

August 18, 2025

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 - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/31/2025.

Overview and Background

As directed in the Florida College System 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 July 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 State College Fund Analysis
Unrestricted Current Fund
As of July 31, 2025

REVENUE	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	12,176,313	2,654,057	11,941,268	2,654,057	31,848,678	37%
State Support	3,216,804	3,589,169	880,113	3,589,169	43,070,023	2%
Federal Support	50,442	62,500	50,346	62,500	750,000	7%
Other Revenue	117,666	145,833	116,302	145,833	1,750,000	7%
TOTAL REVENUE	15,561,225	6,451,558	12,988,029	6,451,558	77,418,701	17%
EXPENSES	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	284,800	320,833	284,800	320,833	3,850,000	7%
Instructional	1,548,157	1,375,000	1,548,157	1,375,000	16,500,000	9%
Non-Instructional	1,592,037	1,500,000	1,592,037	1,500,000	18,000,000	9%
OPS	583,452	583,333	583,452	583,333	7,000,000	8%
Personnel Benefits	1,309,391	1,089,058	1,309,391	1,089,058	13,068,701	10%
TOTAL PERSONNEL COSTS	5,317,837	4,868,225	5,317,837	4,868,225	58,418,701	9%
<u>CURRENT EXPENSES</u>						
Services	335,844	370,169	315,623	370,169	4,442,031	7%
Material & Supplies	339,637	278,927	317,436	278,927	3,347,123	9%
Other Current Charges	1,263,135	767,571	1,250,769	767,571	9,210,846	14%
TOTAL CURRENT EXPENSES	1,938,616	1,416,667	1,883,828	1,416,667	17,000,000	11%
CAPITAL OUTLAY	-	166,667	-	166,667	2,000,000	0%
TOTAL EXPENSES	\$ 7,256,453	\$ 6,451,558	\$ 7,201,665	\$ 6,451,558	\$ 77,418,701	9%

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

Issued in July 2025

Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-023546	7/3/2025	SHI	259,982.24	MicroSoft License Renewal	NASPO Software Value Added Reseller (SVAR) Contract #: CTR 060028
PO-023578	7/9/2025	City of Tallahassee - Utilities	162,500.00	Ghazvini Center Utilities	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023598	7/9/2025	Dell Marketing, L.P.	144,338.04	Procurement of 127 OptiPlex PCs	State Contract 23026/43210000-23 NAPSO-ACS
PO-023601	7/10/2025	Hyland Software, Inc.	152,578.46	Subscription and hosting fees	Exemption per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, and use information in various forms of voice, video and data, that provide direct information technology support consistent with each individual college's information technology plan.
PO-023663	7/15/2025	Architects: Lewis + Whitlock, PA	281,930.00	Professional services for Ground Floor Renovations in Centre Building	TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting.
PO-023678	7/16/2025	Astro Travel and Tours, Inc.	135,000.00	Transportation Services for Athletics and other College activities	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-023734	7/21/2025	Talquin Electric Cooperative	243,000.00	FPSI Utilities	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023786	7/23/2025	CDW Government LLC	210,671.30	Procurement of 140 MicroSoft Surface Laptops for TCA	Contract: Florida TRP (27595)
PO-023793	7/23/2025	Mannington Commerical	108,855.25	Library flooring replacement	State Contract - 30161700-24-SRCWL-ACS
PO-023809	7/24/2025	Department of Management Services	100,000.00	Communication services for the College	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-023818	7/24/2025	Cheney Brothers Inc.	215,000.00	Food for FPSI cafeteria	Exemption per FAC 6A-14.0734 (2)(d) - Food.
PO-023831	7/25/2025	Ben Keith Company	110,000.00	Food for FPSI cafeteria	Exemption per FAC 6A-14.0734 (2)(d) - Food.
PO-023845	7/28/2025	Building Hope Services LLC	115,495.00	Strategic support of Tallahassee Collegiate Academy for the Charter Schools Program	2 CFR 200.320 (c) (4) Noncompetitive Procurement: The recipient requests to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
PO-023858	7/29/2025	Southern Forestry Consultants, Inc.	101,500.00	Reforestation services for FPSI property	Exemption 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-023875	7/30/2025	Miller Electric Company	144,042.80	Procurement and installation of AV equipment for Makerspace Project	Federal Contract - GSA Schedule-47QDHA23D0014