



August 16, 2021

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 - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/31/2021

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 January 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, 2021

REVENUE	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 8,483,201	\$ 1,933,506	\$ 1,983,201*	\$ 1,933,506.42	\$ 23,202,077	9%
State Support	\$ 2,512,589	\$ 2,981,647	\$ 2,512,589	\$ 2,981,646.67	\$ 35,779,760	7%
Federal Support	\$ 47,465	\$ 40,833	\$ 47,465	\$ 40,833.33	\$ 490,000	10%
Other Revenue	\$ 115,380	\$ 148,180	\$ 115,380	\$ 148,180.25	\$ 1,778,163	6%
Non-Revenue Sources	\$ -	\$ 83,333	\$ -	\$ 83,333.33	\$ 1,000,000	0%
TOTAL REVENUE	\$ 11,158,635	\$ 5,187,500	\$ 4,658,635	\$ 5,187,500	\$ 62,250,000	7%
EXPENSES	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	\$ 286,202	\$ 274,414	\$ 286,202	\$ 274,414.03	\$ 3,292,968	9%
Instructional	\$ 1,269,460	\$ 1,203,263	\$ 1,269,460	\$ 1,203,263.30	\$ 14,439,160	9%
Non-Instructional	\$ 1,213,234	\$ 1,213,858	\$ 1,213,234	\$ 1,213,858.45	\$ 14,566,301	8%
OPS	\$ 399,198	\$ 507,279	\$ 399,198	\$ 507,279.47	\$ 6,087,354	7%
Personnel Benefits	\$ 851,325	\$ 884,518	\$ 851,325	\$ 884,518.08	\$ 10,614,217	8%
TOTAL PERSONNEL COSTS	\$ 4,019,419	\$ 4,083,333	\$ 4,019,419	\$ 4,083,333	\$ 49,000,000	8%
<u>CURRENT EXPENSES</u>						
Services	\$ 213,817	\$ 340,902	\$ 213,817	\$ 340,901.83	\$ 4,090,822	5%
Material & Supplies	\$ 42,754	\$ 197,067	\$ 42,754	\$ 197,066.58	\$ 2,364,799	2%
Other Current Charges	\$ 526,627	\$ 545,365	\$ 526,627	\$ 545,364.92	\$ 6,544,379	8%
TOTAL CURRENT EXPENSES	\$ 783,198	\$ 1,083,333	\$ 783,198	\$ 1,083,333	\$ 13,000,000	6%
CAPITAL OUTLAY	\$ -	\$ 20,833	\$ -	\$ 20,833.33	\$ 250,000	0%
TOTAL EXPENSES	\$ 4,802,617	\$ 5,187,500	\$ 4,802,617	\$ 5,187,500	\$ 62,250,000	8%

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

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

Issued in June & July 2021

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-013730	6/7/2021	Office Environments	123,238.40	Training tables and chairs (COVID replacements)	State of Florida Contract #56120000-19-ACS.
PO-013757	6/24/2021	Fitzgerald Collaborative Group, LLC	180,690.00	Ghazvini Nursing Simulation Auditorium Renovation	RFQ 2020-02 Architectural Services
PO-013760	6/28/2021	Follett Higher Education Group Inc.	244,500.00	500 Dell Inspiron computers for students	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013773	7/1/2021	SHI	187,302.02	Microsoft premium support and consulting services	DMS State Contract # 43230000-15-02
PO-013825	7/2/2021	City of Tallahassee Utilities	129,750.00	Ghazvini Utilities	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013909	7/6/2021	Talquin Electric Cooperative	300,000.00	FPSI Utilities	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013927	7/6/2021	Reinhart Foodservice	200,000.00	Food for FPSI cafeteria	Exempt from the solicitation process, per FAC 6A-14.0734(2)(d) - Food.
PO-014007	7/9/2021	BKJ, Inc.	202,970.00	Architectural/engineering services for SU - 1st floor renovations	RFQ 2020-02 Architectural Services
PO-014014	7/9/2021	Bryant Miller Olive P.A.	130,000.00	Legal services for UFF union negotiations	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-014015	7/9/2021	Andrews, Crabtree, Knox & Longfellow, LLP	215,000.00	Legal service for TCC District Board of Trustees	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-014023	7/9/2021	Cheney Brothers Inc.	115,000.00	Food for FPSI cafeteria	Exempt from the solicitation process, per FAC 6A-14.0734(2)(d) - Food.
PO-014064	7/12/2021	Casa Student Housing LLC, dba 228 Dixie LLC	230,400.00	1-Year Lease Renewal with Torchlight Townhomes for Athletics Housing.	Negotiated after RFP 2017-07 Student Athletic Housing.
PO-014143	7/22/2021	Dept. of Management Services - Division of Telecommunications	130,942.00	Telecommunication services for the College	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.