



August 17, 2020

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 - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/28/2020.

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 28, 2020**

REVENUE	Budgeted	Received Year to Date	July Revenues	% of YTD Budget
Student Fees	\$ 24,638,626	1,031,622	\$1,031,622*	4%
State Support	33,570,994	2,309,612	2,484,057.00	7%
Federal Support	490,000	15,551	23,706.23	3%
*Other Revenue	2,530,000	164,231	200,976.78	6%
Non-Revenue Sources	1,383,431	-	-	0%
TOTAL REVENUE	\$ 62,613,051	\$ 3,521,017	\$ 3,521,017	6%
EXPENSES	Budgeted	Expended Year to Date	July Expenses	% of YTD Expenses
<u>PERSONNEL COSTS</u>				
Administrative	\$ 3,334,838	\$ 266,240	\$ 266,240	8%
Instructional	12,700,504	1,205,951	1,205,951	9%
Non-Instructional	17,618,054	1,330,832	1,330,832	8%
OPS	5,181,486	339,799	339,799	7%
Personnel Benefits	10,528,169	876,737	876,737	8%
TOTAL PERSONNEL COSTS	\$ 49,363,051	\$ 4,019,559	\$ 4,019,559	8%
<u>CURRENT EXPENSES</u>				
Services	\$ 4,069,320	\$ 226,740	\$ 226,740	6%
Material & Supplies	2,321,199	272,577	272,577	12%
Other Current Charges	6,609,481	620,067	620,067	9%
TOTAL CURRENT EXPENSES	\$ 13,000,000	\$ 1,119,384	\$ 1,119,384	9%
CAPITAL OUTLAY	\$ 250,000	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 62,613,051	\$ 5,138,943	\$ 5,138,943	8%

** - the July 'Student Fees' reflect the summer semester tuition and fees only. Fall semester fees collected will be shown during the August period.*

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

Issued in July 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-012188	7/1/2020	Instructure, Inc.	179,314.00	Canvas subscription for services and support	FAC6A14.0734(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-012232	7/2/2020	SHI	175,251.82	Microsoft Licenses	DMS State Contract # 43230000-15-02
PO-012239	7/2/2020	Andrews, Crabtree, Knox & Longfellow, LLP	44,014.00	Legal services for TCC District Board of Trustees	Exempt per FAC 6A14.0734 (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-012306	7/6/2020	Talquin Electric Cooperative	310,000.00	Electricity for FPSI Campus	EXEMPT FROM SOLICITATION PER 6A-14.0734 (2) (E) SINGLE OR SOLE SOURCE
PO-012321	7/6/2020	Hayes e-Government Resources, Inc.	300,000.00	Hosted Avaya Phone Contract, year 4 of 8	FAC6A14.0734(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-012330	7/7/2020	Workday, Inc.	300,000.00	Travel expenses for Workday	FAC6A14.0734(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-012353	7/7/2020	Cheney Brothers	250,000.00	Food products for FPSI Cafateria	EXEMPT FROM THE SOLICITATION PROCESS PER 6A-14.0734 (2) (D) FOOD
PO-012360	7/7/2020	Reinhart Food Service	300,000.00	Food products for FPSI Cafateria	EXEMPT FROM THE SOLICITATION PROCESS PER 6A-14.0734 (2) (D) FOOD
PO-012455	7/9/2020	City of Tallahassee	124,250.00	Electricity, stormwater, fire, gas/heating & water & sewer for Ghazvini Health Care Center	EXEMPT FROM SOLICITATION PER 6A-14.0734 (2) (E) SINGLE OR SOLE SOURCE
PO-012527	7/14/2020	Dept. of Management Services/Telecommunications	124,218.00	Local and Long Distance Telephone Services	EXEMPT FROM SOLICITATION PER 6A-14.0734 (2) (E) SINGLE OR SOLE SOURCE
PO-012580	7/20/2020	Centennial Bank	115,500.00	Monthly lease payments for Wakulla Center	EXEMPT FROM SOLICITATION PER 6A-14.0734 (2) (E) SINGLE OR SOLE SOURCE
PO-012617	7/23/2020	Bryant Miller Olive P.A.	130,000.00	Legal services for UFF unionization procedures	Exempt per FAC 6A14.0734 (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.