



August 15, 2022

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 7/28/2022.

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 27, 2022

REVENUE	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 3,541,639	\$ 2,070,228	\$ 3,541,639	\$ 2,070,228	\$ 24,842,734	9%
State Support	2,554,764	3,080,652	2,554,764	3,080,652	36,967,829	7%
Federal Support	112,206	41,667	112,206	41,667	500,000	22%
Other Revenue	78,575	47,917	78,575	47,917	575,000	14%
Non-Revenue Sources	-	83,333	-	83,333	1,000,000	0%
TOTAL REVENUE	6,287,184	5,323,797	6,287,184	5,323,797	63,885,563	10%
EXPENSES	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	317,193	317,146	317,193	317,146	3,805,756	8%
Instructional	1,271,894	1,133,698	1,271,894	1,133,698	13,604,381	9%
Non-Instructional	1,227,402	1,342,102	1,227,402	1,342,102	16,105,224	8%
OPS	280,215	508,165	280,215	508,165	6,097,979	5%
Personnel Benefits	910,067	897,685	910,067	897,685	10,772,223	8%
TOTAL PERSONNEL COSTS	4,006,771	4,198,797	4,006,771	4,198,797	50,385,563	8%
<u>CURRENT EXPENSES</u>						
Services	331,873	354,105	331,873	354,105	4,249,254	8%
Material & Supplies	340,204	231,881	340,204	231,881	2,782,576	12%
Other Current Charges	578,916	518,181	578,916	518,181	6,218,170	9%
TOTAL CURRENT EXPENSES	1,250,993	1,104,167	1,250,993	1,104,167	13,250,000	9%
CAPITAL OUTLAY	-	20,833	-	20,833	250,000	0%
TOTAL EXPENSES	\$ 5,257,764	\$ 5,323,797	\$ 5,257,764	\$ 5,323,797	\$ 63,885,563	8%

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-015761	7/8/2022	Department of Management Services - Division of Telecommunication	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.
PO-015765	7/8/2022	Andrews, Crabtree, Knox & Longfellow, LLP	210,000.00	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-015799	7/8/2022	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-015817	7/8/2022	Cheney Brothers Inc	150,000.00	Food for FPSI cafeteria	Exempt per FAC 6A-14.0734(2)(d) - Food.
PO-015848	7/8/2022	Johnson Controls Fire Protection LP	130,595.00	Installation of First Responder Radio System at Ghazvini Center	Sourcewell Contract # 030421-JHN
PO-015850	7/11/2022	City of Tallahassee - Utilities	138,500.00	Ghazvini Center Utilities	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-015852	7/11/2022	Performance Food Group, Inc.	207,000.00	Food for FPSI cafeteria	Exempt per FAC 6A-14.0734(2)(d) - Food.
PO-015929	7/18/2022	Honorlock Inc.	176,500.00	Student Proctoring Services	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-015931	7/18/2022	Astro Travel and Tours, Inc.	100,000.00	Charter Transportation Services for Athletic Teams	RFP 2018-08 Transportation Services
PO-015932	7/18/2022	Casa Student Housing LLC DBA 228 Dixie LLC	236,130.00	1-Year Lease Renewal with Torchlight Townhomes for Athletics Housing.	Negotiated after RFP 2017-07 Student Athletic Housing.
PO-015965	7/21/2022	Dell Marketing, L.P.	191,436.52	Replacement of Storage Area Network for TCC's various servers and data.	State Contract #43211500-WSCA-15-ACS