

October 20, 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 - September

Item Description

This item is a summary of the College's operating revenues and expenses as of 9/30/2025.

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 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

For information only, no Board action required.

Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of September 30, 2025

REVENUE	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 597,699	\$ 2,661,292	\$ 14,674,719	\$ 7,983,875	\$ 31,935,498	46%
State Support	3,104,410	3,869,324	10,503,788	11,607,972	46,431,887	23%
Federal Support	39,523	62,500	124,425	187,500	750,000	17%
Other Revenue	115,885	41,667	402,390	125,000	500,000	80%
TOTAL REVENUE	3,857,518	6,634,782	25,705,322	19,904,346	79,617,385	32%
EXPENSES	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	299,348	291,667	872,615	875,000	3,500,000	25%
Instructional	1,222,690	1,333,333	3,963,552	4,000,000	16,000,000	25%
Non-Instructional	1,631,767	1,541,667	4,873,890	4,625,000	18,500,000	26%
OPS	975,650	625,000	1,720,251	1,875,000	7,500,000	23%
Personnel Benefits	1,440,828	1,259,782	4,151,442	3,779,346	15,117,385	27%
TOTAL PERSONNEL COSTS	5,570,283	5,051,449	15,581,750	15,154,346	60,617,385	26%
<u>CURRENT EXPENSES</u>						
Services	387,045	358,333	1,153,229	1,075,000	4,300,000	27%
Material & Supplies	392,518	283,333	1,129,709	850,000	3,400,000	33%
Other Current Charges	347,187	775,000	2,499,510	2,325,000	9,300,000	27%
TOTAL CURRENT EXPENSES	1,126,750	1,416,667	4,782,448	4,250,000	17,000,000	28%
CAPITAL OUTLAY	16,878	166,667	16,878	500,000	2,000,000	1%
TOTAL EXPENSES	\$ 6,713,911	\$ 6,634,782	\$ 20,381,076	\$ 19,904,346	\$ 79,617,385	26%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in September 2025					
Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-024159	9/4/2025	CDW Government LLC	293,400.00	Microsoft Surface Laptops (200).	Florida Technology Refresh Program -27595
PO-024161	9/4/2025	Talquin Electric	145,000.00	Utilities for FPSI housing facilities.	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-024261	9/15/2025	Carahsoft Technology Corporation	137,119.56	Implementation services for ServiceNow.	State Contract 23026/43210000-16 NAPSO-ACS
PO-024274	9/16/2025	ServiceNow, Inc.	160,162.20	Service platform with AI enhancements.	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-024281	9/17/2025	Perdue, Inc.	308,052.78	Furniture for TSC's new Innovation Hub	State Contract 23026/56120000-24 NY-ACS
PO-024336	9/23/2025	Mantra Health, Inc.	200,689.00	Contracted mental health services for TSC students.	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-024354	9/25/2025	Transact Campus, Inc.	148,817.50	E-Market and Point of Sale System for Tallahassee Collegiate Academy.	Exemption per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.