



January 11, 2021

**M E M O R A N D U**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - December

---

**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/10/2020

**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 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 December 10, 2020**

<b>REVENUE</b>	<b>December Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,032,135	\$ 2,053,219	\$ 17,425,823	\$ 12,319,313	\$ 24,638,626	71%
State Support	\$ -	\$ 2,797,583	\$ 11,548,065	\$ 16,785,497	\$ 33,570,994	34%
Federal Support	\$ 14,664	\$ 40,833	\$ 343,423	\$ 245,000	\$ 490,000	70%
Other Revenue	\$ 41,112	\$ 210,833	\$ 1,887,610	\$ 1,265,000	\$ 2,530,000	75%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,087,912</b>	<b>\$ 5,217,754</b>	<b>\$ 31,204,920</b>	<b>\$ 30,614,810</b>	<b>\$ 62,613,051</b>	<b>50%</b>
<b>EXPENSES</b>	<b>December Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>		<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	\$ 263,948	\$ 277,903	\$ 1,642,268	\$ 1,667,418.78	\$ 3,334,838	49%
Instructional	\$ 990,867	\$ 1,058,375	\$ 6,017,448	\$ 6,350,252.18	\$ 12,700,504	47%
Non-Instructional	\$ 1,269,378	\$ 1,468,171	\$ 7,750,108	\$ 8,809,027.08	\$ 17,618,054	44%
OPS	\$ 548,601	\$ 431,790	\$ 2,795,167	\$ 2,590,742.90	\$ 5,181,486	54%
Personnel Benefits	\$ 818,639	\$ 877,347	\$ 4,974,778	\$ 5,264,084.57	\$ 10,528,169	47%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 3,891,432</b>	<b>\$ 4,113,588</b>	<b>\$ 23,179,769</b>	<b>\$ 24,681,526</b>	<b>\$ 49,363,051</b>	<b>47%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	\$ 139,361	\$ 339,089	\$ 1,426,599	\$ 2,034,535	\$ 4,069,070	35%
Material & Supplies	\$ 55,292	\$ 195,744	\$ 944,727	\$ 1,174,466.50	\$ 2,348,933	40%
Other Current Charges	\$ 249,057	\$ 548,500	\$ 3,738,583	\$ 3,290,998.50	\$ 6,581,997	57%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 443,710</b>	<b>\$ 1,083,333</b>	<b>\$ 6,109,909</b>	<b>\$ 6,500,000</b>	<b>\$ 13,000,000</b>	<b>47%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 20,833</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,335,142</b>	<b>\$ 5,217,754</b>	<b>\$ 29,289,678</b>	<b>\$ 31,306,526</b>	<b>\$ 62,613,051</b>	<b>47%</b>

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

**Issued in November & December 2020**

<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-013103	11/19/2020	Jacksonville Jaguars LLC	157,500.00	ADVERTISING AND PROMOTIONAL BENEFITS WITH Jacksonville Jaguars	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)
PO-013104	11/19/2020	Fox Sports Net Florida Inc.	200,000.00	Advertising and promotional benefits with Fox Sports Florida/Sun Sports	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)

--	--	--	--	--	--