



May 15, 2023

**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 - April

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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 4/30/2023.

**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 April is attached to this item.

**Past Actions by the Board**

N/A.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of April 30, 2023**

<b>REVENUE</b>		<b>April</b>		<b>Month</b>		<b>YTD</b>		<b>YTD</b>		<b>Annual</b>		<b>% of YTD</b>
		<b>Actual</b>		<b>Budget</b>		<b>Actual</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
Student Fees	\$	4,825,463	\$	2,070,227.83	\$	27,582,278	\$	20,702,278	\$	24,842,734		111%
State Support		4,107,822		3,080,652		30,572,210		30,806,524		36,967,829		83%
Federal Support		75,417		41,667		1,085,231		416,667		500,000		217%
Other Revenue		79,317		47,917		1,884,129		479,167		575,000		328%
Non-Revenue Sources		-		83,333		-		9,083,333		1,000,000		0%
<b>TOTAL REVENUE</b>		9,088,019		5,323,797		61,123,848		61,487,969		63,885,563		96%
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<b>EXPENSES</b>		<b>April</b>		<b>Month</b>		<b>YTD</b>		<b>YTD</b>		<b>Annual</b>		<b>% of YTD</b>
		<b>Actual</b>		<b>Budget</b>		<b>Actual</b>		<b>Budget</b>		<b>Budget</b>		<b>Expenses</b>
<b><u>PERSONNEL COSTS</u></b>												
Administrative		279,251		317,146		2,850,891		3,171,463		3,805,756		75%
Instructional		1,032,783		1,133,698		10,550,738		11,336,984		13,604,381		78%
Non-Instructional		1,307,005		1,342,102		12,646,444		13,421,020		16,105,224		79%
OPS		654,261		508,165		5,217,829		5,081,649		6,097,979		86%
Personnel Benefits		948,065		897,685		9,131,466		8,976,853		10,772,223		85%
<b>TOTAL PERSONNEL COSTS</b>		4,221,365		4,198,797		40,397,368		41,987,969		50,385,563		80%
<b><u>CURRENT EXPENSES</u></b>												
Services		351,952		366,539		3,266,475		3,665,389		4,398,467		74%
Material & Supplies		74,750		191,925		2,030,597		1,919,249		2,303,099		88%
Other Current Charges		786,980		545,703		6,306,980		5,457,028		6,548,434		96%
<b>TOTAL CURRENT EXPENSES</b>		1,213,682		1,104,167		11,604,052		11,041,667		13,250,000		88%
<b>CAPITAL OUTLAY</b>		-		20,833		240,408		208,333		250,000		96%
<b>TOTAL EXPENSES</b>	\$	5,435,047	\$	5,323,797	\$	52,241,828	\$	53,237,969	\$	63,885,563		82%

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

**Issued in March 2023**

<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-017411	4/5/2023	Events for Learning, LLC	100,000.00	Event planning services for B.E.S.T. Standards for Mathematics - Professional Learning Events	Exempt from the solicitation process, per FAC 6A-14.0734 (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-017496	4/19/2023	Dell Marketing, L.P.	157,788.40	Purchase of 220 Dell Latitude 3140 Laptops	State of Florida Contract # 10853.
PO-017554	4/26/2023	Marlins Stadium Operator, LLC	175,000.00	Advertising and promotional benefits with Florida Marlins Stadium	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.