	<b>\$ 9,657,806</b>	<b>\$ 4,587,550</b>	<b>16%</b>	<b>\$ 60,894,057</b>	<b>\$ 9,349,996</b>	<b>15%</b>

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

**Issued in August 2018**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-009076	8/18/2018	Lumen Learning	100,000.00	Candela & MOM/OHM Enrollment Software	FAC 6A-14.0734 Exemption (2) (a) Educational tests, textbooks, printed instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, and graphic or computer-based instructional software.
PO-009085	8/10/2018	CAE Healthcare, Inc.	102,939.45	Mannequin, software, learning modules etc.	Exempt 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-009152	8/21/2018	Mark Russell	391,040.00	Data base management, electronic storage of confidential youth offender information.	Exempt per FAC 6A-14.0734, FAC (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.