

March 23, 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 - February

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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 2/28/2026.

**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 February 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 February 28, 2026**

<b>REVENUE</b>	<b>February 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	\$ 396,154	\$ 2,661,292	\$ 27,256,931	\$ 21,290,332	\$ 31,935,498	85%
State Support	3,216,821	3,869,324	26,792,570	30,954,591	46,431,887	58%
Federal Support	35,260	62,500	358,020	500,000	750,000	48%
Other Revenue	221,963	41,667	1,606,172	333,333	500,000	321%
<b>TOTAL REVENUE</b>	<b>3,870,198</b>	<b>6,634,782</b>	<b>56,013,693</b>	<b>53,078,257</b>	<b>79,617,385</b>	<b>70%</b>
<b>EXPENSES</b>	<b>February 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	2,498,611	2,333,333	3,500,000	71%
Instructional	1,186,860	1,333,333	10,067,268	10,666,667	16,000,000	63%
Non-Instructional	1,692,907	1,541,667	13,053,438	12,333,333	18,500,000	71%
OPS	900,183	625,000	5,975,530	5,000,000	7,500,000	80%
Personnel Benefits	1,517,452	1,259,782	11,520,235	10,078,257	15,117,385	76%
<b>TOTAL PERSONNEL COSTS</b>	<b>5,589,639</b>	<b>5,051,449</b>	<b>43,115,082</b>	<b>40,411,590</b>	<b>60,617,385</b>	<b>71%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	334,674	370,213	3,760,227	2,961,701	4,442,551	85%
Material & Supplies	166,455	285,224	2,433,405	2,281,790	3,422,685	71%
Other Current Charges	161,291	761,230	5,080,764	6,089,843	9,134,764	56%
<b>TOTAL CURRENT EXPENSES</b>	<b>662,420</b>	<b>1,416,667</b>	<b>11,274,396</b>	<b>11,333,333</b>	<b>17,000,000</b>	<b>66%</b>
<b>CAPITAL OUTLAY</b>	<b>9,615</b>	<b>166,667</b>	<b>42,172</b>	<b>1,333,333</b>	<b>2,000,000</b>	<b>2%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,261,674</b>	<b>\$ 6,634,782</b>	<b>\$ 54,431,650</b>	<b>\$ 53,078,257</b>	<b>\$ 79,617,385</b>	<b>68%</b>

**Purchase Orders from \$100,000 to \$324,999 +  
Issued in February 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-025137	2/2/2026	Govsphere, Inc.	318,878.60	Development and delivery of a youth construction training program.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-025170	2/4/2026	Miami Dade College	128,580.00	FDOE Charter School Grant for development of Instructional and Educator Support 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.