



January 16, 2024

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 - December

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/31/2023.

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 months of November and December 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 December 31, 2023

REVENUE	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$1,663,256	\$2,411,094	\$21,123,487	\$14,466,562	\$28,933,124	73%
State Support	2,927,961	3,642,644	17,964,518	21,855,862	43,711,723	41%
Other Revenue	112,892	-	941,402	-	-	N/A
TOTAL REVENUE	4,704,109	6,053,737	40,029,407	36,322,424	72,644,847	55%
EXPENSES	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	290,386	363,735	2,062,595	2,182,410	4,364,820	47%
Instructional	1,064,837	1,279,552	6,741,206	7,677,310	15,354,620	44%
Non-Instructional	1,393,224	1,450,527	8,413,125	8,703,164	17,406,328	48%
OPS	686,255	551,162	3,492,569	3,306,974	6,613,948	53%
Personnel Benefits	1,046,632	1,069,178	6,275,055	6,415,066	12,830,131	49%
TOTAL PERSONNEL COSTS	4,481,334	4,714,154	26,984,550	28,284,924	56,569,847	48%
<u>CURRENT EXPENSES</u>						
Services	232,125	376,888	2,065,303	2,261,326	4,522,651	46%
Material & Supplies	67,048	243,322	1,664,975	1,459,933	2,919,866	57%
Other Current Charges	482,139	677,707	3,918,665	4,066,242	8,132,483	48%
TOTAL CURRENT EXPENSES	781,312	1,297,917	7,648,943	7,787,500	15,575,000	49%
CAPITAL OUTLAY	7,198	41,667	20,258	250,000	500,000	4%
TOTAL EXPENSES	\$5,269,844	\$6,053,737	\$34,653,751	\$36,322,424	\$72,644,847	48%

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

Issued in November and December 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-019015	11/1/2023	Clarity Activation Partners	110,000.00	Advertising and promotional benefits with Clarity Activation Partners	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole source.
PO-019034	11/3/2023	HESI-Division of Elsevier, Inc	258,123.75	Proctored academic testing for nursing and healthcare programs	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-019035	11/3/2023	HPI Torchlight LLC	250,560.00	Leasing for Student Athlete Housing	Renewal of current agreement.
PO-019047	11/7/2023	Seminole Sports Properties	120,000.00	Advertising and promotional benefits with Seminole Sports Properties	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.
PO-019048	11/7/2023	IMG COLLEGE LLC	120,000.00	Advertising and promotional benefits with IMG College for Univeristy of Florida	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.
PO-019052	11/8/2023	VSG Enterprises LLC	225,000.00	Advertising and promotional benefits with Vinik Sports Group	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.
PO-019053	11/8/2023	Miami Dolphins Ltd	175,000.00	Advertising and promotional benefits with Miami Dolphins	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.
PO-019055	11/8/2023	Legends Sales & Marketing LLC	120,000.00	Advertising and promotional benefits with Legends Sales & Marketing	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.
PO-019095	11/15/2023	NASCAR Enterprises, LLC/Daytona International Speedway, LLC	100,000.00	Advertising and promotional benefits with NASCAR Enterprises, LLC	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.

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-019122	11/20/2023	Bally Sports Florida	200,000.00	Advertising and promotional benefits with Fox Sports Florida/Sun Sports	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) - Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
PO-019134	11/21/2023	Hyland Software, Inc.	139,723.87	Subscription and hosting fees	Exempt from the solicitation process, per FAC 6A-14.0734 (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-019142	11/22/2023	Miami Heat Limited Partnership	175,000.00	Advertising and promotional benefits with Miami Heat	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.
PO-019273	12/14/2023	Integrated Facility Systems, Inc.	133,936.00	FPSI Dining Facilities Furniture	Solicitation via OMNIA Partner contract #R191804.