

October 21, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/30/2024.

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 September 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

Presented as an information item only.

**Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of September 30, 2024**

REVENUE	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 452,783	\$ 2,654,057	\$ 13,276,985	\$ 7,962,170	\$ 31,848,678	42%
State Support	2,929,708	3,589,169	9,917,773	10,767,506	43,070,023	23%
Federal Support	22,660	62,500	101,936	187,500	750,000	14%
Other Revenue	103,990	145,833	440,443	437,500	1,750,000	25%
TOTAL REVENUE	3,509,141	6,451,558	23,737,137	19,354,675	77,418,701	31%
EXPENSES	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	287,212	320,833	955,240	962,500	3,850,000	25%
Instructional	1,238,121	1,208,333	3,823,462	3,625,000	14,500,000	26%
Non-Instructional	1,464,270	1,625,000	4,466,950	4,875,000	19,500,000	23%
OPS	828,309	625,000	1,545,725	1,875,000	7,500,000	21%
Personnel Benefits	1,130,748	1,089,058	3,405,402	3,267,175	13,068,701	26%
TOTAL PERSONNEL COSTS	4,948,660	4,868,225	14,196,779	14,604,675	58,418,701	24%
<u>CURRENT EXPENSES</u>						
Services	388,713	370,213	1,396,988	1,110,638	4,442,551	31%
Material & Supplies	309,657	285,224	1,061,405	855,671	3,422,685	31%
Other Current Charges	372,652	761,230	2,735,926	2,283,691	9,134,764	30%
TOTAL CURRENT EXPENSES	1,071,022	1,416,667	5,194,319	4,250,000	17,000,000	31%
CAPITAL OUTLAY	11,402	166,667	17,103	500,000	2,000,000	1%
TOTAL EXPENSES	\$ 6,031,084	\$ 6,451,558	\$ 19,408,201	\$ 19,354,675	\$ 77,418,701	25%

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

Issued in September 2024

Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-021472	9/6/2024	Mantra Health, Inc.	200,689.00	Contracted online mental health services provided to students.	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-021490	9/9/2024	French & Company, Inc.	187,470.00	Central Utility Plant (CUP) cooling tower replacement.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole source.
PO-021562	9/16/2024	TeamDynamix Solutions LLC	118,089.93	Annual site license for project and portfolio management; includes IT service management capabilities.	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.