



October 18, 2021

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 - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/30/2021.

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 September 29, 2021

REVENUE	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 597,938	\$ 1,933,506	\$ 11,341,045	\$ 5,800,519	\$ 23,202,077	49%
State Support	2,525,664	2,981,647	7,550,842	8,944,940	35,779,760	21%
Federal Support	748,962	83,333	1,071,635	250,000	1,000,000	107%
Other Revenue	129,217	105,680	418,642	317,041	1,268,163	33%
Non-Revenue Sources	-	83,333	-	250,000	1,000,000	0%
TOTAL REVENUE	4,001,780	5,187,500	20,382,164	15,562,500	62,250,000	33%
EXPENSES	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	274,547	274,414	883,406	823,242	3,292,968	27%
Instructional	975,324	1,203,263	3,249,394	3,609,790	14,439,160	23%
Non-Instructional	1,246,300	1,213,858	3,677,063	3,641,575	14,566,301	25%
OPS	490,787	507,279	1,120,741	1,521,838	6,087,354	18%
Personnel Benefits	821,045	884,518	2,500,356	2,653,554	10,614,217	24%
TOTAL PERSONNEL COSTS	3,808,004	4,083,333	11,430,960	12,250,000	49,000,000	23%
<u>CURRENT EXPENSES</u>						
Services	277,208	344,235	859,170	1,032,706	4,130,822	21%
Material & Supplies	202,200	197,230	374,524	591,689	2,366,755	16%
Other Current Charges	334,112	541,869	1,998,664	1,625,606	6,502,423	31%
TOTAL CURRENT EXPENSES	813,519	1,083,333	3,232,358	3,250,000	13,000,000	25%
CAPITAL OUTLAY	51,661	20,833	51,661	62,500	250,000	21%
TOTAL EXPENSES	\$ 4,673,184	\$ 5,187,500	\$ 14,714,979	\$ 15,562,500	\$ 62,250,000	24%

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

Issued in September 2021

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-014436	9/14/2021	DAG Architects	206,080.00	Provide architectural and civil engineering services to perform the following infrastructure extension work on the Wakulla Environmental Institute Campus (WEI, Site 6).	**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**
PO-014439	9/15/2021	TeamDynamix Solutions LLC	102,010.00	Year 3 of 3 year Site License Renewal	FAC6A14.0734(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-014447	9/16/2021	Dell Marketing L.P.	271,638.00	Dell Latitude 5420 Laptops	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014462	9/22/2021	Architects: Lewis & Whitlock, PA	245,478.00	Provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex.	**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**