

April 20, 2026

**MEMORANDUM**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Fund Analysis - March

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 3/31/2026.

**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 March 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 March 31, 2026**

<b>REVENUE</b>	<b>March Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 2,269,883	\$ 2,661,292	\$ 29,481,210	\$ 23,951,624	\$ 31,935,498	92%
State Support	4,642,069	3,869,324	32,002,062	34,823,915	46,431,887	69%
Federal Support	40,063	62,500	608,186	562,500	750,000	81%
Other Revenue	390,334	41,667	1,943,255	375,000	500,000	389%
<b>TOTAL REVENUE</b>	7,342,349	6,634,782	64,034,713	59,713,039	79,617,385	80%
<b>EXPENSES</b>	<b>March Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	292,237	291,667	2,790,847	2,625,000	3,500,000	80%
Instructional	1,171,296	1,333,333	11,244,673	12,000,000	16,000,000	70%
Non-Instructional	1,646,465	1,541,667	14,699,903	13,875,000	18,500,000	79%
OPS	881,980	625,000	6,857,511	5,625,000	7,500,000	91%
Personnel Benefits	1,493,342	1,259,782	13,012,764	11,338,039	15,117,385	86%
<b>TOTAL PERSONNEL COSTS</b>	5,485,320	5,051,449	48,605,698	45,463,039	60,617,385	80%
<b><u>CURRENT EXPENSES</u></b>						
Services	500,077	370,213	4,313,024	3,331,913	4,442,551	97%
Material & Supplies	87,067	285,224	2,490,871	2,567,014	3,422,685	73%
Other Current Charges	680,990	761,230	6,646,209	6,851,073	9,134,764	73%
<b>TOTAL CURRENT EXPENSES</b>	1,268,134	1,416,667	13,450,104	12,750,000	17,000,000	79%
<b>CAPITAL OUTLAY</b>	-	166,667	42,172	1,500,000	2,000,000	2%
<b>TOTAL EXPENSES</b>	\$ 6,753,454	\$ 6,634,782	\$ 62,097,974	\$ 59,713,039	\$ 79,617,385	78%

**Purchase Orders from \$100,000 to \$324,999 +  
Issued in March 2026**

<b>Purchase Order</b>	<b>Date Issued</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-025358	3/6/2026	Microsoft Corporation	143,578.53	Enterprise Service Support.	Microsoft Master Services Agreement #U6914902 (Florida State Contract Number 43230000-15-01)
PO-025387	3/12/2026	Santa Fe College	127,475.10	Insurance coverage for student athletes and professional liability for designated programs.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives.
PO-025431	3/26/2026	BDI Datalynk	180,000.00	To provide a fiber optic training program to youth at specified Department of Juvenile Justice residential facilities.	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.