



June 17, 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 - May

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 5/31/2024.

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 May 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 May 31, 2024

REVENUE	May Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$1,425,141	\$2,577,760	\$31,796,433	\$28,355,364	\$30,933,124	103%
State Support	4,513,192	3,642,644	36,545,840	40,069,079	43,711,723	84%
Federal Support	565,679	250,000	1,152,872	2,750,000	3,000,000	38%
Other Revenue	41,590	-	394,472	-	-	N/A
TOTAL REVENUE	6,545,602	6,470,404	69,889,617	71,174,443	77,644,847	90%
EXPENSES	May Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	296,138	363,735	3,477,315	4,001,085	4,364,820	80%
Instructional	1,475,442	1,279,552	12,535,138	14,075,068	15,354,620	82%
Non-Instructional	1,472,128	1,450,527	15,571,059	15,955,801	17,406,328	89%
OPS	462,215	592,829	6,320,744	6,521,119	7,113,948	89%
Personnel Benefits	1,164,042	1,152,511	11,704,438	12,677,620	13,830,131	85%
TOTAL PERSONNEL COSTS	4,869,965	4,839,154	49,608,694	53,230,693	58,069,847	85%
<u>CURRENT EXPENSES</u>						
Services	318,717	376,888	4,189,209	4,145,763	4,522,651	93%
Material & Supplies	524,928	326,656	3,222,412	3,593,211	3,919,866	82%
Other Current Charges	419,493	844,374	7,868,888	9,288,109	10,132,483	78%
TOTAL CURRENT EXPENSES	1,263,138	1,547,917	15,280,509	17,027,083	18,575,000	82%
CAPITAL OUTLAY	-	83,333	9,774	916,667	1,000,000	1%
TOTAL EXPENSES	\$6,133,103	\$6,470,404	\$64,898,977	\$71,174,443	\$77,644,847	84%

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

Issued in May 2024

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-020223	5/6/2024	Hand2Mind, Inc.	103,181.40	Student Computer Science Kits (200 each)	Exempt from the solicitation process, per CFR 200.320(c)(4): The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity.
PO-020281	5/14/2024	BKJ, Inc. Architecture	267,105.00	Architectural services for the proposed Makerspace Improvements to the 1st floor of the Library Building	Solicitation via TCC RFQ 2022-11
PO-020282	5/14/2024	Cook Brothers, Inc.	299,721.33	Center for Innovation Smoke Evacuation System Removal	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-020441	5/30/2024	Miller's Tree Service	300,000.00	Emergency debris removal and clean up	Exempt from the solicitation process, per FAC 6A-14.0734 (3) Emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance; Emergency Disaster - Tornado on 5/10/24