



STATE COLLEGE OF FLORIDA<sup>SM</sup>  
MANATEE - SARASOTA

DISTRICT BOARD OF TRUSTEES

## SCF Mission Statement

State College of Florida, Manatee-Sarasota guided  
by measurable standard of institutional excellence,  
Provides engaging and accessible learning  
environments that result in student success and  
community prosperity.

## **AGENDA**

The District Board of Trustees  
State College of Florida, Manatee - Sarasota  
Regular Meeting  
SCF Bradenton  
AND Virtual Meeting via TEAMS  
October 26, 2021 5:30 pm

- 1. Meeting Call to Order – Ms. Knight**
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comment - Board Chair**
- 4. President’s Report - Dr. Probstfeld**
- 5. Meet the Mission: Dashboards - Ryan Hale**
- 6. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of September 28, 2021 BOT Meeting - Page 5
Exhibit B:	Minutes of September 14, 2021 TSI Advisory Committee Meeting - Page 9
Exhibit C:	Amended Fall 2021 Lifelong Learning & Workforce Development Schedule - Page 12
Exhibit D:	HR Personnel Actions Report September 2021 - Page 16
Exhibit E:	SCFCS 2021-22 Annual Teacher Salary Schedule - Page 17
Exhibit F:	SCFCS Charter School Block Grant 2021-22 - Page 21
Exhibit G:	SCFCS Out of Field Instructors - Page 25
Exhibit H:	SCF CTE Articulation Agreement SDMC - Page 27
Exhibit I:	SCF CTE Articulation Agreement SDSC - Page 57
Exhibit J:	Grant No.21-06 CARES-HEERF - Page 85

### **7. Approval of Financial Consent Agenda Items (“Consent Agenda B”)**

Exhibit K:	Monthly Financial Report July 2021 - Page 87
Exhibit L:	Budget Amendment FY 2021-22 July 2021 #1- 4 - Page 92
Exhibit M:	SCFCS Financial Report(s) July 2021 - Page 96
Exhibit N:	Acceptance of Gifts and Grants July 2021 - Page 98
Exhibit O:	Monthly Financial Report August 2021 - Page 99
Exhibit P:	Budget Amendment FY 2021-22 August 2021 #5 -8 - Page 104
Exhibit Q:	SCFCS Financial Report(s) August 2021 - Page 108
Exhibit R:	Acceptance of Gifts and Grants August 2021 - Page 110
Exhibit S:	Property Disposal Report October 2021 - Page 111
Exhibit T:	SCFCS’s Audits and Financial Statements Year Ending 6/30/2021 - Page 113
Exhibit U:	Dolphin Transportation Contract - Page 195

## **8. Facilities**

### **Construction Projects & Updates - Chris Wellman**

Exhibit V: Hepner Architects, Venice Science Building, Design Contract - Page 211

Exhibit W: Restroom Facility, Bradenton Sports Area, Project - Page 212

Exhibit X: Williamson Design Associates, HEERF 1, HVAC Upgrades, Design Contract - Page 213

Exhibit Y: Williamson Design Associates, HEERF 2, Venice Chiller Plant, Design Contract - Page 214

Exhibit Z: Williamson Design Associates, HEERF 3, HVAC Upgrades, Design Contract - Page 215

## **9. Old Business**

## **10. New Business**

## **11. Board Comments/Updates & Adjournment**



**MINUTES****THE DISTRICT BOARD OF TRUSTEES -- STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
REGULAR MEETING**

---

**Date:** September 28, 2021 5:30 p.m.**Location:** SCF Bradenton / TEAMs**Proceedings:**

The District Board of Trustees of State College of Florida, Manatee – Sarasota held a Regular Meeting on September 28, 2021 at SCF Bradenton and virtually via TEAMs.

**Board Members Present:** Jaymie Carter, Dominic DiMaio, Mark Goodson, Tracy Knight, and Rod Thomson.

**Administrators Present:** President Carol Probstfeld, Vice Presidents Todd Fritch, Julie Jakway and Brittany Nielsen, Acting Vice President Ryan Hale and General Counsel Steve Prouty.

**1. Public Comment**

None

**2. Organizational Meeting**

Dr. Probstfeld called the Organizational Meeting to order. Dr. Probstfeld asked for nominations for Chair. Mr. DiMaio nominated Ms. Tracy Knight for State College of Florida District Board of Trustees Chair for the time period beginning September 28, 2021. Mr. Goodson motioned to approve the nomination, Ms. Carter seconded, and the board unanimously approved.

Dr. Probstfeld asked for nominations for Vice Chair. Mr. Thomson nominated Mr. DiMaio for State College of Florida District Board of Trustees Vice Chair for the time period beginning September 28, 2021. Mr. Goodson motioned to approve the nomination, Ms. Carter seconded, and the board unanimously approved. A brief recess of the meeting was taken to offer congratulations and pose for pictures, afterwards Dr. Probstfeld officially turned the meeting over to the Chair, Ms. Tracy Knight.

**3. President's Report**

Dr. Probstfeld provided the Board with her monthly report and reminded them of SCF's Legislative Priorities that were previously sent to them.

Dr. Probstfeld invited Dr. Ryan Hale to present to the Board an update on the SCF Data Dashboards that have been developed over the past year.

**4. Meet the Mission: 26 West - Kim Richmond**

Ms. Richmond made a presentation to the Board regarding the 26 West Entrepreneurship Center.

**5. Approval of Non-Financial Consent Agenda Items (Consent Agenda A)**

Exhibit A:	Minutes of June 29, 2021 BOT Meeting - Page 5
Exhibit B:	Minutes of July 22, 2021 TSI Advisory Quarterly Meeting - Page 8
Exhibit C:	Amended Fall 2021 Lifelong Learning & Workforce Development Schedule - Page 10
Exhibit D:	HR Personnel Actions Report June - August 2021 - Page 13
Exhibit E:	College Affordability Report - Page 17
Exhibit F:	Annual State College of Florida Foundation Facilities Use - Page 24
Exhibit G:	SCFCS Annual Florida School Safety Risk Assessment - Page 26
Exhibit H:	Grant No. 21-07 Entrepreneur Grant - Page 27

After due discussion and consideration, Mr. DiMaio motioned to approve the Non-Financial Consent Agenda, Mr. Thomson seconded, and the Board unanimously approved.

**6. Approval of Financial Consent Agenda Items (Consent Agenda B)**

Exhibit I:	Monthly Financial Report May 2021 - Page 29
Exhibit J:	Budget Amendment FY 2020-21 May 2021 #42-45 - Page 34
Exhibit K:	SCFCS Financial Report(s) May 2021 - Page 38
Exhibit L:	Acceptance of Gifts and Grants May 2021 - Page 40
Exhibit M:	Monthly Financial Report June 2021 - Page 41
Exhibit N:	Budget Amendment FY 2020-21 June 2021 #46-49 - Page 46
Exhibit O:	SCFCS Financial Report(s) June 2021 - Page 50
Exhibit P:	Acceptance of Gifts and Grants June 2021 - Page 52
Exhibit Q:	Property Disposals - Page 53
Exhibit R:	Fund Balance Spending Plan - Page 56

After due discussion and consideration, Mr. Goodson motioned to approve the Financial Consent Agenda, Mr. Thomson seconded, and the Board unanimously approved.

**7. Public Notice, Public Hearing and Final Action for Revised Fee Schedule - Board Chair**

Exhibit S: Spring 2022 SCF Fee Schedule Changes - Page 59

Ms. Knight opened the public hearing, there being no public comment Ms. Knight closed the public hearing. After due discussion and consideration, Ms. Carter motioned to approve Exhibit S, The Spring 2022 SCF Fee Schedule Changes. Mr. Goodson seconded the motion, and the Board unanimously approved.

**8. Facilities: Construction Projects & Updates - Chris Wellman**

Exhibit T: Contractor Pre-qualification - Page 70

Mr. Wellman requested the Board's approval of the Pre-Qualified Contractors list for SCF general construction projects. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit T, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit U: Venice Science Building Architect Selection - Page 72

Mr. Wellman requested the Board's approval to negotiate with first ranked Hepner Architects for the Venice Science Building design. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit U, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit V: Venice Science Building CM Selection - Page 73

Mr. Wellman requested the Board's approval to negotiate with first ranked Tandem Construction for the Venice Science Building construction management. After due discussion and consideration, Mr. Thomson motioned to approve Exhibit V, Mr. DiMaio seconded, and the Board unanimously approved.

Exhibit W: Venice Science Building Budget - Page 74

Mr. Wellman requested the Board's approval to increase the Venice Science Building project budget from \$3,946,543 to \$4,500,000. After due discussion and consideration, Mr. DiMaio motioned to approve Exhibit W, Mr. Goodson seconded, and the Board unanimously approved.

Exhibit X: Revised Capital Improvement Programs CIP 2 and CIP 3 - Page 75

Mr. Wellman requested the Board's approval of the Revised CIP 2 and CIP 3 within FY 2022-23 through 2026-27 Capital Improvement Program. After due discussion and consideration, Mr. DiMaio motioned to approve Exhibit X with the condition that if the FDOE returns to SCF the \$538K awarded then subsequently withheld it will go directly back into the fund balance, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit Y: Miscellaneous Capital Projects - Page 80

Mr. Wellman Requested Board Approval of the following FY22 Miscellaneous Capital Projects: Deferred Maintenance, Various Equipment: After due discussion and consideration, Mr. Goodson motioned to approve the various equipment deferred maintenance, Ms. Carter seconded, and the Board unanimously approved.

Various HVAC, Indoor Air Quality: After due discussion and consideration, Mr. Goodson motioned to approve the various HVAC, indoor quality, Mr. DiMaio seconded, and the Board unanimously approved.

Dental Hygiene Remodel: After due discussion and consideration, Ms. Carter motioned to approve the dental hygiene remodel, Mr. Goodson seconded, and the Board unanimously approved.

Radiography X-Ray Machine and Utilities: After due discussion and consideration, Mr. Goodson motioned to approve the radiography x-ray machine and utilities, Ms. Carter seconded, and the Board unanimously approved.

#### **9. President's 2020-2021 Completed Goals - Board Chair**

Ms. Knight opened-up the President's completed goals report for questions and discussion. After due discussion and consideration, Mr. Thomson motioned to approve the completed goals report, Mr. Goodson seconded, and the Board unanimously approved.

#### **10. Old Business**

Mr. Goodson brought forth for discussion the State Auditors Operational Audit for SCF for calendar year 2020.

#### **11. New Business**

Dr. Probstfeld advised the Trustees that they will soon be receiving the biennial SCF Board of Trustees Self Evaluation form. Dr. Probstfeld asked the Trustees to complete the form and return it. Results of the self-evaluation will be shared at the December Board meeting.

SCF's Board Members expressed considerable concern about the need for additional appointments to SCF's Board. It was noted that if just one board member were to get sick, have an emergency, be called out of town, or have an accident - SCF will not make quorum and business could not proceed as scheduled.

#### **12. Board Comments/Updates & Adjournment**

Ms. Carter expressed her enthusiasm for 26 West

Mr. DiMaio provided the Board with a SCF Foundation update

Mr. DiMaio congratulated Dr. Probstfeld on a successful year

The meeting adjourned at 6:43 p.m.

---

Chair, Board of Trustees

---

Carol Probstfeld, Secretary, Board of Trustees

# State College of Florida, Manatee-Sarasota | Traffic Safety Institute

## Advisory Committee Quarterly Meeting – 9/14/2021

**ATTENDING:** Dana McMahon, Manatee County Probation; Jennifer Burgh, Manatee County Probation/Pretrial; Sgt. William Coleman, Manatee County Sheriff's Office; Vicki Gillerin, TSI Director

The meeting was called to order by TSI Director Gillerin at 12:49 pm.

**OLD BUSINESS:** A motion was made by Jennifer Burgh to approve the minutes of the 6/22/2021 TSI Advisory Committee meeting and was seconded by Sgt. Coleman. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student enrollment numbers/contacts since the last meeting compared to the same timeframe last year. The total number of student contacts has risen by 129. As expected, BDI enrollments increased significantly now that the class is offered once per month at our Bradenton, Sarasota, and Venice locations. DUI Victim Impact enrollments have continued to grow since Manatee County Probation has not been able to offer their free Victim Impact Panel. Overall, DUI enrollments, IID update appointments and SSS update appointments remain at the same levels as FY21. Of note is that FY21 generated the highest revenue total across all TSI programs since FY06. TSI's effort to get the Advanced Driver Improvement class running again has not been successful. Without court ordered students, there are not enough clients signing up to justify keeping the class on the schedule at this time.

TSI student enrollments/contacts	6/23/2020-9/13/2020	6/23/2021-9/13/2021	Difference
BDI	23	63	+40
DUI Evaluations	423	487	+64
DUI Level One	301	284	-17
DUI Level Two	130	124	-6
DUI Victim Panel	157	214	+57
IID Updates	111	103	-8
SSS Periodic Updates	196	195	-1
<b>Totals:</b>	<b>1341</b>	<b>1470</b>	<b>+129</b>

- B. Director Gillerin reported that the Level 1 and Level 2 Registration Fees have been increased as per Rule 15A-10.0141 F.A.C. which states that Level I and Level II registration fees will increase annually on October 1 by the lesser of 3% or the Consumer Price Index (CPI) increase ending June 30<sup>th</sup>. The CPI ending on June 30, 2021, is 5.4%, therefore, the 2021 increase for Level I would be  $\$285 \times 3\% = \$8.55$ , rounded to nearest \$5 increment = \$10.00, and the increase for Level II would be  $\$430 \times 3\% = \$12.90$ , rounded to nearest \$5 increment = \$15.00. Registration fees for Levels I and II would increase to \$295.00 and \$445.00 respectively pending SCF District Board of Trustees Approval.

# State College of Florida, Manatee-Sarasota | Traffic Safety Institute

## Advisory Committee Quarterly Meeting – 9/14/2021

TSI's current Level I enrollment fee is \$305.75 including all DHSMV approved fees. TSI's current Level II enrollment fee is \$ 450.75 including all DHSMV approved fees. Director Gillerin asked the TSI Advisory Committee to approve the \$10.00 fee increase for Level I enrollment fees and the \$15.00 fee increase for Level II enrollment fees. A motion was made by Sgt. Coleman to approve the \$10.00 Level I enrollment fee increase, and the \$15.00 Level II enrollment fee increase and was seconded by Dana McMahon. Motion passed.

Pending the SCF District Board of Trustees approval, the Level I enrollment fee will be \$315.75, and the Level II enrollment fee will be \$465.75 with an effective date of January 1, 2022.

- c. Director Gillerin reminded the group that the Florida Department of Highway Safety and Motor Vehicles is committed to making a safer Florida. They strive to provide high-visibility, relevant safety education and consumer awareness campaigns to their 19 million Florida customers and approximately 100 million annual Florida visitors. The calendar of planned safety campaigns for September, October, and November 2021 was distributed.

Director Gillerin also provided the group with the National Highway Traffic Safety Administration's *Traffic Safety Facts-2019 Data* on alcohol-impaired driving which was published in July 2021.

### **INPUT**

**Law Enforcement:** Sgt. Coleman reports that DUI arrests have dipped a bit since the last meeting due to staffing issues, but there are 3 new lateral traffic positions. The campaign "Drive Sober or Get Pulled Over" between 8/20/21 and 9/6/21 netted 20 DUI arrests. Other DUI saturation patrols that were scheduled for 4<sup>th</sup> of July and Labor Day weekend were cancelled due to COVID-19. The jail has concerns about the high number of arrests that take place during those events and the possibility that multiple arrests on the same day may contribute to the spread of COVID-19 among inmates and jail staff. The Traffic Unit continues to field complaints about speeders and makes efforts to work with the County to make changes. Concerns about speeding on Bay Drive have come up and the county will be conducting a survey to determine if a stop sign needs to be added in the area. Sgt. Coleman has submitted a request to Florida Department of Transportation for a pedestrian bicycle class as there have been several pedestrian accidents in the area. FDOT is planning to do a study on the area.

**Misdemeanor Probation:** Dana McMahon reports that the number of DUI and DETER probation cases continues to rise and those cases make up the majority of probation caseloads. Staffing issues have impacted the Probation and Pretrial Units and there are currently several open positions that will have to be filled. With staff shortages, caseloads are higher than they have been in years. Other than that, things are going well as Probation continues working closely with the State Attorney's Office and has a better relationship with the County judges than in years past.

State College of Florida, Manatee-Sarasota | Traffic Safety Institute  
Advisory Committee Quarterly Meeting – 9/14/2021

**Treatment:** No treatment representative present.

**Citizen/Business Representative:** No citizen/business representative present.

With no further business the meeting adjourned at 1:40 pm.

**NEXT MEETING: Tuesday, December 14, 2021, at 12:00 pm** (Lunch will be provided)

Traffic Safety Institute

5840 26<sup>th</sup> St. W.

Building 18, Classroom 112

Bradenton, FL 34207

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
13518	TOP - Disability 101	10/14/21	10/14/21	\$0.00	SCF Venice (Building 800)	Lakey
13521	TOP - Stress Management Workshop - Stress Stations	11/19/21	11/19/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13522	TOP - Developing Rapport & Trust	12/1/21	12/1/21	\$0.00	Zoom	Roth
13524	TOP - Excel 2019 - Level 1	12/3/21	12/3/21	\$0.00	SCF Bradenton (Building 18)	Devine
13525	TOP - Shattering the Typical Customer Service Experience	12/10/21	12/10/21	\$0.00	Zoom	Roth
13526	TOP - Etiquette in the Workplace	12/10/21	12/10/21	\$0.00	SCF Lakewood Ranch (CIT)	Williams
13528	TOP - How To's from CAM	12/7/21	12/7/21	\$0.00	SCF Bradenton (26 West Center)	Smith
13558	TOP - An Introduction to Student Veteran/Military Population	9/28/21	9/28/21	\$0.00	Microsoft Teams	Goss
13560	TOP - Body Language - What You Say Without Uttering a Word	11/5/21	11/5/21	\$0.00	Zoom	Hawk
13561	TOP - Change Your Attitude & Change Your Life	10/27/21	10/27/21	\$0.00	Zoom	Roth
13562	TOP - Culture Eats Strategy for Breakfast	10/21/21	10/21/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13567	TOP - Effective Team Communication - From Scream Team to Dream Team	11/19/21	11/19/21	\$0.00	Zoom	Hawk
13569	TOP - Ethical Leadership & Communication	10/27/21	10/27/21	\$0.00	Zoom	Hawk
13577	TOP - Learning to Listen	9/21/21	9/21/21	\$0.00	Zoom	Hawk
13579	TOP - Outlook - Tips & Tricks	12/14/21	12/14/21	\$0.00	SCF Lakewood Ranch (CIT)	Devine
13584	TOP - Teamwork & Team Roles	10/8/21	10/8/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13585	TOP - Word - Mail Merge	12/14/21	12/14/21	\$0.00	SCF Lakewood Ranch (CIT)	Devine
13588	TOP - Snagit / Stream / Bit Locker / OneDrive	11/4/21	11/4/21	\$0.00	Microsoft Teams	Smyk
13706	Leadership Boot Camp	11/5/21	11/5/21	\$199.00	Zoom	Van Dyke
13876	Behavioral Interviews	10/7/21	10/7/21	\$0.00	SCF Bradenton (Building 3)	Hamilton
13920	Excel - Level 2	9/15/21	9/15/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13922	Excel - Level 3	9/29/21	9/29/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13928	Word - Level 1	9/23/21	9/23/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13932	Computer Basics	9/18/21	9/18/21	\$109.00	SCF Venice (Building 400)	Miscik
13938	Contract Training	12/31/21	12/31/21	\$0.00	Zoom	*
13946	English for College and Communication	9/20/21	12/16/21	\$750.00	SCF Lakewood Ranch (CIT)	Werner
13957	Parent Education and Family Stabilization	9/18/21	9/18/21	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
13958	Parent Education and Family Stabilization	9/29/21	9/29/21	\$55.00	SCF Lakewood Ranch (CIT)	Doran
13961	Parent Education and Family Stabilization (Spanish)	9/25/21	9/25/21	\$55.00	SCF Lakewood Ranch (CIT)	Straight
13962	In Person Real Estate Sales Associate Pre-Licensing	9/7/21	11/18/21	\$299.00	SCF Lakewood Ranch (CIT)	Repassy
13966	Leadership Boot Camp	9/17/21	9/17/21	\$249.00	SCF Lakewood Ranch (CIT)	Van Dyke
14037	General Knowledge Test - Math Prep Workshop	9/11/21	10/2/21	\$119.00	SCF Lakewood Ranch (CIT)	Martin
14038	General Knowledge Test - Essay Writing Workshop	10/16/21	10/30/21	\$89.00	SCF Lakewood Ranch (CIT)	Zickafoose
14039	Retirement Planning Today	9/21/21	9/28/21	\$49.00	SCF Lakewood Ranch (CIT)	Pope
14040	Retirement Planning Today	9/23/21	9/30/21	\$49.00	SCF Lakewood Ranch (CIT)	Pope



**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14072	Difficult Conversations	9/28/21	9/28/21	\$0.00	SCF Lakewood Ranch (CIT)	Marco
14074	Personal Trainer Certification Hybrid	10/16/21	12/4/21	\$849.00	Online	W.I.T.S.
14075	Private Investigator 40-Hour Course	10/22/21	10/31/21	\$395.00	SCF Bradenton (Building 18)	Jones
14082	Financial Strategies for Successful Retirement	10/14/21	10/28/21	\$89.00	SCF Venice (Building 800)	Dunlap
14083	Hidden Taxes in Retirement	10/19/21	10/19/21	\$0.00	SCF Bradenton (Building 3)	Sherrill
14084	Self-Defense Workshop - Women Only	11/2/21	11/2/21	\$35.00	SCF Venice (Building 800)	McMurray
14085	Self-Defense Workshop - Adults (55 and older)	11/4/21	11/4/21	\$35.00	SCF Venice (Building 800)	McMurray
14086	Self-Defense Workshop - All Ages	11/9/21	11/9/21	\$35.00	SCF Venice (Building 800)	McMurray
14087	Hidden Taxes in Retirement	10/21/21	10/21/21	\$0.00	SCF Bradenton (Building 3)	Sherrill
14100	Nursing Career Fair - Employer Registration	9/13/21	9/13/21	\$50.00	SCF Lakewood Ranch (MTSC)	*
14101	Nursing Career Fair - Premium Employer Registration	9/13/21	9/13/21	\$150.00	SCF Lakewood Ranch (MTSC)	*
14110	Beginning Tennis	9/3/21	12/17/21	\$150.00	SCF Bradenton (Building 19)	Murphy
14111	Manatee Community Concert Band (November Concert)	9/14/21	11/13/21	\$0.00	SCF Bradenton (Building 11)	Cleary
14112	Manatee Community Concert Band (December Concert)	11/16/21	12/4/21	\$0.00	SCF Bradenton (Building 11)	Cleary
14114	TOP - I Have DIBs (Diversity, Inclusion, & Belonging)	11/4/21	11/4/21	\$0.00	SCF Bradenton (26 West Center)	Pinkney
14116	TOP - Positive Intelligence	12/14/21	12/14/21	\$0.00	Zoom	Roth
14117	Women in Technology - Career Builders Series	10/4/21	10/21/21	\$299.00	SCF Bradenton (26 West Center)	Skivers
14145	TOP - Bid Requirements & Federal Purchasing Guidelines	11/9/21	11/9/21	\$0.00	Microsoft Teams	Ferda
14146	TOP - #SCFProud Brand Ambassador	9/21/21	9/21/21	\$0.00	Microsoft Teams	Smith
14149	Manatee Community Concert Band (February Concert)	12/7/21	2/5/22	\$0.00	SCF Bradenton (Building 11)	Cleary
14153	TOP - Argos User Training	11/12/21	11/12/21	\$0.00	Microsoft Teams	O'Donovan
14155	Computer Basics Private Tutoring	9/27/21	9/27/21	\$150.00	SCF Lakewood Ranch (CIT)	Link
14164	CERT Basic Training for Beginners	10/5/21	10/16/21	\$0.00	SCF Lakewood Ranch (CIT)	Garcia
14165	Leadership Boot Camp	9/24/21	9/24/21	\$249.00	Zoom	Van Dyke
14166	Excel - Level 1	10/5/21	10/5/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14167	Outlook	10/8/21	10/8/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14169	Word - Level 2	10/21/21	10/21/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14170	Computer Basics	10/27/21	10/27/21	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14171	Power Point - Level 2	10/29/21	10/29/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14172	Excel - Level 3	11/2/21	11/2/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14173	Excel - Level 3	12/16/21	12/16/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14174	Excel - Level 2	10/19/21	10/19/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14175	Word - Level 1	11/17/21	11/17/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14176	Excel - Level 1	11/18/21	11/18/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14177	Power Point - Level 1	12/1/21	12/1/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14178	Excel - Level 2	12/2/21	12/2/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14179	Computer Basics	12/4/21	12/4/21	\$129.00	SCF Venice (Building 400)	Miscik
14180	Word - Level 2	12/15/21	12/15/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14189	Entrepreneurship Essentials	10/12/21	11/9/21	\$199.00	SCF Bradenton (26 West Center)	Seither
14190	Networking Made Easy	10/13/21	10/27/21	\$99.00	SCF Bradenton (26 West Center)	TBD
14191	Digital Marketing for Entrepreneurs	11/3/21	11/17/21	\$199.00	SCF Bradenton (26 West Center)	McNulty
14195	Python Essentials with PCEP Industry Certification	9/13/21	10/25/21	\$499.00	SCF Bradenton (26 West Center)	TBD
14196	General Knowledge Test - Math Prep Workshop (Hybrid)	11/13/21	12/11/21	\$119.00	Microsoft Teams, SCF Lakewood Ranch (CIT)	Peltier
14197	ELA Essentials of Business Writing	9/2/21	9/2/21	\$0.00	Zoom	Roth
14198	CNA	9/7/21	11/13/21	\$0.00	SCF Lakewood Ranch (MTSC)	Sawmelle
14199	Leadership Session 7	9/9/21	9/9/21	\$0.00	Zoom	Marco
14200	State Childcare Testing	9/11/21	9/11/21	\$0.00	SCF Lakewood Ranch (CIT)	*
14201	Adult Learning Principles	9/16/21	10/7/21	\$0.00	SCF Lakewood Ranch (CIT)	Roth
14202	Your Emotional Impact	9/16/21	9/16/21	\$0.00	SCF Bradenton (Building 3)	Johnson
14204	TOP- Project Management Fundamentals	11/5/21	11/5/21	\$0.00	SCF Bradenton (26 West Center)	Hollingsworth
14206	Basic Manufacturing Skills	9/13/21	9/15/21	\$0.00	Off-site Sarasota (contract training)	Pingalore
14207	Strengths Finder Workshop 1	9/17/21	9/17/21	\$0.00	SCF Bradenton (Building 18)	Marco
14208	ELA_Dealing with Difficult People	9/20/21	9/20/21	\$0.00	Microsoft Teams	Marco
14209	Change Your Attitude, Change Your Life	9/28/21	9/28/21	\$0.00		Roth
14210	(BLS/CPR) Basic Life Support for Health Care Providers	10/5/21	10/5/21	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14211	(BLS/CPR) Basic Life Support for Health Care Providers	10/8/21	10/8/21	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14212	(BLS/CPR) Basic Life Support for Health Care Providers	10/20/21	10/20/21	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14213	(BLS/CPR) Basic Life Support for Health Care Providers	10/20/21	10/20/21	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14214	(BLS/CPR) Basic Life Support for Health Care Providers	10/2/21	10/2/21	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14215	(BLS/CPR) Basic Life Support for Health Care Providers	10/9/21	10/9/21	\$60.00	SCF Lakewood Ranch (CIT)	Olson
14216	(BLS/CPR) Basic Life Support for Health Care Providers	10/16/21	10/16/21	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14217	(BLS/CPR) Basic Life Support for Health Care Providers	10/23/21	10/23/21	\$60.00	SCF Lakewood Ranch (CIT)	Olson
14218	(BLS/CPR) Basic Life Support for Health Care Providers	10/12/21	10/12/21	\$60.00	SCF Lakewood Ranch (CIT)	Olson
14219	Emotional Intelligence	9/30/21	9/30/21	\$0.00	Zoom	Johnson
14220	Resilience	10/1/21	10/1/21	\$0.00	Zoom	Face
14221	Behavioral Interviews	10/5/21	10/5/21	\$0.00		Hamilton
14222	SLP- Recruiting a Multi-Generational Workforce	10/5/21	10/5/21	\$0.00	SCF Lakewood Ranch (MTSC)	Roth
14223	Customer Service	10/7/21	10/7/21	\$0.00	Zoom	Marco
14224	Presenting with a Wow!	10/7/21	10/7/21	\$0.00	Zoom	Marco
14225	Difficult Conversations Part 1	10/12/21	10/12/21	\$0.00	Zoom	Marco
14226	SLP- Managing a Multi-Generational Workforce	10/12/21	10/12/21	\$0.00	SCF Lakewood Ranch (MTSC)	Roth
14227	Strengths Finder Workshop 2	10/13/21	10/13/21	\$0.00	SCF Bradenton (26 West Center)	Marco
14228	Leadership Session 8	10/14/21	10/14/21	\$0.00	Zoom	Marco
14229	Priority and Time Management	10/21/21	10/21/21	\$0.00	Zoom	Roth
14230	Difficult Conversations Part 2	10/26/21	10/26/21	\$0.00	Zoom	Marco

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14231	Listening Skills / Speaking	10/21/21	10/21/21	\$0.00		Baldwin
14232	WOW! Customer Service	10/28/21	10/28/21	\$0.00	Zoom	Marco
14233	Theatre Production Involvement	10/5/21	11/21/21	\$25.00	SCF Bradenton (Building 11)	Smith
14234	Basic Manufacturing Skills	9/20/21	9/22/21	\$0.00	Off-site Sarasota (contract training)	Pingalore
14237	Parent Education and Family Stabilization	12/7/21	12/7/21	\$55.00	Zoom	Bates-Buchanan
14238	Parent Education and Family Stabilization	12/29/21	12/29/21	\$55.00	Zoom	Doran
14240	Parent Education and Family Stabilization	12/18/21	12/18/21	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
14243	Parent Education and Family Stabilization (Spanish)	10/23/21	10/23/21	\$55.00	SCF Bradenton (Building 18)	Straight
14244	Parent Education and Family Stabilization (Spanish)	11/20/21	11/20/21	\$55.00	SCF Lakewood Ranch (CIT)	Straight
14245	Parent Education and Family Stabilization (Spanish)	12/11/21	12/11/21	\$55.00	SCF Bradenton (Building 18)	Straight
14247	Excel Level 1 Tutor Session	9/22/21	9/22/21	\$150.00	SCF Lakewood Ranch (CIT)	Devine
14248	Parent Education and Family Stabilization	12/4/21	12/4/21	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14249	Parent Education and Family Stabilization	10/9/21	10/9/21	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
14250	Parent Education and Family Stabilization	10/30/21	10/30/21	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14251	Parent Education and Family Stabilization	11/13/21	11/13/21	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
14252	Parent Education and Family Stabilization	10/19/21	10/19/21	\$55.00	Zoom	Bates-Buchanan
14253	Parent Education and Family Stabilization	11/4/21	11/4/21	\$55.00	Zoom	Doran
14254	Parent Education and Family Stabilization	11/23/21	11/23/21	\$55.00	Zoom	Bates-Buchanan
14255	Hidden Taxes in Retirement	11/16/21	11/16/21	\$0.00	SCF Bradenton (Building 3)	Sherrill
14256	Hidden Taxes in Retirement	11/18/21	11/18/21	\$0.00	SCF Bradenton (Building 3)	Sherrill
14257	Basic Manufacturing Skills	9/27/21	9/30/21	\$0.00	Off-site Sarasota (contract training)	Pingalore
14258	Energy Management	9/30/21	9/30/21	\$0.00	Zoom	Johnson
14259	Basic Manufacturing Skills	10/11/21	10/13/21	\$0.00	Off-site Sarasota (contract training)	Pingalore
14261	Enrolled Agent Part II	10/13/21	10/13/21	\$530.00	SCF Lakewood Ranch (CIT)	Wellington

(\$0.00 denotes paid by corporate.)

Human Resources Office Personnel Actions Board Exhibits: September 2021

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Appointments</u></b>					
Lawrence Banther	9/7/2021	Career	Tradesworker II - General Maintenance	Facilities, Planning and Maintenance	Bradenton
Julie Bezold	9/7/2021	Faculty	Program Director, OTA	Occupational Therapy Assistant	Bradenton
Roberta Rodgers	9/7/2021	Professional	Advancement Associate, Corporate & Community Partnerships	Foundation	Bradenton
Josias Noel	9/13/2021	Faculty	Instructor, HOPE	Collegiate School	Venice
Albert Selther	9/15/2021	Administrator	Director, Business Growth Lab and Entrepreneurship Academy	26 West Entrepreneurship Center	Bradenton
Katherine Chiavello	9/15/2021	Career	Assistant, Laboratory	Natural Sciences	Venice
Patti Davies	9/20/2021	Career	Academic Department Secretary	Education Programs	Venice
<b><u>Changes</u></b>					
Kristen Evans	9/1/2021	Career	Academic Department Secretary	Nursing	Bradenton
			Compliance Coordinator and Clinical Liaison	Nursing	Bradenton
Robert McCarron	9/13/2021	Career	Tradesworker II - General Maintenance	Facilities, Planning and Maintenance	Venice
			Supervisor, Maintenance and Site Utilities	Facilities, Planning and Maintenance	Venice
Christine Lambert	9/20/2021	Career	Supplemental Instruction Specialist - English (20 hours)	Tutoring and Academic Success Center	Bradenton
			Supplemental Instruction Specialist - English (35 hours)	Tutoring and Academic Success Center	Bradenton
Delane Solana	9/24/2021	Career	Executive Assistant III, VP/ED	Student Services and Enrollment Management	Bradenton
			Manager, HRIS	Human Resources	Bradenton
<b><u>Separations</u></b>					
Heather Mills	9/16/2021	Career	College and Career Success Coach	Office of College and Career Success	Bradenton
Carrolline Butler	9/21/2021	Career	Specialist, Recruitment and New Student	Admissions	Bradenton
<b><u>Retirements</u></b>					
Betty Christophel	9/1/2021	Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-  
SARASOTA  
OCTOBER 26, 2021

AGENDA ITEM:

Approval to accept the 2021-22 Teacher Allocation Salary Allocation and maintain the 2020-21 salary schedule revision.

RECOMMENDATION:

Administration recommends the District Board of Trustees approval of the continuation of the revised SCFCS Salary Schedule, based on legislative updates from House Bill 641.

EXPLANATION:

In accordance with guidance from the Florida Department of Education, the SCF Collegiate Schools, both Bradenton and Venice campuses, are complying with the Teacher Salary Increase Allocation through HB641. The funds for the change in the salary schedule are from a new allocation in the Florida Education Finance Program (HB5001).

**FISCAL IMPACT**     Yes     No     N/A

Funding Source: state allocation    Allocations: \$ 91,020 Bradenton and \$28,120 Venice  
Will this action result in a Budget Amendment?     Yes     No If yes, indicate the dollar amount: \$ \_\_\_\_\_

REQUESTED BY:   
**Senior Head of Collegiate Schools**

APPROVED FOR AGENDA BY: \_\_\_\_\_  
**President**




Tom Grady, *Chair*  
Ben Gibson, *Vice Chair*  
*Members*  
Monesia Brown  
Marva Johnson  
Ryan Petty  
Andy Tuck  
Joe York

**CONTACT PERSONS:**

**NAME:** Josh Bemis  
Erika Fritz-Ochs  
**PHONE:** 850-245-0405  
850-245-0435

**MEMORANDUM**

**TO:** District School Superintendents  
**FROM:** Suzanne Pridgeon   
**DATE:** August 5, 2021  
**SUBJECT: 2021-22 Teacher Salary Increase Allocation**

In the 2020-21 fiscal year, the legislature appropriated \$500 million for the Teacher Salary Increase Allocation (TSIA) within the Florida Education Finance Program (FEFP). From these funds, 80 percent of the allocation was to be used to increase the minimum base salary for all full-time classroom teachers, as defined in section 1012.01(2), Florida Statutes (F.S.), to \$47,500 or the maximum amount achievable. The remaining 20 percent, along with any unused funds from the 80 percent allocation, were to be used to provide salary increases to any full-time classroom teacher who did not receive an increase from the 80 percent allocation or received an increase of less than 2 percent, as well as any other full-time instructional personnel, as defined in s. 1012.01(2)(b)-(d), F.S.

The legislature has continued TSIA funding for the 2021-22 fiscal year, increasing the total allocation by \$50 million, to \$550 million. The 80 percent and 20 percent allocation requirements remain unchanged. Pursuant to s. 1011.62(18)(b)4., F.S., school districts and charter schools may not reduce the salary increases provided in 2020-21 in any subsequent fiscal year unless specifically authorized in the General Appropriations Act.

Attachment 1 shows the TSIA allocations for the 2021-22 fiscal year, which will be frozen for the remainder of the year as of the 2021-22 FEFP Second Calculation. Each district's allocation includes a portion of the prior year's \$500 million allocation, which is allocated on 2021-22 base funding, and should be used to maintain the minimum base salary increases achieved in the 2020-21 fiscal year.

Just as TSIA allocations are allocated in accordance with each district's base funding amount, distributions to charter schools should be allocated based on each school's base funding amount or weighted full-time equivalent student total. School districts should not recalculate a charter school's allocation after it has been calculated as of the 2021-22 FEFP Second Calculation.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

**2021-22 TSIA Distribution Plans**

As required last year, each school district will be required to submit a plan for the distribution of TSIA funds in 2021-22 by October 1, 2021. Funds will not be distributed to school districts until they have submitted to the Florida Department of Education (department) a plan compliant with the laws pertaining to the TSIA. Charter schools should submit their distribution plans to their sponsoring school district so that they can be submitted to the department. Although there is no required template for the distribution plan, each plan should clearly indicate how the TSIA funds will be used and should include, at a minimum, the district or school’s total allocation, the base salaries prior to and after any TSIA increase, and the number of teachers and/or staff to be paid at each of those salaries. Plans should show this data for both the 80 percent allocation and the 20 percent allocation separately. If desired, the salary schedule template used for the 2020-21 final TSIA expenditure report, which is included as Attachment 2 to this memorandum, may be used as support for the plan. TSIA Salary Distribution Plans must be submitted to the department through the following survey link: <https://survey.alchemer.com/s3/6391645/2021-22-Teacher-Salary-Increase-Allocation-Salary-Distribution-Plan>.

Each plan should also show the amount of the district or charter school’s total maintenance allocation, the amount used to maintain salary increases from the 2020-21 fiscal year and, if applicable, the remaining amount of funds if the maintenance allocation exceeds the cost of maintaining those increases. In such a case, the remaining funds may be combined with the 2021-22 TSIA before separating the funding out to the 80 percent and 20 percent allocations.

<b>TEACHER SALARY INCREASE ALLOCATION GENERAL IMPLEMENTATION TIMELINE FOR SCHOOL DISTRICTS</b>	
July 1, 2021, and before October 1, 2021	Each superintendent submits a proposed salary distribution plan to the district school board for approval. Each charter school administrator submits a proposed salary distribution plan to the charter school’s governing body for approval.
On or before October 1, 2021	Each school district must submit an approved district salary distribution plan, along with the approved salary distribution plan for each charter school in the district, to the department.
On or before December 1, 2021	Each school district must submit a preliminary detailed teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its expenditure report to the district in time to be included in the school district report to the department.
August 1, 2022	Each school district must submit a final teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department.

District School Superintendents  
August 5, 2021  
Page Three

If you have questions regarding FEF, finance, or program requirement, please email Josh Bemis at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org). Please email Erika Fritz-Ochs at [Erika.Fritz-Ochs@fldoe.org](mailto:Erika.Fritz-Ochs@fldoe.org) if you have questions about the submission of your TSIA Salary Distribution Plan.


SP/jb

Attachment 1 – 2021-22 TSIA Allocations  
Attachment 2 – Salary Schedule Template  
Attachment 3 – 2021-22 TSIA Frequently Asked Questions

cc: District Finance Officers  
District Charter School Contacts  
Jacob Oliva, Chancellor  
Mark Eggers, Assistant Deputy Commissioner  
Josh Bemis, Educational Policy Director  
Erika Fritz-Ochs, Educational Policy Consultant



## SCHOOL DISTRICT OF MANATEE COUNTY BLOCK GRANT APPLICATION

<b>Please return to:</b>  School District of Manatee County P.O. Box 9069 Bradenton, FL 34206 Telephone: (941) 708-8770	<b>A) Program Name:</b>  <p style="text-align: center;">Charter School Block Grant 2021-22</p>	<b>OFFICE USE ONLY</b>  Date Received
<b>B) Name and Address of Charter School:</b>  SCF Collegiate School 5840 26th St W, Bradenton, FL 34207		<b>Project Number</b>
<b>C) Total Funds Requested:</b>  \$ 198,613.00  <hr style="width: 20%; margin-left: 0;"/> <p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D) Charter School Contact &amp; Business Information</b>	
	Contact Name: Kelly Monod  Fiscal Contact Name: Janet Shoup	Telephone Numbers: 941-752-5491  941-752-5477
	Mailing Address: 5840 26th St W Bradenton, FL, 34207	E-mail Addresses: monodk@scf.edu shoupj@scf.edu
	Physical/Facility Address: 5840 26th St W Bradenton, FL, 34207	
<b>CERTIFICATION</b>		
I, <u>Carol F. Probstfeld</u> , (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and district staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.		
Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. The next meeting of the Board of Trustees at the State College of Florida is October 26, 2021.		
E)  Dr. Carol Probstfeld President and Secretary to the Board of Trustees State College of Florida, Manatee-Sarasota	<p style="text-align: right;">9/28/21</p> <hr style="width: 10%; margin-left: auto;"/> Date	

## **Instructions for Completion**

- A.** If not pre-populated, enter name of the program for which funds are requested.
- B.** Enter name and mailing address of the charter school.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the charter school's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application.
- E.** **The original signature of the appropriate Charter School head is required.**

Funds must be spent according to section 212.055(6)(c), Florida Statutes (F.S.), which states sales surtax proceeds can be used for fixed capital expenditures that are associated with the construction, reconstruction or improvement of school facilities that have a useful life expectancy of five or more years, and related design and engineering costs.

Proceeds may also be used for land acquisition, land improvement and the cost of retrofitting and providing for technology implementation, including hardware and software. Operational expenditures from the proceeds and accrued interest on the proceeds are not authorized.

In addition, charter schools that are awarded a grant will be subject to the oversight requirements established by the School Board for District sales tax projects and must report accordingly to the Board's Citizen Audit Committee.

In the event the charter school closes, all assets purchased with sales tax block grant revenues will revert to the District, at the District's discretion. Charter schools will be prohibited from selling or otherwise disposing of any assets acquired with block grant funds without the express written consent of the District Superintendent.

Should the state assign any portion of the District's millage revenues to charter schools, this grant will be discontinued.



# Instructions

## Charter School Block Grant Budget

A. Enter Name of Eligible Charter School.

B. (OFFICE USE ONLY)

### COLUMN 1

**FUNCTION:** Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

### COLUMN 2

**OBJECT:** Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

### COLUMN 3

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed.

### COLUMN 5

**AMOUNT** - Provide the budget amount requested for each object code.

C. **TOTAL** - Provide the total for Column (5) on the last page. Must be the same amount as requested on the School District of Manatee County Grant Application.

Funds must be spent according to section 212.055(6)(c), Florida Statutes (F.S.), which states sales surtax proceeds can be used for fixed capital expenditures that are associated with the construction, reconstruction or improvement of school facilities that have a useful life expectancy of five or more years, and related design and engineering costs.

Proceeds may also be used for land acquisition, land improvement and the cost of retrofitting and providing for technology implementation, including hardware and software. Operational expenditures from the proceeds and accrued interest on the proceeds are not authorized.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-  
SARASOTA  
October 26, 2021

AGENDA ITEM:

Approval of the "Out of Field" instructors at the State College of Florida Collegiate Schools.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the instructors currently categorized as "out of field."

EXPLANATION:

In accordance with Florida Administrative Code Rule 6A-1.0503, SCF Collegiate Schools are required to notify its governing board and parents regarding any teachers with a current assignment out of their certification field.

FISCAL IMPACT \_\_\_ yes \_\_\_X\_\_\_ no

REQUESTED BY:



---

Kelly Monod, Head of School, SCF Collegiate School

Florida Statute 1012.42 requires that schools notify parents regarding teachers who are considered "out of field" in their teaching assignment at the SCF Collegiate School. Teachers are given a limited time frame to complete the certification requirements. The teachers noted below are awaiting final processing by FLDOE. Please note that FLDOE is many months behind in processing certificates.

- Cristen Curley-Edwards must be reported out of field while her completed ESOL (English as a Second Language) endorsement coursework is processing with the FLDOE.
- Kristen Goulet must be reported out of field while she is completing requirements for ESOL endorsement.
- Julia Hathaway must be reported out of field while the paperwork is processing as a new teacher with FLDOE.
- Shiloh Reeves must be reported out of field while the paperwork is processing as a new teacher with FLDOE.
- John Snoad must be reported out of field while the paperwork is processing as a new teacher with FLDOE.

Please contact my office with any questions, [monodk@scf.edu](mailto:monodk@scf.edu).

Regards,

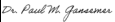


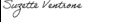




Kelly Monod  
Senior Head of Collegiate Schools  
State College of Florida, Manatee-Sarasota  
October 26, 2021

## STAFF COORDINATION FORM

TO:  Cynthia Saunders, Superintendent		BOARD MEETING DATE: (if applicable)  <b>7/27/2021</b>	LOG NUMBER:  <b>162</b>
THRU: Dr. Paul Gansemer	PREPARED BY: Carol Lewis	DATE PREPARED: 6/29/2021	DUE DATE: 7/28/2021
SUBJECT: Local CTE Articulation Agreement between State College of Florida, School District of Manatee County and Sarasota County Schools		ACTION REQUIRED	
		<input checked="" type="checkbox"/>	APPROVAL
		<input checked="" type="checkbox"/>	SIGNATURE
			COORDINATION
			INFORMATION
<b>ACTION SUMMARY:</b>	To provide a seamless transition between secondary and post-secondary institutions in Manatee and Sarasota counties		
1. Purpose			
2. Background	This agreement has been in effect for over 20 years and is updated to reflect changes in programs and credits every two years		
3. Discussion	Articulated credit for career & technical high school course work saves students time and money for many for credit courses at State College of Florida. This agreement has been in effect for over 20 years and is updated to reflect changes in programs and credits every two years.		
4. Recommendation	Approval of the 2021-2023 Local Articulation Agreement between State College of Florida, School District of Manatee County and Sarasota County Schools and Superintendents signature.		

### STAFF COORDINATION/APPROVAL

OFFICE	ACTION	NAME	DATE OUT	SIGNATURE
PSC	Approve	Dr. Paul Gansemer	07/07/2021	
Miller-SSC	Approved	Mitchell Teitelbaum	07/07/2021	
Miller-SSC		Doug Wagner	07/07/2021	
PSC		Suzette Ventrone		
Miller-SSC		Cynthia Saunders	07/28/2021	
Miller-SSC		Charlie Kennedy	07/28/2021	

## INSTRUCTIONS FOR STAFF COORDINATION FORM

The Staff Coordination Form is used to present information to coordinate between multiple departments and to gain a decision or signature by the Superintendent, Deputy Superintendent, or a Chief Officer.

---

*How to fill out this form:*

**TO:** For final action: Name the final addressee or approval level for the action required, such as Superintendent, Deputy Superintendent or Chief Officer. For coordination: Name all addressees who need to see or comment on the proposed action.

**BOARD MEETING DATE:** If applicable, enter the date of the Board Meeting the item will be presented for approval.

**Log Number:** this is the row in which the Staff Coordination Form is logged on the joint tracker located on the Office Professionals SharePoint Site.

**THROUGH:** Name addressees who need to see the memo before it reaches the “TO” addressee. This keeps everyone informed and provides an opportunity to make comments or give approval.

**PREPARED BY:** Identify the point of contact and/or coordinating office – the originator.

**SUBJECT:** Tell readers what the memo is about, usually in 10 words or less.

**ACTION:** Indicate the action desired of the “TO” addressee.

**ACTION SUMMARY:** Concisely lay out the information required for the decision maker to act on the recommendation. Frame the action in the context of previous or larger issues, identifying key points, showing coordination that has been accomplished and presenting any opposing views. Analyze alternatives and provide recommendations. The following should be included in the Action Summary:

- **Purpose:** Provide a short and clear statement of the purpose.
- **Background:** Lay out chronologically how the action has developed to date, summarizing key points.
- **Discussion:** Build the case for the recommendations. Identify unresolved nonconcurrences and provide a consideration of opposing views.
- **Recommendation:** State the recommendation, including action necessary to implement it, in such a way the official need only sign an attachment or coordinate, approve or disapprove the recommended action.
- **Enclosures:** List all enclosures as **TABs**. Describe the enclosure, if sending more than one copy of an enclosure to all addressees; note the quantity after the enclosure’s description.

**STAFF COORDINATION /APPROVAL:** When an action for review or comment is required, include each office/point of contact and the instructions for the addressee. Each reviewer should forward information back to the coordinating office. The coordinating office will make revisions and resend a final version for approval. Instructions for the addressee should be one of the following:

- **Action:** Directs reader to take a specific action.
- **Information:** Provided for information only.
- **Coordination:** Review, discussion or approval is required by multiple departments.

---

### STEPS:

- 1) If more than simple approval is needed send Staff Coordination Form to all sub-approval level addressees for review/comment. Redraft results as necessary to address comments received; circulate final proposal for all to view. Send to final approver for approval/signature.
  - 2) If simple approval is needed: send Staff Coordination Form to all sub-approval level addressees for information purposes as necessary and send to final approver with information on bottom showing names/offices of review.
-



# LOCAL ARTICULATION AGREEMENT 2021-2023

## (Manatee and Sarasota County Schools with State College of Florida, Manatee-Sarasota)

In the spirit of partnership, collaboration and communication, the State College of Florida, Manatee-Sarasota (SCF), the School District of Manatee County and the Sarasota School District agree to provide, at no cost to eligible students, college credit for the Associate in Science (AS) Degree/Certificate programs listed in the charts beginning on page three of this document.

### CONDITIONS OF AGREEMENT:

1. Student must enroll and be admitted to State College of Florida, Manatee-Sarasota (SCF) in the Program of Study leading to the Associate in Science (AS) degree or certificate program as indicated in this agreement within two (2) calendar years from either graduation from high school **OR** completion of the postsecondary adult vocational program.
2. To apply for SCF credit under this Agreement, the student must meet the eligibility requirement iterated above and have official transcripts sent to SCF showing work previously completed at Manatee or Sarasota County Schools.
3. Course curriculum frameworks showing student performance outcomes and standards will be available in the Career Pathways offices at SCF, and/or Manatee/Sarasota County Schools.
4. The student must complete an Articulated Credit form and submit it with their high school transcript and CTE certificate(s) of completion to the Office of Lifelong Learning and Workforce Development.
5. The articulated credit will be placed on the student's SCF transcript upon completion of the conditions listed in items 1, 2 and 4.
6. **Statewide articulation agreements can be found and viewed at:**  
<http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

### REVIEW PROCESS:

This articulation agreement will be reviewed every two years unless superseded by a statewide articulation agreement. If curricular **OR** programmatic modifications are made, **OR** new programs/or academies are added, then the articulation agreement is to be updated annually. Once initially established and appropriate approvals are secured, the articulation agreement shall remain in effect until revised **OR** revoked. Sixty (60) days written notice must be given by a party to revoke an articulation agreement, provided, however, in the event of any revocation, currently enrolled students shall be allowed to complete the applicable degree program.

State College of Florida CTE Website:

[www.scf.edu/CTE](http://www.scf.edu/CTE)

Manatee County Schools Website:

[www.manateeschools.net](http://www.manateeschools.net)

Sarasota County Schools CTE Website:

[www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)

## TABLE OF CONTENTS

Arts, Humanities, Communication & Design.....	3 – 4
Business Management & Analysis... ..	5 – 13
Paralegal/Legal Assisting.....	14
Firefighter.....	15
Health Sciences... ..	16
Biomedical Sciences... ..	17
Engineering/Construction Technologies... ..	18 – 19
STEM/Information Technology... ..	20 – 23

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL VIDEO TECHNOLOGY 8772100	DIGITAL VIDEO TECHNOLOGY K100400		DIGITAL CINEMA	ASSESSMENTS
Digital Video Technology 1	Digital Videography	A		
Digital Video Technology 2	Digital Audio & Video Technician	B	RTV1510 Basic Television Production—3 credit hours	
Digital Video Technology 3	Digital Video Direction & Production	C	PGY1750 Creative Video Making—3credit hours <b>OR</b> Electronic Field Production RTV1530—3 credit hours	Electronic Reel Portfolio & 1-page essay on student's academic and professional goals
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL DESIGN 8209600	DIGITAL DESIGN B070600		GRAPHIC DESIGN SUPPORT CERTIFICATE (3021)	ASSESSMENTS
Introduction to Information Technology 8207310/Emerging Technology in Business	Information Technology Assistant OTA0040	A		
Digital Design 1 8209510	Production Assistant GRA0024	B	GRA1100C Introduction to Computer Graphics – 3 credit hours	Portfolio evaluation OR Proctored GRA1100C (Intro to Computer Graphics) Department Exam/Practicum
Digital Design 2 8209520 Digital Design 3 8209530	Digital Assistant Designer GRA0025	C	GRA2190C Graphic Design Basics –3 credit hours	Portfolio Review
Digital Design 4 8209540	Graphic Designer GRA0026	D	GRA2150C Photoshop – 3 credit hours	Portfolio Evaluation AND Adobe Certified Associate-Photoshop <b>OR</b> Proctored GRA2150C Photoshop department exam/practicum
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 – 9 Credit hours</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL DESIGN 8209600	DIGITAL DESIGN B070600		GRAPHIC DESIGN TECHNOLOGY	ASSESSMENTS
Introduction to Information Technology 8207310//Emerging Technology in Business	Information Technology Assistant OTA0040	A		
Digital Design 1 8209510	Production Assistant GRA0024	B	GRA1100C Introduction to Computer Graphics – 3 credit hours	Portfolio evaluation OR Proctored GRA1100C (Intro to Computer Graphics) Department Exam/Practicum
Digital Design 2 8209520 Digital Design 3 8209530	Digital Assistant Designer GRA0025	C	GRA2190C Graphic Design Basics –3 credit hours	Portfolio Evaluation AND Adobe Certified Associate-Photoshop <b>OR</b> Proctored GRA2150C Photoshop department exam/practicum  Portfolio Evaluation and Adobe Certified Associate—Illustrator <b>OR</b> Proctored GRA2151C Illustrator department exam/practicum
Digital Design 4 8209540	Graphic Designer GRA0026	D	GRA2150C Photoshop – 3 credit hours  GRA2151C Illustrator – 3 credit hours	
	Media Designer GRA0027	E	GRA2122C Desktop Publishing — 3 credit hours	Adobe Certified Associate-InDesign AND Portfolio Review
Business Cooperative Education OJT 8200410/ or AHCD OJT 8200430			GRA2949 Graphic Design Internship – 3 credit hours	Portfolio Review 150 hours with documentation
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 – 18 Credit hours</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ACCOUNTING APPLICATIONS 8302100	ACCOUNTING OPERATIONS B070110		ACCOUNTING TECHNOLOGY	ASSESSMENTS
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 (Computer Information Systems) Computer Information Systems—3 credit hours CGS1570 Integrated Business Applications—3 credit hours	Microsoft Office Associate  Microsoft Office Expert
Accounting Applications 1 8203310	Accounting Clerk ACO0040	B		
Accounting Applications 2 8203320	Accounting Associate ACO0041	C	APA1111 Intro to Acct—3 credit hours	Accounting Applications Certificate (8302100) or Accounting Operations Certificate (B070110)
Accounting Applications 3 8203330	Accounting Assistant ACO0042	D	APA2141 Computers for Accounting Applications—3 credit hours	QuickBooks Certified User (2015 or higher)
			GEB2210 Business Presentations & Communications—3 credit hours  ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Portfolio of Business Writing and Presentations
Business Cooperative OJT 8200410			ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-18 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
<b>ACCOUNTING APPLICATIONS 8302100</b>	<b>ACCOUNTING OPERATIONS B070110</b>		<b>ACCOUNTING CERTIFICATE</b>	<b>ASSESSMENTS</b>
Digital Information Technology 8207310/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Accounting Applications 1 8203310	Accounting Clerk ACO0040	B	APA1111 Introduction to Accounting—3 credit hours	
Accounting Applications 2 8203320	Accounting Associate ACO0041	C	APA2141 Computers for Accounting Applications—3 credit hours	QuickBooks Certified User (2015 or higher)  Accounting Applications Certificate (8302100) or Accounting Operations Certificate (B070110)
Accounting Applications 3 8203330  Business Coop OJT 8200410	Accounting Assistant ACO0042	D	GEB2210 Business Presentations & Communications—3 credit hours  ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Portfolio of Business Writing and Presentations  Employer evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
INTERNATIONAL BUSINESS 8216100	INTERNATIONAL BUSINESS B060901		BUSINESS ADMINISTRATION/MANAGEMENT	ASSESSMENTS
Introduction to Information Technology 8207310/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours <hr/> CGS 1570 Integrated Business Applications—3 credit hours	Microsoft Office Associate <hr/> Microsoft Office Expert
Accounting Applications 1 8203310	Manager Trainee	B	APA1111 Intro to Accounting—3 credit hours	
International Business Systems 8216110 International Finance & Law (level 3) 8216120	(1 of 2) MNA0000 Manager Trainee (2 of 2) MNA 0001	C	GEB2350 Introduction to International Business—3 credit hours	
Business Internship 8216130  Business Cooperative OJT 8300420			GEB2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
MEDICAL ADMINISTRATIVE SPECIALIST 8212300	MEDICAL ADMINISTRATIVE SPECIALIST B070300		BUSINESS ADMINISTRATION MANAGEMENT	ASSESSMENTS
Digital Information Technology/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 Computer Information Systems—3 credit hours  CGS1570 Integrated Business Applications Software—3 credit hours	Microsoft Office Associate  Microsoft Office Expert
Administrative Office Technology 1 8212110 Business Software Application 1 821220	Front Desk Specialist OTA0041 MICRO017	B		
Medical Office Technology 1 8212201 Medical Office Technology 2 8212202	Medical Office Technologist OTA631	C		
Medical Office Technology 3 8212203  Medical Office Internship	Medical Administrative Specialist OTA0651  Documented in field volunteer and work experience	D	GEB2949 Internship in Business— 3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument) must be career specific
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
MARKETING 8827100	MARKETING, MGMT & ENTREP. PRIN. M200500		BUSINESS ADMINISTRATION/MARKETING SPECIALIZATION	ASSESSMENTS
Marketing Essentials 8827110 Marketing Applications 8827120 (CORE) and E-Commerce	Salesperson, Retail MKA0432	A	MAR2011 Principles of Marketing—3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT   ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	ASSESSMENTS
BUSINESS MANAGEMENT and ANALYSIS 8301100	BUSINESS MANAGEMENT and ANALYSIS 8060200		BUSINESS ADMINISTRATION/ MANAGEMENT	
Digital Information Technology/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer information Systems--3 credit hours	Microsoft Office Associate
			CGS 1570 (Integrated Business Apps Software)-3 credit hours	Microsoft Office Expert
Business & Entrepreneurial Principles 8215120  Accounting Applications 1 8203310	Supervisor/Manager Trainee MNA0080	B	GEB1011 Introduction to Business-3 credit hours  MNA 1345 Management & Supervision-3 credit hours  MNA 1111 Introduction to Accounting-3 credit hours	QuickBooks Certified User (2015 or higher)
Management and Human Resources 8301110	Supervisor MNA0082	C	MAN2300 Management and Personnel-3 credits  BUL 2131 Legal Environment of Business— 3 credit hours	
Business Analysis 8301120				
Legal Aspects of Business 8215130				
Business Cooperative Education OJT 8200410	Documented in field volunteer and work experience	C	GEB 2949 Internship in Business- 1-3 credits MTC =SCF 64 hrs. = 1 credit hour 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer's evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-24 CREDIT HOURS</b>	

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ADMINISTRATIVE OFFICE SPECIALIST 8212500	ADMINISTRATIVE OFFICE SPECIALIST B070330		BUSINESS ADMINISTRATION/MANAGEMENT	ASSESSMENTS
Digital Information Technology/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 (Computer Information Systems) – Computer Information Systems—3 credit hours	Microsoft Office Associate
Administrative Office Technology 1 8212110 Business Software Applications 1 8212120	Front Desk Specialist OTA0041	B	CGS1570 Integrated Business Applications Software—3 credit hours	Microsoft Office Expert
Digital Design 1 8209510	Assistant Digital Production Designer OTA0030 HTML & Publisher	C	GRA1100C—Intro to Computer Graphics—3 credit hours	In-person review of portfolio demonstrating proficiency in Photoshop, Illustrator, and InDesign
Administrative Office Technology 2-3 (8212410 & 8212420) Business Software Applications 2 8212160	Administrative Office Specialist OTA0043 Business Essentials Pearson	D		
Business Cooperative Education OJT 8200410	Internship (80 hrs.) BCE 150 hrs.		GEB2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hour 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument) must be career specific
<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT AND ADMINISTRATION AND INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
WEB DEVELOPMENT 9001100	WEB DESIGN B070500		GRAPHIC & WEB DESIGN [3022]-24 HOURS AND/OR WEB DEVELOPMENT SPECIALIST (3026)-36 HOURS	ASSESSMENTS
Introduction to Information Technology 8207310 / Emerging Technology in Business 8207010	BTE Core OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Foundations of Web Design 9001110 User Interface Design 9001120	Web Design 1 CTS0076	B	CGS2820C Web Page Development – 3 credit hours  GRA2142C Web Design 1 – 3 credit hours	Certified Internet Webmaster – Site Development Associate OR MTA Intro to Programming Using HTML or CSS OR Adobe Dreamweaver
Web Scripting Fundamentals 9001130 Media Integration Essentials 9001140	Web Design 2 CTS0077	C	COP2822 Web Scripting – 3 credit hours  GRA2160C – Web Basic Animation – 3 credit hours	Portfolio Review
E-Commerce & Marketing Essentials 9001150 Interactivity Essentials 9001160	Web Design 3 CTS0078	D	CGS2172 Implementing a Commerce Enabled Website – 3 credit hours  CGS2823 – Advanced Web Page Development – 3 credit hours	Portfolio Review
Information Technology Directed Study 9000100 and/or Information Technology Cooperative Education OJT 9000420				
			Total Articulated Credit hours: 3 – 21 credit hours	

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
Secondary Program	Technical Institute Program	OCP	State College of Florida	
MARKETING 8827100			RISK MGMT INSURANCE SERVICES	ASSESSMENTS
Marketing Essentials 8827110  Marketing Applications and E-Commerce 8827120		A	MKA 2021 Personal Selling—3 credit hours	
			TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM-MTC	OCP	STATE COLLEGE OF FLORIDA-- MANATEE, SARASOTA	ASSESSMENTS
LEGAL ADMINISTRATIVE SPECIALIST 8212000	LEGAL ADMINISTRATIVE SPECIALIST B072000		PARALEGAL/LEGAL ASSISTING	
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	Information Technology Assistant	A	CGS1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Administrative Office Technology 1 8212110  Business Software Applications 1 8212120	Front Desk Specialist OTA0041	B	CGS1570 Integrated Business Software—3 credit hours	Microsoft Office Expert
Legal Aspects of Business 8215130	Administrative Support OTA0042	C	PLA2763 Law Office Management—3 credit hours	Complete OCP C
Legal Office Technology 1 8212230 Legal Office Technology 2 8212240 Legal Office Technology 3 8212250	Legal Administrative Specialist OTA0050	D	PLA2732 Law Office Computer Applications—3 credit hours  PLA1003 Intro to Legal System—3 credit hours  GEB2210 Bus. Pres. & Communications—3 credit hours	National Society for Legal Technology (NSLT) Certification  Complete OCP D
Business Cooperative Education OJT 8200410	Business Cooperative Education OJT		PLA2949 Internship in Paralegal/Legal Assisting (elective)—3 credit hours	Complete 150 hours BCE Plan
Business Education Directed Study 8200100	Business Education Directed Study		PLA1949 Career Decision Work Experience in Legal Assisting—1-3 credit hours	Complete 50-150 hours externship plan
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-24 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

TECHNICAL COLLEGE PROGRAM-Manatee Technical College	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
FIRE SCIENCE I/II P43210		FIRE SCIENCE TECHNOLOGY (AS) [2016] 1743020112 (60 credit hours)	ASSESSMENTS
Fire Science I FFP0010	A	FFP 1740 (BFST1740, ATPC1740) Fire Service Course Delivery –3 credit hours  FFP 1810 (BFST1810, and ATPC1810) Firefighting Tactics and Strategy I—3 credit hours  FFP 2120 (BFST2120, and ATPC2120) Building Construction for the Fire Service—3 credit hours  FFP 2720 (BFST2720, ATPC2720) Company Officer—3 credit hours	SCF will articulate/accept 24 credit hours of the 30 listed as long as they were taken and passed within the life of this agreement.
Fire Fighter II	B	FFP 1505 (BFST1505, ATPC1505) Fire Prevention Practices—3 credit hours  FFP 1540 (BFST1540, ATPC1540) Private Fire Protection Systems I—3 credit hours  FFP 2741 (BFST2741, ATPC2741) Fire Service Course Design—3 credit hours  FFP 2510 (BFST1510, ATPC1510) Fire Codes and Standards—3 credit hours  FFP 2521 (BFST2521, ATPC2521) Construction Documents and Plans Review—3 credit hours  FFP 2541, (BFST 2541, ATPC2541) Private Fire Protection Systems II—3 credit hours	
			Total Articulated Credit Hours: 3-24 credits
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>			

TECHNICAL COLLEGE PROGRAM-Manatee Technical College	STATE COLLEGE OF FLORIDA PROGRAM	
Health Science Programs of 600 clock hours ore more listed below:	Health Science Management (AS) (60 credit hours)	ASSESSMENTS
Dental Assisting Technology and Management (ATD) Massage Therapy Medical Assisting Medical Coder/Biller Optometric Assisting Paramedic (ATD) Practical Nursing (LPN) Surgical Technician Pharmacy Technician	Elective HSM Program Courses (choose any 10 credits) <ul style="list-style-type: none"> <li>• ACG 2021 - Principles of Financial Accounting (3 credit hours, AA)</li> <li>• CGS 1570 - Integrated Business Apps Software (3 credit hours, AA)</li> <li>• HSC 2531 – Understanding Medical Language (2 credit hours, AS)</li> <li>• HSC 2200 – Community Health Problems (3 credit hours, AA)</li> <li>• HSC 1100 – Personal Health (3 credit hours, AA)</li> <li>• HLP 1081 – Concepts of Wellness (3 credit hours, AA)</li> <li>• HIM 1102 – Introduction to Healthcare Informatics (3 credit hours, AS)</li> <li>• HIM 2510 – Quality and Performance Improvement (2 credit hours, AS)</li> <li>• HSA 2001 - Interprofessional Team Based Health Care (2 credit hours, AS)</li> <li>• HSC 2721 - Evidence-Based Healthcare Practice (2 credit hours, AS)</li> </ul>	
Additional credit hours, not to exceed 49% of the program credit hours may be awarded upon evaluation of student transcript(s) as determined by the Office of the Registrar.	<b>Required General Academic Courses:</b> <ul style="list-style-type: none"> <li>• ENC 1101 – Written Communication I (3 credit hours, AA)</li> <li>• Mathematics – Choose from Area II, A.S. (3 credit hours, AA)</li> <li>• PSY 2012 – General Psychology (3 credit hours, AA)</li> <li>• Humanities – Choose from Area IV, A.S. (3 credit hours, AA)</li> <li>• BSC 2085C – Anatomy and Physiology I (4 credit hours, AA)</li> <li>• Take either or: (3 credit hours, AA) ENC 1102 – Written Communication II (3 credit hours, AA); or SPC 1608 – Fundamental of Speech Communication (3 credit hours, AA)</li> <li>• Take either or: (3 credit hours, AA) DEP 2004 – Human Development: Life Span (3 credit hours, AA); or SYG 2000 – Principles of Sociology (3 credit hours, AA)</li> <li>• MCB 2010C – Microbiology (4 credit hours, AA)</li> <li>• BSC 2086C – Anatomy and Physiology II (4 credit hours, AA)</li> <li>• CGS 1000 – Computer Information Systems (3 credit hours, AA)</li> </ul>	Total Articulated Credit Hours:

Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>		

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
<b>BIOMEDICAL SCIENCES 8708100</b>		N/A	<b>BIOTECHNOLOGY (AS) [2042] 1341010100 (61 credit hours)</b>	<b>ASSESSMENTS</b>
Principles of Biomedical Sciences 8708110				
Human Body Systems 8708120			BSC 1020 Human Body—3 credit hours	
Medical Interventions 8708130			BSC 2420 C Introduction to Biotechnology Methods—3 credit hours	Biotechnology Assistant/skills evaluation by SCF Assessment Instrument TBD by Program Manager
Biomedical Innovation 8708140				
Health Science Education Cooperative OJT 8400410 OR Health Science Education Directed Study 8400100				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
<b>BUILDING TRADES &amp; CONSTRUCTION DESIGN TECHNOLOGY 8722000</b>	<b>BUILDING CONSTRUCTION TECHNOLOGY C100100</b>	OCP	<b>CONSTRUCTION MANAGEMENT TECHNOLOGY</b>	<b>ASSESSMENTS</b>
Building Trades and Construction Design Technology 1-3 (8722010, 8722030)	Building Construction Assistant BCV0080	A	ET11701 Industrial Safety—3 credit hours  BCN2230 Building Construction Materials and Methods—3 credit hours	OSHA 10 Certification NCCER—Core NCCER—Carpentry NCCER--Construction Technology
Building Trades and Construction Design Technology 4 (8722040)	Carpentry and Masonry Technician BCV0081	B	BCT2770 Building Construction Estimating—3 credit hours	NCCER Carpentry 2
	Electrical and Plumbing Technician BCV 0082	C		
	Building Maintenance Technician BCV0083	D		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
<b>BUILDING TRADES &amp; CONSTRUCTION DESIGN TECHNOLOGY 8722000</b>	<b>CONSTRUCTION TECHNOLOGY I460401</b>	OCP	<b>CONSTRUCTION MANAGEMENT TECHNOLOGY</b>	<b>ASSESSMENTS</b>
Building Trades and Construction Design Technology 1-3 (8722010, 8722030)	BCV0400 Bldg. Construction Helper	A	ET11701 Industrial Safety—3 credit hours  BCN2230 Building Construction Materials and Methods—3 credit hours	OSHA 10 Certification NCCER—Core NCCER—Carpentry NCCER--Construction Technology
Building Trades and Construction Design Technology 4 (8722040)	Building Construction Technician 1 BCV0401	B	BCT2770 Building Construction Estimating—3 credit hours	NCCER Carpentry 2
	Building Construction Technician 2 BCV0401	C		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE & CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
DRAFTING 8725000	DRAFTING C100200		CONSTRUCTION MANAGEMENT TECHNOLOGY	ASSESSMENTS
N/A	Introduction to Drafting TDR0070	A	ETD1320C Intro to AutoCAD –3 credit hours	ADESK002 Autodesk Certified User AutoCAD
	Drafting Assistant TDR0370	B	ETD1390C Autodesk Revit—3 credit hours	ADESK008 Autodesk Certified User-Revit
	Drafting Detailer 1 & 2 TDR0775 Architectural Drafter/civil Drafter TDR0776	C	ETD2930C Selected Topics in Technology—3 credit hours	AMDDA002 Certified Apprentice Drafter-Architectural
	Architectural Drafter TDR0570	D	ETD2930C Selected Topics in Technology—3 credit hours	AMDDA003 Certified Drafter Architectural
	Civil Drafter TDR0874	E		AMDDA004 Certified Drafter Mechanical AMDDA005 Certified Apprentice Drafter Mechanical
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM		STATE COLLEGE OF FLORIDA	
N/A	Air Conditioning, Refrigeration & Heating Technology	OCP	CONSTRUCTION MANAGEMENT TECHNOLOGY	ASSESSMENTS
	Air Conditioning, Refrigeration & Heating Helper ACR0041	A	ETI 1701 Industrial Safety—3 credit hours	OSHA 10 Certification CPR; First Aid; EPA
	Air Conditioning, Refrigeration & Heating Mechanic Assistant ACR0043	B		
	Air Conditioning, Refrigeration & Heating Mechanic 1 ACR0047 Air Conditioning, Refrigeration & Heating Mechanic 2 ACR0049	C	BCN1592 Energy Efficient Bldg. Construction – 3 credit hours	HVAC Excellence Electrical & Residential A/C Certifications
	Air Conditioning, Refrigeration & Heating Mechanic Technician ACR0044	D		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS			
TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	ASSESSMENTS
ELECTRICIAN I460314		Certificate Engineering Technology Support Specialist	
Electrical Helper BCV0603	A	ET11701 Industrial Safety—3 credit hours	OSHA/NCCER Core
Residential Electrician BCV0640	B		
Commercial Electrician BCV0652	C	EET1084-Introduction to Electronics—3 credit hours	NCCER Electrical Levels 1-4
Industrial Electrician BCV0667	D		
		<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>			

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	ASSESSMENTS
ELECTRONICS TECHNOLOGY 8600900	Electronics		ELECTRONICS (CCC) [3018] 0615030310 (14 credit hours)	
Electronics Technology 1 8600910	Electronics Assembly	A	EET1084C-Introduction to Electronics—3 credit hours	ACET (Skills)
Electronics Technology 2 8600920	Electronics Tester			
Electronics Technology 3 8600930	Electronics Equipment Repair	B		
Advanced Applications in Technology 8601900		C		
Work Based Experience 8601800				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ELECTRONICS TECHNOLOGY 8600900	N/A	N/A	ENGINEERING TECHNOLOGY (AS) [2040] 1615000001 (60 credit hours)	ASSESSMENTS
Electronics Technology 1 8600910			CGS1000 Computer Info Systems—3 credit hours	
Electronics Technology 2 8600920				
Electronics Technology 3 8600930			BCN1251C Construction Drafting OR EGN1111C Engineering Drawing OR ETD1320C Intro to CAD OR ETD 1390 C Autodesk Revit OR ETD 2364 C SolidWorks (up to 11 credit hours)	
Advanced Applications in Technology 8601900				
Work Based Experience 8601800			ETM1010 C Mechanical Measurements & Instrumentation--3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
<b>APPLIED ENGINEERING TECHNOLOGY 84401100</b>	N/A	N/A	<b>ENGINEERING TECHNOLOGY Certificate: ENGINEERING TECHNOLOGY Support Specialist</b>	<b>ASSESSMENTS</b>
Applied Engineering Technology 1 8401110			ETI 1701 Industrial Safety—3 credit hours	OSHA 30 Certification MSSC Safety
Applied Engineering Technology 2 8401120			ETD1320C Introduction to AutoCAD—3 credit hours  EGN1111C Engineering Drawing—3 credit hours	MSSC Quality Practices & Measurement <b>OR</b> Autodesk Certified User (AutoCAD) <b>OR</b> Fusion 360 (AutoDesk)
Applied Engineering Technology 3 8401130			Upon Program Completion: ETM1010C Mechanical Measurement & Instrumentation—3 credit hours ETI1110 Quality Assurance—3 credit hours ETI1701 Industrial Safety—3 credit hours EET1084 Introduction to Electronics—3 credit hours ETI1420C Manufacturing & Materials Processes—3 credit hours ETD2364C-Intro to SolidWorks-3 credit hours	MSSC Manufacturing Processes & Production <b>OR</b> MSSC Maintenance Awareness SolidWorks CSWA <b>OR</b> AutoCAD User <b>OR</b> Inventor User <b>OR</b> Revit User <b>OR</b> MasterCAM <b>OR</b> RECFN001 Pre-Engineering <b>OR</b> RECFN002 Robotics <b>OR</b> Fusion 360 (AutoDesk)
Advanced Applications in Technology 8601900			ETD2368C Advanced SolidWorks—3 credit hours	CSWA Solidworks <b>AND</b> Portfolio
8601800 Work Based Experience				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-30 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY AND ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ENGINEERING PATHWAYS 9400300	N/A	N/A	ENGINEERING TECHNOLOGY	ASSESSMENTS
8600550 Introduction to Engineering				
8600520 Principles of Engineering				
8600560 Computer Integrated Manufacturing or 8600590 Civil Engineering & Architecture or 8600620 Aerospace Technology or 8600630 Biotechnical Engineering			ETD1320C Introduction to AutoCAD –3credit hours	Autodesk Inventor <b>OR</b> Autodesk Fusion 360 <b>OR</b> Autodesk Revit
8600650 Engineering Design & Development				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
APPLIED Robotics 9410100	N/A	N/A	ENGINEERING TECHNOLOGY	ASSESSMENTS
Foundation of Robotics 9410110			ETI 1701: Safety (ADD) 3 credit hours	OSHA 30 Certification
Robotic Design Essentials 9410120			ETD1320C Introduction to AutoCAD –3 credit hours	AutoDesk Inventor <b>OR</b> CSWA Solidworks
Applied Engineering Technology 3 8401130				RECFN001 Pre-Engineering <b>OR</b> RECFN002 Robotics
Advanced Technical Applications			ETD2364C-Intro to SolidWorks-3 credit hours ETD2368C Advanced SolidWorks—3 credit hours	CSWA Solidworks <b>AND</b> Portfolio
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS
N/A	.NET APPLICATION DEVELOPMENT 7 PROGRAMMING Y700400		All Computer Science Programs for which these courses are required	ASSESSMENTS
	Information Technology Assistant OTAA0040 (150 hours)	A	CGS1000 Computer Information Systems --3 credit hours  *CGS1570 Integrated Business Apps Software—3 credit hours	Microsoft Office Systems (MOS) Associate  *Microsoft Office Systems (MOS) Expert
	Computer Support Assistant EEV0504 (150 hours)	B	COP2510 Programming Concepts—3 credit hours  COP2170 Visual Basic Programming—3 credit hours	MTA Microsoft Development Fundamentals 98-361 OR Certified Associate in Python Programming (CPAP)
	Network Support Technician CTS0026 (150 hours)	C	COP2224C C++II OR COP2250C Java I—3 credit hours  CGS1543 Database Design & Implementation—3 credit hours	MTA Microsoft Development Fundamentals 98-361 AND Microsoft Access Expert OR Certified Associate in Python Programming OR Microsoft C#
	Systems Administrator CTS0027 (150 hours)	D	COP2228C C++ II OR COP2805C JAVA II—3 credit hours	MTA Microsoft Development Fundamentals 98-361
	Systems Engineer CTS0028 (150 hours)	E		
	Wireless Network Administrator CTS0029 (150 hours)	F		
	Data Communications Analyst EEV0317 (150 hours)	G		
<b>TOTAL ARTICULATED CREDIT HOURS: 3-21 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS
N/A	APPLIED CYBERSECURITY Y100300		ALL COMPUTER SCIENCE PROGRAMS FOR WHICH THESE COURSES ARE REQUIRED	
	Cybersecurity Associate CTS0018 (600 hours)	A	CGS1000 (Computer Information Systems) Computer Information Systems—3 credit hours  CTS1150 Microcomputer Hardware and Maintenance—3 credit hours  CET1600 Networking Fundamentals—3 credit hours	CompTIA A+ CompTIA/Networks+
	Information Security Manager CTS0019 (150 hours)	B	CIS1355 Security Engineering—3 credit hours	CompTIA Security +
<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS
	<b>COMPUTER SYSTEMS INFORMATION TECHNOLOGY Y100300</b>		<b>ALL COMPUTER SCIENCE PROGRAMS FOR WHICH THESE COURSES ARE REQUIRED</b>	
	Computer Systems Technician CTS0082	A	CGS1000 Computer Information Systems—3 credit hours	CompTIA A+
	Computer Network Technician CTS0083	B	CTS1150 Microcomputer Hardware and Maintenance—3 credit hours	CompTIA A+
	Computer Networking Specialist CTS0084	C	CET1600 Networking Fundamentals—3 credit hours	CompTIA Network+
	Computer Security Technician CTS0069	D	CET1600 Networking Fundamentals—3 credit hours	CompTIA Network+
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	

CLUSTER: INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS
<b>JAVA DEVELOPMENT &amp; PROGRAMMING 9007200</b>	<b>BUSINESS COMPUTER PROGRAMMING B070320</b>		<b>All Computer Science Programs for which these courses are required</b>	
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	BTE Core OTA0040	A	CGS1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
			CGS1570 Integrated Business Software—3 credit hours	Microsoft Office Expert
Foundations of Programming 9007210	Computer Programmer Assistant CTS0041	B	COP2510 Programming Concepts—3 credit hours	MTA JAVA Script <b>OR</b> MTA Python <b>OR</b> MTA JAVA <b>OR</b> AP Computer Science
Procedural Programming 907220	Junior Programmer CTS0042	C	COP2250C Java Programming—3 credit hours	
Object Oriented Programming 9007230	Junior Programmer 2 CTS0043	D	COP2805C Java Programming 2 –3 credit hours	
	Computer Programmer CTS0044	E		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



**BOARD APPROVALS**

**STATE COLLEGE OF FLORIDA**

**MANATEE-SARASOTA**

---

**Dr. Carol Probstfeld, President** **Date**

---

**Tracy Knight, Chair, Board of Trustees** **Date**

THE SCHOOL BOARD OF  
MANATEE COUNTY

  
Cynthia Saunders (Jul 28, 2021 10:32 EDT)  
07/28/2021  
Cynthia Saunders, Superintendent of Schools  
Manatee County Date

  
Charles Kennedy (Jul 28, 2021 11:52 EDT)  
07/28/2021  
Charlie Kennedy, Chair, School Board of Manatee  
County Date

*Mitchell Teitelbaum*  
07/07/2021  
Mitchell Teitelbaum, General Counsel  
School Board of Manatee County Date

**THE SCHOOL BOARD OF  
SARASOTA COUNTY**

---

**Mitsi Corcoran, Acting Superintendent of Schools  
Sarasota County**

---

**Caroline Zucker, Chair,  
School Board of Sarasota County**



## LOCAL ARTICULATION AGREEMENT 2021-2023

### (Manatee and Sarasota County Schools with State College of Florida, Manatee-Sarasota)

In the spirit of partnership, collaboration and communication, the State College of Florida, Manatee-Sarasota (SCF), the School District of Manatee County and the Sarasota School District agree to provide, at no cost to eligible students, college credit for the Associate in Science (AS) Degree/Certificate programs listed in the charts beginning on page three of this document.

#### CONDITIONS OF AGREEMENT:

1. Student must enroll and be admitted to State College of Florida, Manatee-Sarasota (SCF) in the Program of Study leading to the Associate in Science (AS) degree or certificate program as indicated in this agreement within two (2) calendar years from either graduation from high school **OR** completion of the postsecondary adult vocational program.
2. To apply for SCF credit under this Agreement, the student must meet the eligibility requirement iterated above and have official transcripts sent to SCF showing work previously completed at Manatee or Sarasota County Schools.
3. Course curriculum frameworks showing student performance outcomes and standards will be available in the Career Pathways offices at SCF, and/or Manatee/Sarasota County Schools.
4. The student must complete an Articulated Credit form and submit it with their high school transcript and CTE certificate(s) of completion to the Office of Lifelong Learning and Workforce Development.
5. The articulated credit will be placed on the student's SCF transcript upon completion of the conditions listed in items 1, 2 and 4.
6. **Statewide articulation agreements can be found and viewed at:**  
<http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

#### REVIEW PROCESS:

This articulation agreement will be reviewed every two years unless superseded by a statewide articulation agreement. If curricular **OR** programmatic modifications are made, **OR** new programs/or academies are added, then the articulation agreement is to be updated annually. Once initially established and appropriate approvals are secured, the articulation agreement shall remain in effect until revised **OR** revoked. Sixty (60) days written notice must be given by a party to revoke an articulation agreement, provided, however, in the event of any revocation, currently enrolled students shall be allowed to complete the applicable degree program.

State College of Florida CTE Website:

[www.scf.edu/CTE](http://www.scf.edu/CTE)

Manatee County Schools Website:

[www.manateeschools.net](http://www.manateeschools.net)

Sarasota County Schools CTE Website:

[www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)

## TABLE OF CONTENTS

Arts, Humanities, Communication & Design.....	3 – 4
Business Management & Analysis.....	5 – 13
Paralegal/Legal Assisting.....	14
Firefighter .....	15
Health Sciences.....	16
Biomedical Sciences.....	17
Engineering/Construction Technologies.....	18 – 19
STEM/Information Technology.....	20 – 23

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION				
SECONDARY PROGRAM	TECHNICAL PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL VIDEO TECHNOLOGY 8772100	DIGITAL VIDEO TECHNOLOGY K100400		DIGITAL CINEMA	ASSESSMENTS
Digital Video Technology 1	Digital Videography	A		
Digital Video Technology 2	Digital Audio & Video Technician	B	RTV1510 Basic Television Production—3 credit hours	
Digital Video Technology 3	Digital Video Direction & Production	C	PGY1750 Creative Video Making—3credit hours <b>OR</b> Electronic Field Production RTV1530—3 credit hours	Electronic Reel Portfolio & 1-page essay on student's academic and professional goals
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL DESIGN 8209600	DIGITAL DESIGN B070600		GRAPHIC DESIGN SUPPORT CERTIFICATE (3021)	ASSESSMENTS
Introduction to Information Technology 8207310/Emerging Technology in Business	Information Technology Assistant OTA0040	A		
Digital Design 1 8209510	Production Assistant GRA0024	B	GRA1100C Introduction to Computer Graphics – 3 credit hours	Portfolio evaluation OR Proctored GRA1100C (Intro to Computer Graphics) Department Exam/Practicum
Digital Design 2 8209520 Digital Design 3 8209530	Digital Assistant Designer GRA0025	C	GRA2190C Graphic Design Basics –3 credit hours	Portfolio Review
Digital Design 4 8209540	Graphic Designer GRA0026	D	GRA2150C Photoshop – 3 credit hours	Portfolio Evaluation AND Adobe Certified Associate-Photoshop <b>OR</b> Proctored GRA2150C Photoshop department exam/practicum
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 – 9 Credit hours</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

**CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION**

SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
DIGITAL DESIGN 8209600	DIGITAL DESIGN B070600		GRAPHIC DESIGN TECHNOLOGY	ASSESSMENTS
Introduction to Information Technology 8207310//Emerging Technology in Business	Information Technology Assistant OTA0040	A		
Digital Design 1 8209510	Production Assistant GRA0024	B	GRA1100C Introduction to Computer Graphics – 3 credit hours	Portfolio evaluation OR Proctored GRA1100C (Intro to Computer Graphics) Department Exam/Practicum
Digital Design 2 8209520 Digital Design 3 8209530	Digital Assistant Designer GRA0025	C	GRA2190C Graphic Design Basics –3 credit hours	Portfolio Evaluation AND Adobe Certified Associate-Photoshop OR Proctored GRA2150C Photoshop department exam/practicum  Portfolio Evaluation and Adobe Certified Associate—Illustrator OR Proctored GRA2151C Illustrator department exam/practicum
Digital Design 4 8209540	Graphic Designer GRA0026	D	GRA2150C Photoshop – 3 credit hours  GRA2151C Illustrator – 3 credit hours	
	Media Designer GRA0027	E	GRA2122C Desktop Publishing — 3 credit hours	Adobe Certified Associate-InDesign AND Portfolio Review
Business Cooperative Education OJT 8200410/ or AHCD OJT 8200430			GRA2949 Graphic Design Internship – 3 credit hours	Portfolio Review 150 hours with documentation
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 – 18 Credit hours</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ACCOUNTING APPLICATIONS 8302100	ACCOUNTING OPERATIONS B070110		ACCOUNTING TECHNOLOGY	ASSESSMENTS
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 (Computer Information Systems) Computer Information Systems—3 credit hours CGS1570 Integrated Business Applications—3 credit hours	Microsoft Office Associate  Microsoft Office Expert
Accounting Applications 1 8203310	Accounting Clerk ACO0040	B		
Accounting Applications 2 8203320	Accounting Associate ACO0041	C	APA1111 Intro to Acct—3 credit hours	Accounting Applications Certificate (8302100) or Accounting Operations Certificate (B070110)
Accounting Applications 3 8203330	Accounting Assistant ACO0042	D	APA2141 Computers for Accounting Applications—3 credit hours	QuickBooks Certified User (2015 or higher)
			GEB2210 Business Presentations & Communications—3 credit hours  ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Portfolio of Business Writing and Presentations
Business Cooperative OJT 8200410			ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-18 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ACCOUNTING APPLICATIONS 8302100	ACCOUNTING OPERATIONS B070110		ACCOUNTING CERTIFICATE	ASSESSMENTS
Digital Information Technology 8207310/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Accounting Applications 1 8203310	Accounting Clerk ACO0040	B	APA1111 Introduction to Accounting—3 credit hours	
Accounting Applications 2 8203320	Accounting Associate ACO0041	C	APA2141 Computers for Accounting Applications—3 credit hours	QuickBooks Certified User (2015 or higher)  Accounting Applications Certificate (8302100) or Accounting Operations Certificate (B070110)
Accounting Applications 3 8203330  Business Coop OJT 8200410	Accounting Assistant ACO0042	D	GEB2210 Business Presentations & Communications—3 credit hours  ACG2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Portfolio of Business Writing and Presentations  Employer evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
INTERNATIONAL BUSINESS 8216100	INTERNATIONAL BUSINESS B060901		BUSINESS ADMINISTRATION/MANAGEMENT	ASSESSMENTS
Introduction to Information Technology 8207310/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours <hr/> CGS 1570 Integrated Business Applications—3 credit hours	Microsoft Office Associate <hr/> Microsoft Office Expert
Accounting Applications 1 8203310	Manager Trainee	B	APA1111 Intro to Accounting—3 credit hours	
International Business Systems 8216110 International Finance & Law (level 3) 8216120	(1 of 2) MNA0000 Manager Trainee (2 of 2) MNA 0001	C	GEB2350 Introduction to International Business—3 credit hours	
Business Internship 8216130  Business Cooperative OJT 8300420			GEB2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
MEDICAL ADMINISTRATIVE SPECIALIST 8212300	MEDICAL ADMINISTRATIVE SPECIALIST B070300		BUSINESS ADMINISTRATION MANAGEMENT	ASSESSMENTS
Digital Information Technology/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 Computer Information Systems—3 credit hours  CGS1570 Integrated Business Applications Software—3 credit hours	Microsoft Office Associate  Microsoft Office Expert
Administrative Office Technology 1 8212110 Business Software Application 1 821220	Front Desk Specialist OTA0041 MICRO017	B		
Medical Office Technology 1 8212201 Medical Office Technology 2 8212202	Medical Office Technologist OTA631	C		
Medical Office Technology 3 8212203  Medical Office Internship	Medical Administrative Specialist OTA0651  Documented in field volunteer and work experience	D	GEB2949 Internship in Business— 3 credit hours MTC = SCF 64 hrs. = 1 credit hours 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument) must be career specific
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
MARKETING 8827100	MARKETING, MGMT & ENTREP. PRIN. M200500		BUSINESS ADMINISTRATION/MARKETING SPECIALIZATION	ASSESSMENTS
Marketing Essentials 8827110 Marketing Applications 8827120 (CORE) and E-Commerce	Salesperson, Retail MKA0432	A	MAR2011 Principles of Marketing—3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT   ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	ASSESSMENTS
BUSINESS MANAGEMENT and ANALYSIS 8301100	BUSINESS MANAGEMENT and ANALYSIS 8060200		BUSINESS ADMINISTRATION/ MANAGEMENT	
Digital Information Technology/Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS 1000 Computer information Systems--3 credit hours	Microsoft Office Associate
			CGS 1570 (Integrated Business Apps Software)-3 credit hours	Microsoft Office Expert
Business & Entrepreneurial Principles 8215120  Accounting Applications 1 8203310	Supervisor/Manager Trainee MNA0080	B	GEB1011 Introduction to Business-3 credit hours  MNA 1345 Management & Supervision-3 credit hours  MNA 1111 Introduction to Accounting-3 credit hours	QuickBooks Certified User (2015 or higher)
Management and Human Resources 8301110	Supervisor MNA0082	C	MAN2300 Management and Personnel-3 credits  BUL 2131 Legal Environment of Business— 3 credit hours	
Business Analysis 8301120				
Legal Aspects of Business 8215130				
Business Cooperative Education OJT 8200410	Documented in field volunteer and work experience	C	GEB 2949 Internship in Business- 1-3 credits MTC =SCF 64 hrs. = 1 credit hour 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer's evaluation of intern's performance (SCF Assessment Instrument)
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-24 CREDIT HOURS</b>	

CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ADMINISTRATIVE OFFICE SPECIALIST 8212500	ADMINISTRATIVE OFFICE SPECIALIST B070330		BUSINESS ADMINISTRATION/MANAGEMENT	ASSESSMENTS
Digital Information Technology/ Emerging Technology in Business 8207010	Information Technology Assistant OTA0040	A	CGS1000 (Computer Information Systems) – Computer Information Systems—3 credit hours	Microsoft Office Associate
Administrative Office Technology 1 8212110 Business Software Applications 1 8212120	Front Desk Specialist OTA0041	B	CGS1570 Integrated Business Applications Software—3 credit hours	Microsoft Office Expert
Digital Design 1 8209510	Assistant Digital Production Designer OTA0030 HTML & Publisher	C	GRA1100C—Intro to Computer Graphics—3 credit hours	In-person review of portfolio demonstrating proficiency in Photoshop, Illustrator, and InDesign
Administrative Office Technology 2-3 (8212410 & 8212420) Business Software Applications 2 8212160	Administrative Office Specialist OTA0043 Business Essentials Pearson	D		
Business Cooperative Education OJT 8200410	Internship (80 hrs.) BCE 150 hrs.		GEB2949 Internship in Business—1-3 credit hours MTC = SCF 64 hrs. = 1 credit hour 128 hrs. = 2 credit hours 192 hrs. = 3 credit hours	Employer evaluation of intern's performance (SCF Assessment Instrument) must be career specific
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: BUSINESS MANAGEMENT AND ADMINISTRATION AND INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
<b>WEB DEVELOPMENT 9001100</b>	<b>WEB DESIGN B070500</b>		<b>GRAPHIC &amp; WEB DESIGN [3022]-24 HOURS AND/OR WEB DEVELOPMENT SPECIALIST (3026)-36 HOURS</b>	<b>ASSESSMENTS</b>
Introduction to Information Technology 8207310 / Emerging Technology in Business 8207010	BTE Core OTA0040	A	CGS 1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Foundations of Web Design 9001110 User Interface Design 9001120	Web Design 1 CTS0076	B	CGS2820C Web Page Development – 3 credit hours  GRA2142C Web Design 1 – 3 credit hours	Certified Internet Webmaster – Site Development Associate OR MTA Intro to Programming Using HTML or CSS OR Adobe Dreamweaver
Web Scripting Fundamentals 9001130 Media Integration Essentials 9001140	Web Design 2 CTS0077	C	COP2822 Web Scripting – 3 credit hours  GRA2160C – Web Basic Animation – 3 credit hours	Portfolio Review
E-Commerce & Marketing Essentials 9001150 Interactivity Essentials 9001160	Web Design 3 CTS0078	D	CGS2172 Implementing a Commerce Enabled Website – 3 credit hours  CGS2823 – Advanced Web Page Development – 3 credit hours	Portfolio Review
Information Technology Directed Study 9000100 and/or Information Technology Cooperative Education OJT 9000420				
			<b>Total Articulated Credit hours: 3 – 21 credit hours</b>	
CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION				
Secondary Program	Technical Institute Program	OCP	State College of Florida	
<b>MARKETING 8827100</b>			<b>RISK MGMT INSURANCE SERVICES</b>	<b>ASSESSMENTS</b>
Marketing Essentials 8827110  Marketing Applications and E-Commerce 8827120		A	MKA 2021 Personal Selling—3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM-MTC	OCP	STATE COLLEGE OF FLORIDA-- MANATEE, SARASOTA	ASSESSMENTS
LEGAL ADMINISTRATIVE SPECIALIST 8212000	LEGAL ADMINISTRATIVE SPECIALIST B072000		PARALEGAL/LEGAL ASSISTING	
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	Information Technology Assistant	A	CGS1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
Administrative Office Technology 1 8212110  Business Software Applications 1 8212120	Front Desk Specialist OTA0041	B	CGS1570 Integrated Business Software—3 credit hours	Microsoft Office Expert
Legal Aspects of Business 8215130	Administrative Support OTA0042	C	PLA2763 Law Office Management—3 credit hours	Complete OCP C
Legal Office Technology 1 8212230 Legal Office Technology 2 8212240 Legal Office Technology 3 8212250	Legal Administrative Specialist OTA0050	D	PLA2732 Law Office Computer Applications—3 credit hours  PLA1003 Intro to Legal System—3 credit hours  GEB2210 Bus. Pres. & Communications—3 credit hours	National Society for Legal Technology (NSLT) Certification  Complete OCP D
Business Cooperative Education OJT 8200410	Business Cooperative Education OJT		PLA2949 Internship in Paralegal/Legal Assisting (elective)—3 credit hours	Complete 150 hours BCE Plan
Business Education Directed Study 8200100	Business Education Directed Study		PLA1949 Career Decision Work Experience in Legal Assisting—1-3 credit hours	Complete 50-150 hours externship plan
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-24 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

TECHNICAL COLLEGE PROGRAM-Manatee Technical College	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
FIRE SCIENCE I/II P43210		FIRE SCIENCE TECHNOLOGY (AS) [2016] 1743020112 (60 credit hours)	ASSESSMENTS
Fire Science I FFP0010	A	FFP 1740 (BFST1740, ATPC1740) Fire Service Course Delivery –3 credit hours  FFP 1810 (BFST1810, and ATPC1810) Firefighting Tactics and Strategy I—3 credit hours  FFP 2120 (BFST2120, and ATCP2120) Building Construction for the Fire Service—3 credit hours  FFP 2720 (BFST2720, ATPC2720) Company Officer—3 credit hours	SCF will articulate/accept 24 credit hours of the 30 listed as long as they were taken and passed within the life of this agreement.
Fire Fighter II	B	FFP 1505 (BFST1505, ATPC1505) Fire Prevention Practices—3 credit hours  FFP 1540 (BFST1540, ATPC1540) Private Fire Protection Systems I—3 credit hours  FFP 2741 (BFST2741, ATPC2741) Fire Service Course Design—3 credit hours  FFP 2510 (BFST1510, ATCP1510) Fire Codes and Standards—3credit hours  FFP 2521 (BFST2521, ATPC2521) Construction Documents and Plans Review—3 credit hours  FFP 2541, (BFST 2541, ATPC2541) Private Fire Protection Systems II— 3credit hours	
			Total Articulated Credit Hours: 3-24 credits
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>			

TECHNICAL COLLEGE PROGRAM-Manatee Technical College	STATE COLLEGE OF FLORIDA PROGRAM	
<b>Health Science Programs of 600 clock hours ore more listed below:</b>	<b>Health Science Management (AS) (60 credit hours)</b>	<b>ASSESSMENTS</b>
Dental Assisting Technology and Management (ATD) Massage Therapy Medical Assisting Medical Coder/Biller Optometric Assisting Paramedic (ATD) Practical Nursing (LPN) Surgical Technician Pharmacy Technician	Elective HSM Program Courses (choose any 10 credits) <ul style="list-style-type: none"> <li>• ACG 2021 - Principles of Financial Accounting (3 credit hours, AA)</li> <li>• CGS 1570 - Integrated Business Apps Software (3 credit hours, AA)</li> <li>• HSC 2531 – Understanding Medical Language (2 credit hours, AS)</li> <li>• HSC 2200 – Community Health Problems (3 credit hours, AA)</li> <li>• HSC 1100 – Personal Health (3 credit hours, AA)</li> <li>• HLP 1081 – Concepts of Wellness (3 credit hours, AA)</li> <li>• HIM 1102 – Introduction to Healthcare Informatics (3 credit hours, AS)</li> <li>• HIM 2510 – Quality and Performance Improvement (2 credit hours, AS)</li> <li>• HSA 2001 - Interprofessional Team Based Health Care (2 credit hours, AS)</li> <li>• HSC 2721 - Evidence-Based Healthcare Practice (2 credit hours, AS)</li> </ul>	
Additional credit hours, not to exceed 49% of the program credit hours may be awarded upon evaluation of student transcript(s) as determined by the Office of the Registrar.	<b>Required General Academic Courses:</b> <ul style="list-style-type: none"> <li>• ENC 1101 – Written Communication I (3 credit hours, AA)</li> <li>• Mathematics – Choose from Area II, A.S. (3 credit hours, AA)</li> <li>• PSY 2012 – General Psychology (3 credit hours, AA)</li> <li>• Humanities – Choose from Area IV, A.S. (3 credit hours, AA)</li> <li>• BSC 2085C – Anatomy and Physiology I (4 credit hours, AA)</li> <li>• Take either or: (3 credit hours, AA)                ENC 1102 – Written Communication II (3 credit hours, AA); or                SPC 1608 – Fundamental of Speech Communication (3 credit hours, AA)</li> <li>• Take either or: (3 credit hours, AA)                DEP 2004 – Human Development: Life Span (3 credit hours, AA); or                SYG 2000 – Principles of Sociology (3 credit hours, AA)</li> <li>• MCB 2010C – Microbiology (4 credit hours, AA)</li> <li>• BSC 2086C – Anatomy and Physiology II (4 credit hours, AA)</li> <li>• CGS 1000 – Computer Information Systems (3 credit hours, AA)</li> </ul>	Total Articulated Credit Hours:

Note: May be additional statewide articulation opportunity: <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
BIOMEDICAL SCIENCES 8708100		N/A	BIOTECHNOLOGY (AS) [2042] 1341010100 (61 credit hours)	ASSESSMENTS
Principles of Biomedical Sciences 8708110				
Human Body Systems 8708120			BSC 1020 Human Body—3 credit hours	
Medical Interventions 8708130			BSC 2420 C Introduction to Biotechnology Methods—3 credit hours	Biotechnology Assistant/skills evaluation by SCF Assessment Instrument TBD by Program Manager
Biomedical Innovation 8708140				
Health Science Education Cooperative OJT 8400410 OR Health Science Education Directed Study 8400100				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
<b>BUILDING TRADES &amp; CONSTRUCTION DESIGN TECHNOLOGY 8722000</b>	<b>BUILDING CONSTRUCTION TECHNOLOGY C100100</b>	OCP	<b>CONSTRUCTION MANAGEMENT TECHNOLOGY</b>	<b>ASSESSMENTS</b>
Building Trades and Construction Design Technology 1-3 (8722010, 8722030)	Building Construction Assistant BCV0080	A	ETI1701 Industrial Safety—3 credit hours  BCN2230 Building Construction Materials and Methods—3 credit hours	OSHA 10 Certification NCCER—Core NCCER—Carpentry NCCER--Construction Technology
Building Trades and Construction Design Technology 4 (8722040)	Carpentry and Masonry Technician BCV0081	B	BCT2770 Building Construction Estimating—3 credit hours	NCCER Carpentry 2
	Electrical and Plumbing Technician BCV 0082	C		
	Building Maintenance Technician BCV 0083	D		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
<b>BUILDING TRADES &amp; CONSTRUCTION DESIGN TECHNOLOGY 8722000</b>	<b>CONSTRUCTION TECHNOLOGY I460401</b>	OCP	<b>CONSTRUCTION MANAGEMENT TECHNOLOGY</b>	<b>ASSESSMENTS</b>
Building Trades and Construction Design Technology 1-3 (8722010, 8722030)	BCV0400 Bldg. Construction Helper	A	ETI1701 Industrial Safety—3 credit hours  BCN2230 Building Construction Materials and Methods—3 credit hours	OSHA 10 Certification NCCER—Core NCCER—Carpentry NCCER--Construction Technology
Building Trades and Construction Design Technology 4 (8722040)	Building Construction Technician 1 BCV0401	B	BCT2770 Building Construction Estimating—3 credit hours	NCCER Carpentry 2
	Building Construction Technician 2 BCV0401	C		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE & CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
DRAFTING 8725000	DRAFTING C100200		CONSTRUCTION MANAGEMENT TECHNOLOGY	ASSESSMENTS
N/A	Introduction to Drafting TDR0070	A	ETD1320C Intro to AutoCAD –3 credit hours	ADESK002 Autodesk Certified User AutoCAD
	Drafting Assistant TDR0370	B	ETD1390C Autodesk Revit—3 credit hours	ADESK008 Autodesk Certified User-Revit
	Drafting Detailer 1 & 2 TDR0775 Architectural Drafter/civil Drafter TDR0776	C	ETD2930C Selected Topics in Technology—3 credit hours	AMDDA002 Certified Apprentice Drafter-Architectural
	Architectural Drafter TDR0570	D	ETD2930C Selected Topics in Technology—3 credit hours	AMDDA003 Certified Drafter Architectural
	Civil Drafter TDR0874	E		AMDDA004 Certified Drafter Mechanical AMDDA005 Certified Apprentice Drafter Mechanical
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: ARCHITECTURE AND CONSTRUCTION				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
N/A	Air Conditioning, Refrigeration & Heating Technology		CONSTRUCTION MANAGEMENT TECHNOLOGY	ASSESSMENTS
	Air Conditioning, Refrigeration & Heating Helper ACR0041	A	ETI 1701 Industrial Safety—3 credit hours	OSHA 10 Certification CPR; First Aid; EPA
	Air Conditioning, Refrigeration & Heating Mechanic Assistant ACR0043	B		
	Air Conditioning, Refrigeration & Heating Mechanic 1 ACR0047 Air Conditioning, Refrigeration & Heating Mechanic 2 ACR0049	C	BCN1592 Energy Efficient Bldg. Construction – 3 credit hours	HVAC Excellence Electrical & Residential A/C Certifications
	Air Conditioning, Refrigeration & Heating Mechanic Technician ACR0044	D		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS			
TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	ASSESSMENTS
ELECTRICIAN I460314		Certificate Engineering Technology Support Specialist	
Electrical Helper BCV0603	A	ET11701 Industrial Safety—3 credit hours	OSHA/NCCER Core
Residential Electrician BCV0640	B		
Commercial Electrician BCV0652	C	EET1084-Introduction to Electronics—3 credit hours	NCCER Electrical Levels 1-4
Industrial Electrician BCV0667	D		
<b>TOTAL ARTICULATED CREDIT HOURS: 3-6 CREDIT HOURS</b>			
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>			

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ELECTRONICS TECHNOLOGY 8600900	Electronics		ELECTRONICS (CCC) [3018] 0615030310 (14 credit hours)	ASSESSMENTS
Electronics Technology 1 8600910	Electronics Assembly	A	EET1084C-Introduction to Electronics—3 credit hours	ACET (Skills)
Electronics Technology 2 8600920	Electronics Tester			
Electronics Technology 3 8600930	Electronics Equipment Repair	B		
Advanced Applications in Technology 8601900		C		
Work Based Experience 8601800				
<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ELECTRONICS TECHNOLOGY 8600900	N/A	N/A	ENGINEERING TECHNOLOGY (AS) [2040] 1615000001 (60 credit hours)	ASSESSMENTS
Electronics Technology 1 8600910			CGS1000 Computer Info Systems—3 credit hours	
Electronics Technology 2 8600920				
Electronics Technology 3 8600930			BCN1251C Construction Drafting OR EGN1111C Engineering Drawing OR ETD1320C Intro to CAD OR ETD 1390 C Autodesk Revit OR ETD 2364 C SolidWorks (up to 11 credit hours)	
Advanced Applications in Technology 8601900				
Work Based Experience 8601800			ETM1010 C Mechanical Measurements & Instrumentation--3 credit hours	
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				



CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
<b>APPLIED ENGINEERING TECHNOLOGY 84401100</b>	N/A	N/A	<b>ENGINEERING TECHNOLOGY Certificate: ENGINEERING TECHNOLOGY Support Specialist</b>	<b>ASSESSMENTS</b>
Applied Engineering Technology 1 8401110			ETI 1701 Industrial Safety—3 credit hours	OSHA 30 Certification MSSC Safety
Applied Engineering Technology 2 8401120			ETD1320C Introduction to AutoCAD—3 credit hours  EGN1111C Engineering Drawing—3 credit hours	MSSC Quality Practices & Measurement <b>OR</b> Autodesk Certified User (AutoCAD) <b>OR</b> Fusion 360 (AutoDesk)
Applied Engineering Technology 3 8401130			Upon Program Completion: ETM1010C Mechanical Measurement & Instrumentation—3 credit hours ETI1110 Quality Assurance—3 credit hours ETI1701 Industrial Safety—3 credit hours EET1084 Introduction to Electronics—3 credit hours ETI1420C Manufacturing & Materials Processes—3 credit hours ETD2364C-Intro to SolidWorks-3 credit hours	MSSC Manufacturing Processes & Production <b>OR</b> MSSC Maintenance Awareness SolidWorks CSWA <b>OR</b> AutoCAD User <b>OR</b> Inventor User <b>OR</b> Revit User <b>OR</b> MasterCAM <b>OR</b> RECFN001 Pre-Engineering <b>OR</b> RECFN002 Robotics <b>OR</b> Fusion 360 (AutoDesk)
Advanced Applications in Technology 8601900			ETD2368C Advanced SolidWorks—3 credit hours	CSWA Solidworks <b>AND</b> Portfolio
8601800 Work Based Experience				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-30 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY AND ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
ENGINEERING PATHWAYS 9400300	N/A	N/A	ENGINEERING TECHNOLOGY	ASSESSMENTS
8600550 Introduction to Engineering				
8600520 Principles of Engineering				
8600560 Computer Integrated Manufacturing or 8600590 Civil Engineering & Architecture or 8600620 Aerospace Technology or 8600630 Biotechnical Engineering			ETD1320C Introduction to AutoCAD –3credit hours	Autodesk Inventor <b>OR</b> Autodesk Fusion 360 <b>OR</b> Autodesk Revit
8600650 Engineering Design & Development				
			<b>TOTAL ARTICULATED CREDIT HOURS: 3 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA PROGRAM	
APPLIED Robotics 9410100	N/A	N/A	ENGINEERING TECHNOLOGY	ASSESSMENTS
Foundation of Robotics 9410110			ETI 1701: Safety (ADD) 3 credit hours	OSHA 30 Certification
Robotic Design Essentials 9410120			ETD1320C Introduction to AutoCAD –3 credit hours	AutoDesk Inventor <b>OR</b> CSWA Solidworks
Applied Engineering Technology 3 8401130				RECFN001 Pre-Engineering <b>OR</b> RECFN002 Robotics
Advanced Technical Applications			ETD2364C-Intro to SolidWorks-3 credit hours ETD2368C Advanced SolidWorks—3 credit hours	CSWA Solidworks <b>AND</b> Portfolio
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	
-------------------	---------------------------	-----	--------------------------	--

N/A	.NET APPLICATION DEVELOPMENT 7 PROGRAMMING Y700400		All Computer Science Programs for which these courses are required	ASSESSMENTS
	Information Technology Assistant OTAA0040 (150 hours)	A	CGS1000 Computer Information Systems --3 credit hours  *CGS1570 Integrated Business Apps Software—3 credit hours	Microsoft Office Systems (MOS) Associate  *Microsoft Office Systems (MOS) Expert
	Computer Support Assistant EEV0504 (150 hours)	B	COP2510 Programming Concepts—3 credit hours  COP2170 Visual Basic Programming—3 credit hours	MTA Microsoft Development Fundamentals 98-361 OR Certified Associate in Python Programming (CPAP)
	Network Support Technician CTS0026 (150 hours)	C	COP2224C C++II OR COP2250C Java I—3 credit hours  CGS1543 Database Design & Implementation—3 credit hours	MTA Microsoft Development Fundamentals 98-361 AND Microsoft Access Expert OR Certified Associate in Python Programming OR Microsoft C#
	Systems Administrator CTS0027 (150 hours)	D	COP2228C C++ II OR COP2805C JAVA II—3 credit hours	MTA Microsoft Development Fundamentals 98-361
	Systems Engineer CTS0028 (150 hours)	E		
	Wireless Network Administrator CTS0029 (150 hours)	F		
	Data Communications Analyst EEV0317 (150 hours)	G		
<b>TOTAL ARTICULATED CREDIT HOURS: 3-21 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS
N/A	APPLIED CYBERSECURITY Y100300		ALL COMPUTER SCIENCE PROGRAMS FOR WHICH THESE COURSES ARE REQUIRED	
	Cybersecurity Associate CTS0018 (600 hours)	A	CGS1000 (Computer Information Systems) Computer Information Systems—3 credit hours  CTS1150 Microcomputer Hardware and Maintenance—3 credit hours  CET1600 Networking Fundamentals—3 credit hours	CompTIA A+ CompTIA/Networks+
	Information Security Manager CTS0019 (150 hours)	B	CIS1355 Security Engineering—3 credit hours	CompTIA Security +
<b>TOTAL ARTICULATED CREDIT HOURS: 3-12 CREDIT HOURS</b>				
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

CLUSTER: INFORMATION TECHNOLOGY				
SECONDARY PROGRAM	TECHNICAL COLLEGE PROGRAM	OCP	STATE COLLEGE OF FLORIDA	ASSESSMENTS

	<b>COMPUTER SYSTEMS INFORMATION TECHNOLOGY Y100300</b>		<b>ALL COMPUTER SCIENCE PROGRAMS FOR WHICH THESE COURSES ARE REQUIRED</b>	
	Computer Systems Technician CTS0082	A	CGS1000 Computer Information Systems—3 credit hours	CompTIA A+
	Computer Network Technician CTS0083	B	CTS1150 Microcomputer Hardware and Maintenance—3 credit hours	CompTIA A+
	Computer Networking Specialist CTS0084	C	CET1600 Networking Fundamentals—3 credit hours	CompTIA Network+
	Computer Security Technician CTS0069	D	CET1600 Networking Fundamentals—3 credit hours	CompTIA Network+
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-9 CREDIT HOURS</b>	

<b>CLUSTER: INFORMATION TECHNOLOGY</b>				
<b>SECONDARY PROGRAM</b>	<b>TECHNICAL COLLEGE PROGRAM</b>	<b>OCP</b>	<b>STATE COLLEGE OF FLORIDA</b>	<b>ASSESSMENTS</b>
<b>JAVA DEVELOPMENT &amp; PROGRAMMING 9007200</b>	<b>BUSINESS COMPUTER PROGRAMMING B070320</b>		<b>All Computer Science Programs for which these courses are required</b>	
Digital Information Technology 8207310/ Emerging Technology in Business 8207010	BTE Core OTA0040	A	CGS1000 Computer Information Systems—3 credit hours	Microsoft Office Associate
			CGS1570 Integrated Business Software—3 credit hours	Microsoft Office Expert
Foundations of Programming 9007210	Computer Programmer Assistant CTS0041	B	COP2510 Programming Concepts—3 credit hours	MTA JAVA Script <b>OR</b> MTA Python <b>OR</b> MTA JAVA <b>OR</b> AP Computer Science
Procedural Programming 907220	Junior Programmer CTS0042	C	COP2250C Java Programming—3 credit hours	
Object Oriented Programming 9007230	Junior Programmer 2 CTS0043	D	COP2805C Java Programming 2 –3 credit hours	
	Computer Programmer CTS0044	E		
			<b>TOTAL ARTICULATED CREDIT HOURS: 3-15 CREDIT HOURS</b>	
Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a>				

**BOARD APPROVALS**

**STATE COLLEGE OF FLORIDA**

**MANATEE-SARASOTA**

---

**Dr. Carol Probstfeld, President** **Date**

---

**Tracy Knight, Chair, Board of Trustees** **Date**

**THE SCHOOL BOARD OF  
MANATEE COUNTY**

---

**Cynthia Saunders, Superintendent of Schools**      **Date**  
**Manatee County**

---

**Charlie Kennedy, Chair, School Board of Manatee**      **Date**  
**County**

THE SCHOOL BOARD OF

SARASOTA COUNTY



---

Dr. Brennan Asplen, Superintendent of Schools  
Sarasota County



---

Shirley Brown, Chair,  
School Board of Sarasota County





**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
GRANT PROPOSAL**

<b>NO: 21-06</b>	<b>TITLE:</b> <b>Coronavirus Aid, Relief, and Economic Security Act (CARES) Higher Education Emergency Relief Fund Aid to Students and to Educational Institutions – American Rescue Plan (UPDATE)</b>	<b>FUNDS REQUESTED:</b> <b>\$ 14,683,976 (student portion)</b> <b>\$ 19,679,448 (institutional portion)</b> <b>\$ 1,504,735 (strengthening inst. portion)</b> <b>\$ 35,868,159 (TOTAL)</b>
<b>SPONSORING AGENCY:</b> <b>U.S. Department of Education</b>		<b>SCF Cash Match:</b> <b>\$ 0</b>
<b>PROPOSERS: Julie Jakway, VP Finance &amp; Administrative Services</b>		<b>SCF In-Kind Match:</b> <b>\$ 0</b>

*College departments and participating personnel:* Julie Jakway, VP Finance & Administrative Services; Andrea LaChapelle, Financial Aid Director; Shan-Mei Phillips, Controller; Lydia Kloiber, Director, Institutional Compliance and Reporting

**GRANT SUMMARY:**

State College of Florida, Manatee-Sarasota (SCF) has received notification that the CARES Act funding for the Strengthening Institutions portion has been supplemented and the period to utilize the funds is extended to August 5, 2022. In addition, the student portion of the funds has been supplemented and may be utilized through May 19, 2023; and the institutional portion also has been supplemented and may be utilized through January 15, 2023.

SCF may use its grant funds for emergency financial aid grants to students, discharging student debt, student support activities, and to cover a variety of institutional costs, including lost revenue, reimbursement for expenses already incurred, administrative costs, indirect costs, technology costs associated with a transition to distance education, faculty and staff trainings, payroll, and minor remodeling.

Signature Page

Proposal # 21-06

	10/5/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Area Administrator	Date	Approved	Disapproved
	10/5/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Development	Date	Approved	Disapproved
	10/5/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acting VP for Institutional Effectiveness & Research	Date	Approved	Disapproved
	10/6/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Provost for Academic and Faculty Affairs	Date	Approved	Disapproved
	10/6/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Student Services & Enrollment Management	Date	Approved	Disapproved
	10/5/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Finance and Administrative Services	Date	Approved	Disapproved
	10/6/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive VP & Provost	Date	Approved	Disapproved
	10-7-21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Human Resources	Date	Approved	Disapproved
	10/7/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President	Date	Approved	Disapproved
Submitted to Board of Trustees	Date	Approved	Disapproved

**OFFICE OF THE VICE PRESIDENT OF  
FINANCE AND ADMINISTRATIVE SERVICES**

***Julie Martin Jakway, Vice President***

**TO:** State College of Florida, Manatee – Sarasota  
District Board of Trustees

**FROM:** Julie Martin Jakway  
Vice President of Finance and Administrative Services

**SUBJECT:** *Monthly Financial Report – July 2021*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of July 31, 2021.

Student Fees revenue for the current year decreased 7% from the same period last year. Other Student Fees revenue decreased by 5% over Other Student Fees reported through July of last year. Support from Local Government decreased by 13% over Support from Local Government through July of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs. State Support increased by 6% over State Support through July of last year. Last year, State Support at this point in the year was unusually low due to the loss of non-recurring revenue for the Nursing Center for Excellence and a 6% State appropriation holdback.

In the category of Expenses, overall Personnel costs are 51% lower as compared to last July. This is mainly due to timing difference between year-end entry reversal and actual pay out of one-time 4% increase pay for faculty/adjunct. Services expense increased 31% and Materials and Supplies expense increased 34% compared to July of last year. These increases are related to increased insurance expenses as well as new software purchases. Other Current Charges decreased 22% compared to the same category through July of last year. Capital Outlay in July was \$57,784, which includes the purchase of a new passenger van and a new cargo van.

With this fiscal year 8% complete, personnel costs are at 2% of the amount budgeted for the current year, equal to the three-year average for this time of year. Current expenses represent 11% of the amount budgeted, less than the three-year average of 9% for this time of year.

***In summary, with the year 8% complete:***

- Year-To-Date Actual Revenue is 17% of the Adjusted Budget, which is less than the three-year average of 21% for this time of year.
- Year-To-Date Actual Expense is 4% of the Adjusted Budget, which is equal to the three-year average for this time of year.
- Revenues are greater and expenses are less than what would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of July 31, 2021, totaled \$515,916, comparing to the three-year average of \$520,510. Student Fees revenue is \$470,015 and Other Student Fees is \$45,537, comparing to the three-year average of \$467,315 and \$51,342, respectively, for this time of year. Other Revenue is \$364 comparing to the three-year average of \$1,852 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$37,688 with Personnel totaling \$28,633 and Current Expense totaling \$9,056, comparing to the three-year average of \$31,595, \$22,887, and \$8,708, respectively, for this time of year. There were no Capital Outlay expenses through the month of July 2021.

On a percentage basis, Total Revenue is 31% of that budgeted comparing to the three-year average of 32% for this time of year. Total Expense is 2% of that budgeted comparing to the three-year average of 2% for this time of year.

### **Collegiate School – Bradenton Campus**

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of July 31, 2021, totaled \$276,143 comparing to the three-year average of \$269,765. Support from Local Government is \$277,550 comparing to the three-year average of \$267,528 for this time of year. State support is \$1,772 comparing to the three-year average of \$2,386 for this time of year. Federal Support is \$(3,343) comparing to the three-year average of \$(906) for this time of year. The deficit in Federal Support is mainly due to timing difference between reversal of accrued revenue and actual collection of federal grant receivables. Other Revenue is \$164 comparing to the three-year average of \$757 for this time of year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$156,551, with Personnel totaling \$57,296, Current Expense totaling \$70,986, and Capital Outlay expenses totaling 28,269 during the period. These figures compare to the three-year averages of \$79,967, \$25,135, \$52,233, and \$2,599, respectively, for this time of year.

On a percentage basis, Total Revenue is 7% of that budgeted, equal to the three-year average of 7% for this time of year. Total Expense is 4% of that budgeted, higher than the three-year average of 2% for this time of year.

### **Collegiate School – Venice Campus**

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, Federal Support, and Other Revenue. Total Revenue as of July 31, 2021, totaled \$114,815 comparing to \$33,394 during the same period last year. Through July 31, 2021, Support from Local Government is \$123,290 and Federal Support is \$(8,475). The deficit in Federal Support is mainly due to timing difference between reversal of accrued revenue and actual collection of federal grant receivables. Last year's Support from Local Government and Federal Support were \$33,394 and \$0, respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$39,022, with Personnel totaling \$14,216 and Current Expense totaling \$4,161. Capital Outlay expenses totaled \$20,645 during the period. These figures compare to prior year figures of \$13,069, \$13,282, \$(214), and \$0, respectively.

On a percentage basis, Total Revenue is 7% of that budgeted, prior year Total Revenue was 2% for this time of year. Total Expense is 2% of that budgeted, prior year was 1% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Lower Level Programs - Fund 11000

AC Type Description	July 31, 2021				July 31, 2020				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
41 Student Fees	14,900,550	14,900,550	5,445,934	37%	15,244,019	15,244,019	5,839,164	38%		-7%	
42 Other Student Fees	2,800,718	2,800,718	941,810	34%	3,061,538	3,061,538	986,405	32%		-5%	
43 Support From Local Government [1]	1,879,686	1,879,686	657,753	35%	1,749,600	1,749,600	755,862	43%		-13%	
44 State Support	26,325,874	26,325,874	1,878,919	7%	26,063,878	26,063,878	1,779,370	7%		6%	
45 Federal Support	3,900,000	3,900,000	0	0%	67,764	67,764	1,201	2%		2%	
46 Gifts, Private Grants & Contracts	0	0	0	0%	27,790	27,790	2,255	8%		8%	
47 Sales and Services Department	456,972	456,972	31,486	7%	588,377	588,377	28,640	5%		10%	
49 Other Revenue [2]	110,455	110,455	8,820	8%	243,804	243,804	11,038	5%		-20%	
4A Non-Revenue Receipts [3]	1,255,548	1,255,548	0	0%	374,128	374,128	1	0%		0%	
<b>Total : Revenue</b>	<b>51,629,803</b>	<b>51,629,803</b>	<b>8,964,723</b>	<b>17%</b>	<b>47,420,898</b>	<b>47,420,898</b>	<b>9,403,937</b>	<b>20%</b>		<b>-5%</b>	
<b>Grand Total : Revenue</b>	<b>51,629,803</b>	<b>51,629,803</b>	<b>8,964,723</b>	<b>17%</b>	<b>47,420,898</b>	<b>47,420,898</b>	<b>9,403,937</b>	<b>20%</b>		<b>-5%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	24,527,543	24,527,543	504,085	2%	24,372,958	24,372,958	979,271	4%		-49%	
52 Other Personnel Exp P/T (Non-Perm)	3,809,109	3,809,109	(59,406)	-2%	3,909,273	3,909,273	60,772	2%		2%	
53 Personnel Benefits	11,556,591	11,556,591	171,605	1%	9,650,374	9,650,374	224,493	2%		-24%	
<b>Total : Personnel</b>	<b>39,893,243</b>	<b>39,893,243</b>	<b>616,284</b>	<b>2%</b>	<b>37,932,605</b>	<b>37,932,605</b>	<b>1,264,536</b>	<b>3%</b>		<b>-51%</b>	
<b>Current Expense</b>											
61 Services [4]	10,251,215	10,168,251	1,433,169	14%	9,582,284	9,582,961	1,091,213	11%		31%	
62 Materials and Supplies	3,776,456	3,775,291	270,235	7%	3,685,237	3,686,254	202,019	5%		34%	
63 Other Current Charges [5]	3,012,667	3,007,667	178,099	6%	2,810,635	2,800,054	227,925	8%		-22%	
<b>Total : Current Expense</b>	<b>17,040,338</b>	<b>16,951,209</b>	<b>1,881,504</b>	<b>11%</b>	<b>16,078,157</b>	<b>16,069,269</b>	<b>1,521,157</b>	<b>9%</b>		<b>24%</b>	
<b>Transfers</b>											
69 Other Transfers	0	0	0	0%	805,975	805,975	0	0%		0%	
<b>Total : Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>		<b>0%</b>	
<b>Capital</b>											
71 Capital Outlay	26,845	115,974	57,784	50%	10,000	21,191	(1)	0%		0%	
<b>Total : Capital</b>	<b>26,845</b>	<b>115,974</b>	<b>57,784</b>	<b>50%</b>	<b>10,000</b>	<b>21,191</b>	<b>(1)</b>	<b>0%</b>		<b>0%</b>	
<b>Grand Total : Expense</b>	<b>56,960,426</b>	<b>56,960,426</b>	<b>2,555,572</b>	<b>4%</b>	<b>54,826,737</b>	<b>54,829,040</b>	<b>2,785,692</b>	<b>5%</b>		<b>-8%</b>	

[1] Dual enrollment revenue  
[2] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[3] Includes non-mandatory transfers in, proceeds from fixed asset sales, over and short, lost revenue recovery from CARES  
[4] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[5] Includes central store, scholarships, fee waivers, bad debt expense, unemployment comp and uninsured losses

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Upper Level Programs - Fund 12000

AC Type Description	July 31, 2021						July 31, 2020						Percent Change CY YTD Actual/ PY YTD Actual		
	Revenue			Expense			Revenue			Expense					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget		YTD Actual	YTD Actual / Adj Budget
41 Student Fees	1,368,210	1,368,210	470,015	34%	34%	1,316,515	1,316,515	494,337	38%	38%	1,316,515	1,316,515	494,337	38%	-5%
42 Other Student Fees	126,173	126,173	45,537	36%	36%	133,699	133,699	50,686	38%	38%	133,699	133,699	50,686	38%	-10%
44 State Support	178,164	178,164	0	0%	0%	178,164	178,164	0	0%	0%	178,164	178,164	0	0%	0%
49 Other Revenue [1]	2,897	2,897	364	13%	13%	34,523	34,523	593	2%	2%	34,523	34,523	593	2%	-39%
<b>Total : Revenue</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>515,916</b>	<b>31%</b>	<b>31%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>545,616</b>	<b>33%</b>	<b>33%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>545,616</b>	<b>33%</b>	<b>-5%</b>
<b>Grand Total : Revenue</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>515,916</b>			<b>1,662,901</b>	<b>1,662,901</b>	<b>545,616</b>			<b>1,662,901</b>	<b>1,662,901</b>	<b>545,616</b>		<b>-5%</b>
<b>Expense</b>															
<b>Personnel</b>															
51 Salaries-Full Time & Perm Part Time	826,011	826,011	6,916	1%	1%	785,061	785,061	13,470	2%	2%	785,061	785,061	13,470	2%	-49%
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	19,610	5%	5%	357,000	357,000	24,383	7%	7%	357,000	357,000	24,383	7%	-20%
53 Personnel Benefits	305,502	305,502	2,107	1%	1%	386,645	386,645	4,251	1%	1%	386,645	386,645	4,251	1%	-50%
<b>Total : Personnel</b>	<b>1,498,513</b>	<b>1,498,513</b>	<b>28,633</b>	<b>2%</b>	<b>2%</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>42,104</b>	<b>3%</b>	<b>3%</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>42,104</b>	<b>3%</b>	<b>-32%</b>
<b>Current Expense</b>															
61 Services [2]	30,650	30,650	0	0%	0%	29,650	29,650	(51)	0%	0%	29,650	29,650	(51)	0%	-100%
62 Materials and Supplies	83,545	83,545	-	0%	0%	84,545	84,545	0	0%	0%	84,545	84,545	0	0%	0%
63 Other Current Charges [3]	62,736	62,736	9,056	14%	14%	20,000	20,000	7,266	36%	36%	20,000	20,000	7,266	36%	5%
<b>Total : Current Expense</b>	<b>176,931</b>	<b>176,931</b>	<b>9,056</b>	<b>5%</b>	<b>5%</b>	<b>134,195</b>	<b>134,195</b>	<b>7,215</b>	<b>5%</b>	<b>5%</b>	<b>134,195</b>	<b>134,195</b>	<b>7,215</b>	<b>5%</b>	<b>26%</b>
<b>Capital</b>															
71 Capital Outlay	0	0	0	0%	0%	0	0	0	0%	0%	0	0	0	0%	0%
<b>Total : Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
<b>Grand Total : Expense</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>37,689</b>	<b>2%</b>	<b>2%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>49,319</b>	<b>3%</b>	<b>3%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>49,319</b>	<b>3%</b>	<b>-24%</b>

[1] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[2] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[3] Includes central store, scholarships, fee waivers and bad debt expense



**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: One (01)  
AMENDMENT NUMBER: One (01)**

**FISCAL YEAR: 2021-22  
July 2021**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT			REVISED
	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 11,417,698	\$	\$	\$ 11,417,698
REVENUES	51,629,803			51,629,803
TOTAL TO BE ACCOUNTED FOR	\$ 63,047,501	\$ 0	\$ 0	\$ 63,047,501
SALARIES	\$ 39,893,243	\$	\$	\$ 39,893,243
CURRENT EXPENSES	17,040,338		89,129 <a>	16,951,209
CAPITAL OUTLAY	26,845	89,129 <b>		115,974
ENDING FUND BALANCE	6,087,075			6,087,075
TOTAL ACCOUNTED FOR	\$ 63,047,501	\$ 89,129	\$ 89,129	\$ 63,047,501

JUSTIFICATION:

<a> The \$89,129 net decrease in Current Expenses is due to:

Purchase of new computers for the Admissions Department	\$ (1,554)
Purchase of golf carts	(30,000)
Purchase of new vehicles	(65,000)
Purchase of equipment to aid hearing impaired students	(1,139)
Tree trimming and mulching of campus	8,564
	<u>\$ (89,129)</u>

<b> The \$89,129 net increase in Capital Outlay is due to:

Purchase of new computers for the Admissions Department	1,554
Purchase of golf carts	30,000
Purchase of new vehicles	65,000
Purchase of equipment to aid hearing impaired students	1,139
Tree trimming and mulching of campus	(8,564)
	<u>\$ 89,129</u>



**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Two (02)  
AMENDMENT NUMBER: Two (02)

FISCAL YEAR: 2021-22  
July 2021

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,637,477	\$	\$	\$ 1,637,477
REVENUES	30,783,436	22,651 <a>		30,806,087
TOTAL TO BE ACCOUNTED FOR	\$ 32,420,913	\$ 22,651	\$ 0	\$ 32,443,564
SALARIES	\$ 3,362,435	\$ 10,244 <b>	\$	\$ 3,372,679
CURRENT EXPENSES	26,698,283		73,193 <c>	26,710,690
CAPITAL OUTLAY	1,432,141	85,600 <d>		1,432,141
ENDING FUND BALANCE	928,054		0	928,054
TOTAL ACCOUNTED FOR	\$ 32,420,913	\$ 95,844	\$ 73,193	\$ 32,443,564

JUSTIFICATION:

<a> The \$22,651 increase in Revenue is due to:

Establish ESSER I grant budget	5,325
Establish ESSER II grant budget	11,421
Additional funds awarded for NSF-B2B grant	\$ 757
Allocate increased CROP budget to salaries, and purchase iPads and Student Access SMS license	5,148
	<u>\$ 22,651</u>

<b> The \$10,244 net increase in Salaries is due to:

Additional funds awarded for NSF-B2B grant	557
Align Title III budget to fund for temp staff	10,000
Allocate increased CROP budget to salaries, and purchase iPads and Student Access SMS license	(313)
	<u>\$ 10,244</u>

<c> The \$73,193 net decrease in Current Expenses is due to:

Establish ESSER I grant budget	5,325
Establish ESSER II grant budget	328
Establish ESSER II grant budget	11,093
Reclass Rapid Credentialing Grant from Current Expense to Capital Outlay	(85,600)
Additional funds awarded for NSF-B2B grant	200
Align Title III budget to fund for temp staff	(10,000)
Allocate increased CROP budget to salaries, and purchase iPads and Student Access SMS license	5,461
	<u>\$ (73,193)</u>

<d> The \$85,600 increase in Capital Outlay is due to:

Reclass Rapid Credentialing Grant from Current Expense to Capital Outlay	85,600
	<u>\$ 85,600</u>

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Three (03)  
AMENDMENT NUMBER: Three (03)

FISCAL YEAR: 2021-22  
July 2021

FUND NAME: COLLEGIATE SCHOOL-VC

FUND NUMBER: 23001

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 207,623	\$	\$	\$ 207,623
REVENUES	1,537,224			1,537,224
TOTAL TO BE ACCOUNTED FOR	\$ 1,744,847	\$ 0	\$ 0	\$ 1,744,847
SALARIES	\$ 872,937	\$	\$	\$ 872,937
CURRENT EXPENSES	650,806		480 <a>	650,326
CAPITAL OUTLAY	240,346	480 <b>		240,826
ENDING FUND BALANCE	(19,242)			(19,242)
TOTAL ACCOUNTED FOR	\$ 1,744,847	\$ 480	\$ 480	\$ 1,744,847

JUSTIFICATION:

<b> The \$480 decrease in Current Expense is due to:  
Re-allocate budget to purchase new shelving

\$ (480)  
\$ (480)

<c> The \$480 increase in Capital Outlay is due to:  
Re-allocate budget to purchase new shelving

\$ 480  
\$ 480

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Four (04)  
AMENDMENT NUMBER: Four (04)**

**FISCAL YEAR: 2020-21  
July 2021**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

	PRESENT			REVISED
CATEGORY	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 19,041,695	\$	\$	\$ 19,041,695
REVENUES	13,186,733			13,186,733
TOTAL TO BE ACCOUNTED FOR	\$ 32,228,428	\$ 0	\$ 0	\$ 32,228,428
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSES	508,700	26,186 <a>		534,886
CAPITAL OUTLAY	17,496,975		551,519 <b>	16,945,456
ENDING FUND BALANCE	14,222,753	525,333 <c>		14,748,086
TOTAL ACCOUNTED FOR	\$ 32,228,428	\$ 551,519	\$ 551,519	\$ 32,228,428

JUSTIFICATION:

<a> The \$26,186 net increase in Current Expenses is due to:

Increase CIF and CO&DS furniture budgets	40,000
Re-allocate budget to purchase projectors and miscellaneous supplies	4,000
Decrease Bldg. 8 renovation project and close Bldg. 25 renovation matching project	<u>(17,814)</u>
	\$ <u>26,186</u>

<b> The \$551,519 net decrease in Capital Outlay is due to:

Increase CIF and CO&DS furniture budgets	20,000
Re-allocate budget to purchase projectors and miscellaneous supplies	(4,000)
Decrease Bldg. 8 renovation project and close Bldg. 25 renovation matching project	<u>(571,019)</u>
Increase CIF College Wayfinding budget	3,500
	\$ <u>(551,519)</u>

<c> The \$525,333 net increase in Ending Fund Balance is due to:

Increase CIF and CO&DS furniture budgets	(60,000)
Decrease Bldg. 8 renovation project and close Bldg. 25 renovation matching project	588,833
Increase CIF College Wayfinding budget	<u>(3,500)</u>
	\$ <u>525,333</u>

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Collegiate School - Bradenton Campus

AC Type Description	July 31, 2021				July 31, 2020				Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	
<b>Revenue</b>									
43 Support From Local Government [1]	3,773,276	3,773,276	277,550	7%	3,834,031	3,834,031	265,694	7%	4%
44 State Support [2]	271,540	271,540	1,772	1%	40	40	0	0%	0%
45 Federal Support [3]	11,268	11,268	(3,343)	-30%	11,268	11,268	(400)	-4%	-56%
49 Other Revenue [4]	79,430	79,430	164	0%	2,141	2,141	376	18%	4%
<b>Total : Revenue</b>	<b>4,135,514</b>	<b>4,135,514</b>	<b>276,143</b>	<b>7%</b>	<b>3,847,480</b>	<b>3,847,480</b>	<b>265,670</b>	<b>7%</b>	<b>4%</b>
<b>Grand Total : Revenue</b>	<b>4,135,514</b>	<b>4,135,514</b>	<b>276,143</b>	<b>7%</b>	<b>3,847,480</b>	<b>3,847,480</b>	<b>265,670</b>	<b>7%</b>	<b>4%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	1,672,826	1,672,826	46,095	3%	1,641,483	1,641,483	34,029	2%	35%
52 Other Personnel Exp P/T (Non-Perm)	74,520	74,520	11	0%	59,200	59,200	300	1%	-96%
53 Personnel Benefits	752,885	752,885	11,189	1%	713,946	713,946	10,099	1%	11%
<b>Total : Personnel</b>	<b>2,500,231</b>	<b>2,500,231</b>	<b>57,296</b>	<b>2%</b>	<b>2,414,629</b>	<b>2,414,629</b>	<b>44,428</b>	<b>2%</b>	<b>29%</b>
<b>Current Expense</b>									
61 Services [5]	1,113,477	1,113,477	36,130	3%	1,055,796	1,064,996	38,751	4%	-7%
62 Materials and Supplies	367,342	367,342	34,856	9%	367,119	377,919	23,544	6%	48%
<b>Total : Current Expense</b>	<b>1,480,819</b>	<b>1,480,819</b>	<b>70,986</b>	<b>5%</b>	<b>1,422,915</b>	<b>1,442,915</b>	<b>62,296</b>	<b>4%</b>	<b>14%</b>
<b>Capital</b>									
Capital Outlay	292,241	292,241	28,269	10%	25,000	405,000	0	0%	0%
<b>Total : Capital</b>	<b>292,241</b>	<b>292,241</b>	<b>28,269</b>	<b>10%</b>	<b>25,000</b>	<b>405,000</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
<b>Grand Total : Expense</b>	<b>4,273,290</b>	<b>4,273,290</b>	<b>156,551</b>	<b>4%</b>	<b>3,862,544</b>	<b>4,262,544</b>	<b>106,724</b>	<b>3%</b>	<b>47%</b>

[1] Includes revenue from Manatee County school district  
 [2] Includes capital funding from Manatee County school district  
 [3] Includes grant revenue  
 [4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.  
 [5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Collegiate School - Venice Campus

AC Type Description	July 31, 2021				July 31, 2020					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent
<b>Revenue</b>										
43 Support From Local Government [1]	1,408,550	1,408,550	123,290	9%	758,684	758,684	33,394	4%		
45 Federal Support [2]	128,674	145,420	(8,475)	-6%	547,823	547,823	0	0%		
49 Other Revenue [3]	0	0	8		0	0	0	0%		
4A Non-Revenue Receipts	0	0	0		114,013	114,013	0	0%		
<b>Total : Revenue</b>	<b>1,537,224</b>	<b>1,553,970</b>	<b>114,823</b>	<b>7%</b>	<b>1,420,520</b>	<b>1,420,520</b>	<b>33,394</b>	<b>2%</b>		
<b>Grand Total : Revenue</b>	<b>1,537,224</b>	<b>1,553,970</b>	<b>114,823</b>	<b>7%</b>	<b>1,420,520</b>	<b>1,420,520</b>	<b>33,394</b>	<b>2%</b>		
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	620,775	620,775	11,813	2%	232,283	278,858	11,105	4%		
52 Other Personnel Exp P/T (Non-Perm)	6,000	6,000	0	0%	6,000	6,000	0	0%		
53 Personnel Benefits	246,162	246,162	2,403	1%	81,914	91,757	2,178	2%		
<b>Total : Personnel</b>	<b>872,937</b>	<b>872,937</b>	<b>14,216</b>	<b>2%</b>	<b>320,197</b>	<b>376,615</b>	<b>13,282</b>	<b>4%</b>		
<b>Current Expense</b>										
61 Services [4]	400,328	405,653	933	0%	456,246	399,828	(432)	0%		
62 Materials and Supplies	250,478	261,419	3,228	1%	383,854	383,854	218	0%		
<b>Total : Current Expense</b>	<b>650,806</b>	<b>667,072</b>	<b>4,161</b>	<b>1%</b>	<b>840,100</b>	<b>783,682</b>	<b>(214)</b>	<b>0%</b>		
<b>Capital</b>										
71 Capital Outlay	240,346	240,826	20,645	9%	308,606	308,606	0	0%		
<b>Total : Capital</b>	<b>240,346</b>	<b>240,826</b>	<b>20,645</b>	<b>9%</b>	<b>308,606</b>	<b>308,606</b>	<b>0</b>	<b>0%</b>		
<b>Grand Total : Expense</b>	<b>1,764,089</b>	<b>1,780,835</b>	<b>39,022</b>	<b>2%</b>	<b>1,468,903</b>	<b>1,468,903</b>	<b>13,069</b>	<b>1%</b>		

[1] Includes revenue from Sarasota County school district

[2] Includes grant revenue

[3] Includes interest and dividends revenue

[4] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

**ACCEPTANCE OF GIFTS AND GRANTS**

It is respectfully requested the District Board of Trustees of State College of Florida, Manatee-Sarasota accept and approve the following gifts and grants.

<b>July 2021</b>		
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
July YTD Revenue	703,756	Pell Grant 2020-2021
Change for Month of July	703,756	
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant 2020-2021</b>	<b>703,756</b>	

**OFFICE OF THE VICE PRESIDENT OF  
FINANCE AND ADMINISTRATIVE SERVICES**

***Julie Martin Jakway, Vice President***

**TO:** State College of Florida, Manatee – Sarasota  
District Board of Trustees

**FROM:** Julie Martin Jakway  
Vice President of Finance and Administrative Services

**SUBJECT:** *Monthly Financial Report – August 2021*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of August 31, 2021.

Student Fees revenue for the current year decreased 6% from the same period last year. Other Student Fees revenue increased by 3% over Other Student Fees reported through August of last year. Support from Local Government decreased by 19% over Support from Local Government through August of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs. State Support increased by 6% over State Support through August of last year. Last year, State Support at this point in the year was unusually low due to the loss of non-recurring revenue for the Nursing Center for Excellence and a 6% State appropriation holdback.

In the category of Expenses, overall Personnel costs are 28% lower as compared to last August. Services expense increased 20% and Materials and Supplies expense increased 9% compared to August of last year. These increases are related to increased insurance expenses as well as new software purchases. Other Current Charges decreased 13% compared to the same category through August of last year. Capital Outlay in August was \$64,240 compared to \$11,519 last August. Most of this increase is due to purchase of a new passenger van and a new cargo van.

With this fiscal year 17% complete, personnel costs are at 7% of the amount budgeted for the current year, less than the three-year average of 10% for this time of year. Current expenses represent 16% of the amount budgeted, slightly greater than the three-year average of 15% for this time of year.

***In summary, with the year 17% complete:***

- Year-To-Date Actual Revenue is 23% of the Adjusted Budget, which is less than the three-year average of 27% for this time of year.
- Year-To-Date Actual Expense is 9% of the Adjusted Budget, which is less than the three-year average of 11% for this time of year.
- Revenues are greater and expenses are less than what would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of August 31, 2021, totaled \$539,886, comparing to the three-year average of \$548,494. Student Fees revenue is \$492,868 and Other Student Fees is \$46,466, comparing to the three-year average of \$494,487 and \$49,951, respectively, for this time of year. Other Revenue is \$552 comparing to the three-year average of \$4,056 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$80,626 with Personnel totaling \$66,049 and Current Expense totaling \$14,577, comparing to the three-year average of \$96,622, \$87,607, and \$9,015, respectively, for this time of year. There were no Capital Outlay expenses through the month of August 2021.

On a percentage basis, Total Revenue is 32% of that budgeted comparing to the three-year average of 34% for this time of year. Total Expense is 5% of that budgeted comparing to the three-year average of 6% for this time of year.



### **Collegiate School – Bradenton Campus**

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of August 31, 2021, totaled \$710,617 comparing to the three-year average of \$579,497. Support from Local Government is \$711,940 comparing to the three-year average of \$563,017 for this time of year. State support is \$1,772 comparing to the three-year average of \$20,993 for this time of year. Federal Support is \$(3,343) comparing to the three-year average of \$1,409 for this time of year. Other Revenue is \$248 comparing to the three-year average of \$1,546 for this time of year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$557,213, with Personnel totaling \$192,482, Current Expense totaling \$172,882, and Capital Outlay expenses totaling 191,849 during the period. These figures compare to the three-year averages of \$259,397, \$158,604, \$88,736, and \$12,057, respectively, for this time of year.

On a percentage basis, Total Revenue is 17% of that budgeted, greater than the three-year average of 15% for this time of year. Total Expense is 13% of that budgeted, higher than the three-year average of 6% for this time of year.

### **Collegiate School – Venice Campus**

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, Federal Support, and Other Revenue. Total Revenue as of August 31, 2021, totaled \$239,114 comparing to \$77,501 during the same period last year. Through August 31, 2021, Support from Local Government is \$247,576 and Federal Support is \$0. Last year's figures were \$77,501 and \$0, respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$173,095, with Personnel totaling \$60,740 and Current Expense totaling \$12,395. Capital Outlay expenses totaled \$99,960 during the period. These figures compare to prior year figures of \$41,429, \$33,238, \$8,191, and \$0, respectively.

On a percentage basis, Total Revenue is 15% of that budgeted, prior year Total Revenue was 5% for this time of year. Total Expense is 6% of that budgeted, prior year was 3% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Lower Level Programs - Fund 11000

AC Type Description	August 31, 2021				August 31, 2020				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
41 Student Fees	14,900,550	14,900,550	6,155,830	41%	15,244,019	15,244,019	6,583,772	43%		-6%	
42 Other Student Fees	2,800,718	2,800,718	1,110,088	40%	3,061,538	3,061,538	1,078,130	35%		3%	
43 Support From Local Government [1]	1,879,686	1,879,686	654,658	35%	1,749,600	1,749,600	813,086	46%		-19%	
44 State Support	26,325,874	26,325,874	3,758,708	14%	26,063,878	26,063,878	3,559,252	14%		6%	
45 Federal Support	3,900,000	3,900,000	2,803	0%	67,764	67,764	3,152	5%		-11%	
46 Gifts, Private Grants & Contracts	0	0	0		27,790	27,790	6,150	22%		-100%	
47 Sales and Services Department	456,972	456,972	99,692	22%	588,377	588,377	91,498	16%		9%	
49 Other Revenue [2]	110,455	110,455	41,765	38%	243,804	243,804	24,475	10%		71%	
4A Non-Revenue Receipts [3]	1,255,548	1,257,048	(1)	0%	374,128	374,128	0	0%		0%	
<b>Total : Revenue</b>	<b>51,629,803</b>	<b>51,631,303</b>	<b>11,823,544</b>	<b>23%</b>	<b>47,420,898</b>	<b>47,420,898</b>	<b>12,159,517</b>	<b>26%</b>		<b>-3%</b>	
<b>Grand Total : Revenue</b>	<b>51,629,803</b>	<b>51,631,303</b>	<b>11,823,544</b>	<b>23%</b>	<b>47,420,898</b>	<b>47,420,898</b>	<b>12,159,517</b>	<b>26%</b>		<b>-3%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	24,527,543	24,529,393	1,764,390	7%	24,372,958	24,372,958	2,657,698	11%		-34%	
52 Other Personnel Exp P/T (Non-Perm)	3,809,109	3,809,109	33,775	1%	3,909,273	3,915,298	143,390	4%		-76%	
53 Personnel Benefits	11,556,591	11,556,591	804,874	7%	9,650,374	9,650,374	807,150	8%		0%	
<b>Total : Personnel</b>	<b>39,893,243</b>	<b>39,895,093</b>	<b>2,603,039</b>	<b>7%</b>	<b>37,932,605</b>	<b>37,938,630</b>	<b>3,608,238</b>	<b>10%</b>		<b>-28%</b>	
<b>Current Expense</b>											
61 Services [4]	10,251,215	10,162,090	1,966,133	19%	9,582,284	9,587,116	1,632,316	17%		20%	
62 Materials and Supplies	3,776,456	3,772,389	384,256	10%	3,685,237	3,681,179	353,533	10%		9%	
63 Other Current Charges [5]	3,012,667	3,005,611	350,231	12%	2,810,635	2,787,660	400,707	14%		-13%	
<b>Total : Current Expense</b>	<b>17,040,338</b>	<b>16,940,090</b>	<b>2,700,619</b>	<b>16%</b>	<b>16,078,157</b>	<b>16,055,954</b>	<b>2,386,556</b>	<b>15%</b>		<b>13%</b>	
<b>Transfers</b>											
69 Other Transfers	0	0	0		805,975	805,975	0	0%		0%	
<b>Total : Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>		<b>0%</b>	
<b>Capital</b>											
71 Capital Outlay	26,845	126,743	64,240	51%	10,000	28,481	11,519	40%		458%	
<b>Total : Capital</b>	<b>26,845</b>	<b>126,743</b>	<b>64,240</b>	<b>51%</b>	<b>10,000</b>	<b>28,481</b>	<b>11,519</b>	<b>40%</b>		<b>458%</b>	
<b>Grand Total : Expense</b>	<b>56,960,426</b>	<b>56,961,926</b>	<b>5,367,899</b>	<b>9%</b>	<b>54,826,737</b>	<b>54,829,040</b>	<b>6,006,312</b>	<b>11%</b>		<b>-11%</b>	

[1] Dual enrollment revenue  
[2] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[3] Includes non-mandatory transfers in, proceeds from fixed asset sales, over and short, lost revenue recovery from CARES  
[4] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[5] Includes central store, scholarships, fee waivers, bad debt expense, unemployment comp and uninsured losses

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Upper Level Programs - Fund 12000

AC Type Description	August 31, 2021						August 31, 2020						Percent Change CY YTD Actual/ PY YTD Actual
	Revenue			Expense			Revenue			Expense			
	Orig Budget	Adj Budget	YTD Actual / Adj Budget	YTD Actual / Adj Budget	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual / Adj Budget	YTD Actual / Adj Budget	YTD Actual / Adj Budget	Percent	
41 Student Fees	1,368,210	1,368,210	492,868	36%	1,316,515	1,316,515	533,619	41%				-8%	
42 Other Student Fees	126,173	126,173	46,466	37%	133,699	133,699	47,819	36%				-3%	
44 State Support	178,164	178,164	0	0%	178,164	178,164	0	0%				0%	
49 Other Revenue [1]	2,897	2,897	552	19%	34,523	34,523	1,130	3%				-51%	
<b>Total : Revenue</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>539,886</b>	<b>32%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>582,569</b>	<b>35%</b>				<b>-7%</b>	
<b>Grand Total : Revenue</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>539,886</b>	<b>32%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>582,569</b>	<b>35%</b>				<b>-7%</b>	
<b>Expense</b>													
<b>Personnel</b>													
51 Salaries-Full Time & Perm Part Time	826,011	826,011	19,397	2%	785,061	785,061	41,897	5%				-54%	
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	39,152	11%	357,000	357,000	25,883	7%				51%	
53 Personnel Benefits	305,502	305,502	7,500	2%	386,645	386,645	13,676	4%				-45%	
<b>Total : Personnel</b>	<b>1,498,513</b>	<b>1,498,513</b>	<b>66,049</b>	<b>4%</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>81,455</b>	<b>5%</b>				<b>-19%</b>	
<b>Current Expense</b>													
61 Services [2]	30,650	30,650	438	1%	29,650	29,650	166	1%				164%	
62 Materials and Supplies	83,545	83,545	120	0%	84,545	84,545	(5,068)	-6%				-102%	
63 Other Current Charges [3]	62,736	62,736	14,019	22%	20,000	20,000	11,245	56%				130%	
<b>Total : Current Expense</b>	<b>176,931</b>	<b>176,931</b>	<b>14,577</b>	<b>8%</b>	<b>134,195</b>	<b>134,195</b>	<b>6,343</b>	<b>5%</b>					
<b>Capital</b>													
71 Capital Outlay	0	0	0		0	0	0						
<b>Total : Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>						
<b>Grand Total : Expense</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>80,626</b>	<b>5%</b>	<b>1,662,901</b>	<b>1,662,901</b>	<b>87,799</b>	<b>5%</b>				<b>-8%</b>	

[1] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[2] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[3] Includes central store, scholarships, fee waivers and bad debt expense

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Five (05)  
AMENDMENT NUMBER: Five (05)

FISCAL YEAR: 2021-22  
August 2021

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT			REVISED
	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 11,417,698	\$	\$	\$ 11,417,698
REVENUES	51,629,803	1,500 <a>		51,631,303
TOTAL TO BE ACCOUNTED FOR	\$ 63,047,501	\$ 1,500	\$ 0	\$ 63,049,001
SALARIES	\$ 39,893,243	\$ 1,850 <b>	\$	\$ 39,895,093
CURRENT EXPENSES	16,951,209		11,119 <c>	16,940,090
CAPITAL OUTLAY	115,974	10,769 <d>		126,743
ENDING FUND BALANCE	6,087,075			6,087,075
TOTAL ACCOUNTED FOR	\$ 63,047,501	\$ 12,619	\$ 11,119	\$ 63,049,001

JUSTIFICATION:

<a> The \$1,5000 increase in Revenue is due to:		
Transfer funds from Auxiliary to Unrestricted Fund for AVP business meetings		\$ 1,500
		\$ 1,500
<b> The \$1,850 increase in Salaries is due to:		
Support additional stipends for B2B and Mote Marine grants		\$ 1,850
		\$ 1,850
<c> The \$11,119 net decrease in Current Expenses is due to:		
Transfer funds from Auxiliary to Unrestricted Fund for AVP business meetings		\$ 1500
Support additional stipends for B2B and Mote Marine grants		(1,850)
Purchase new Anatomy and Physiology models		(1,471)
Replace digital x-ray sensor		(6,528)
Purchase rear seat, cargo box and strut kits for campus golf carts		(2,770)
		\$ (11,119)
<d> The \$10,769 increase in Capital Outlay is due to:		
Purchase new Anatomy and Physiology models		1,471
Replace digital x-ray sensor		6,528
Purchase rear seat, cargo box and strut kits for campus golf carts		2,770
		\$ 10,769

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Six (06)  
AMENDMENT NUMBER: Six (06)

FISCAL YEAR: 2021-22  
August 2021

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,637,477	\$	\$	\$ 1,637,477
REVENUES	30,806,087		3,795,191 <a>	27,010,896
TOTAL TO BE ACCOUNTED FOR	\$ 32,443,564	\$ 0	\$ 3,795,191	\$ 28,648,373
SALARIES	\$ 3,372,679	\$	\$ 11,896 <b>	\$ 3,360,783
CURRENT EXPENSES	26,710,690		3,752,836 <c>	23,009,456
CAPITAL OUTLAY	1,432,141	51,602 <d>		1,432,141
ENDING FUND BALANCE	928,054		82,061 <e>	845,993
TOTAL ACCOUNTED FOR	\$ 32,443,564	\$ 51,602	\$ 3,846,793	\$ 28,648,373

JUSTIFICATION:

- <a> The \$3,795,191 net decrease in Revenue is due to:
  - Revise HEERF Student Enrollment Hardship budget (budget roll correction) (4,641,700)
  - Revise HEERF Strengthening Institutions Program budget (budget roll correction) 811,804
  - Establish budgets for ESSER I & II grants 34,705
  - \$ (3,795,191)
- <b> The \$11,896 net decrease in Salaries is due to:
  - Perkins budget amendment, as approved by FL DOE (4,369)
  - Purchase student computers and pay for temp employees for TRIO grant (8,263)
  - Purchase iPads for CROP 736
  - \$ (11,896)
- <c> The \$3,752,836 net decrease in Current Expenses is due to:
  - Revise HEERF Student Enrollment Hardship budget (budget roll correction) (4,641,700)
  - Revise HEERF Strengthening Institutions Program budget (budget roll correction) 811,804
  - Perkins budget amendment, as approved by FL DOE (27,141)
  - Purchase of supplies for CISCO lab funded by RAPID Credentialing grant 5,863
  - Purchase student computers and pay for temp employees for TRIO grant (6,432)
  - Purchase iPads for CROP (736)
  - Use consortium funds for Wellness spending budget and Action Plan 82,061
  - Purchase of laptop, monitors, docking station for OTA program director 800
  - Purchase student computers and pay for temp employees for TRIO grant 27,145
  - Re-allocate budget for ESSER II grant purchases (4,500)
  - \$ (3,752,836)
- <d> The \$51,602 net increase in Capital Outlay is due to:
  - Perkins budget amendment, as approved by FL DOE \$ 31,510
  - Purchase of supplies for CISCO lab funded by RAPID Credentialing grant (5,863)
  - Purchase student computers and pay for temp employees for TRIO grant 14,695
  - Purchase of laptop, monitors, docking station for OTA program director (800)
  - Establish budgets for ESSER I & II grants 7,560
  - Re-allocate budget for ESSER II grant purchases 4,500
  - \$ 51,602
- <e> The \$82,061 decrease in Fund Balance is due to:
  - Use consortium funds for Wellness spending budget and Action Plan \$ (82,061)
  - \$ (82,061)

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Seven (07)  
AMENDMENT NUMBER: Seven (07)

FISCAL YEAR: 2020-21  
August 2021

FUND NAME: COLLEGIATE SCHOOL

FUND NUMBER: 23000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,523,122	\$	\$	\$ 1,523,122
REVENUES	4,135,514			4,135,514
TOTAL TO BE ACCOUNTED FOR	<u>\$ 5,658,636</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,658,636</u>
SALARIES	\$ 2,500,231	\$		\$ 2,500,231
CURRENT EXPENSES	1,480,819		17,600 <a>	1,463,219
CAPITAL OUTLAY	292,241	17,600 <b>		309,841
ENDING FUND BALANCE	1,385,345			1,385,345
TOTAL ACCOUNTED FOR	<u>\$ 5,658,636</u>	<u>\$ 17,600</u>	<u>\$ 17,600</u>	<u>\$ 5,658,636</u>

JUSTIFICATION:

<a> The \$17,600 decrease in Current Expenses is due to:  
Purchase of Adobe for staff, other minor equipment  
Purchase of Promethean panels

\$	(7,000)
	(10,600)
\$	<u>(17,600)</u>

<b> The \$17,600 increase in Capital Outlay is due to:  
Purchase of Adobe for staff, other minor equipment  
Purchase of Promethean panels

	7,000
	10,600
\$	<u>17,600</u>

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Eight (08)  
AMENDMENT NUMBER: Eight (08)**

**FISCAL YEAR: 2020-21  
August 2021**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

	PRESENT			REVISED
CATEGORY	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 19,041,695	\$	\$	\$ 19,041,695
REVENUES	13,186,733			13,186,733
TOTAL TO BE ACCOUNTED FOR	\$ 32,228,428	\$ 0	\$ 0	\$ 32,228,428
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSES	534,886	84,092 <a>		618,978
CAPITAL OUTLAY	16,945,457	1,558,040 <b>		18,503,497
ENDING FUND BALANCE	14,748,085		1,642,132 <c>	13,105,953
TOTAL ACCOUNTED FOR	\$ 32,228,428	\$ 1,642,132	\$ 1,642,132	\$ 32,228,428

JUSTIFICATION:

<a> The \$84,092 increase in Current Expenses is due to:

Purchase of furniture for Financial Aid renovation	\$ 7,114
Increase SCFCS_VC Capital Expenditure budget	73,000
Purchase shelving for SCFCS_VC project in Venice library	3,978
	<u>\$ 84,092</u>

<b> The \$1,558,040 net increase in Capital Outlay is due to:

Purchase of furniture for Financial Aid renovation	\$ (7,114)
Establish CIF for Minor Maintenance and Repairs	50,000
Establish CIF for VC Bldg 200 Lab Casework	13,512
Increase SCFCS_VC Capital Expenditure budget	798,870
Purchase shelving for SCFCS_VC project in Venice library	(3,978)
Establish for restroom upgrades, BC Buildings 1, 19, 500	706,750
	<u>\$ 1,558,040</u>

<c> The \$1,642,132 decrease in Ending Fund Balance is due to:

Establish CIF for Minor Maintenance and Repairs	\$ (50,000)
Establish CIF for VC Bldg 200 Lab Casework	(13,512)
Increase SCFCS_VC Capital Expenditure budget	(871,870)
Establish for restroom upgrades, BC Buildings 1, 19, 500	(706,750)
	<u>\$ (1,642,132)</u>

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Collegiate School - Bradenton Campus

AC Type Description	August 31, 2021					August 31, 2020					Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual / PY YTD Actual		
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent					
<b>Revenue</b>															
43 Support From Local Government [1]	3,773,276	3,773,276	711,940	19%	3,834,031	3,834,031	560,049	15%							27%
44 State Support [2]	271,540	271,540	1,772	1%	40	40	0	0%							0%
45 Federal Support [3]	11,268	11,268	(3,343)	-30%	11,268	20,598	(400)	-2%							-65%
49 Other Revenue [4]	79,430	79,430	248	0%	2,141	2,141	715	33%							
4A Non-Revenue Receipts	0	0	0		0	0	0								
<b>Total : Revenue</b>	<b>4,135,514</b>	<b>4,135,514</b>	<b>710,617</b>	<b>17%</b>	<b>3,847,480</b>	<b>3,856,810</b>	<b>560,364</b>	<b>15%</b>							<b>27%</b>
<b>Grand Total : Revenue</b>	<b>4,135,514</b>	<b>4,135,514</b>	<b>710,617</b>	<b>17%</b>	<b>3,847,480</b>	<b>3,856,810</b>	<b>560,364</b>	<b>15%</b>							<b>27%</b>
<b>Expense</b>															
<b>Personnel</b>															
51 Salaries-Full Time & Perm Part Time	1,672,826	1,672,826	132,883	8%	1,641,483	1,641,483	114,749	7%							16%
52 Other Personnel Exp P/T (Non-Perm)	74,520	74,520	2,782	4%	59,200	59,200	1,061	2%							162%
53 Personnel Benefits	752,885	752,885	56,817	8%	713,946	713,946	45,642	6%							24%
<b>Total : Personnel</b>	<b>2,500,231</b>	<b>2,500,231</b>	<b>192,482</b>	<b>8%</b>	<b>2,414,629</b>	<b>2,414,629</b>	<b>161,452</b>	<b>7%</b>							<b>19%</b>
<b>Current Expense</b>															
61 Services [5]	1,113,477	1,123,977	88,699	8%	1,055,796	1,064,996	72,980	7%							22%
62 Materials and Supplies	367,342	339,242	84,183	25%	367,119	387,249	46,033	12%							83%
63 Other Current Charges [6]	0	0	0		0	0	0								
<b>Total : Current Expense</b>	<b>1,480,819</b>	<b>1,463,219</b>	<b>172,882</b>	<b>12%</b>	<b>1,422,915</b>	<b>1,452,245</b>	<b>119,015</b>	<b>8%</b>							<b>45%</b>
<b>Transfers</b>															
69 Transfer	0	0	0		0	0	0								
<b>Total : Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>								
<b>Capital</b>															
71 Capital Outlay	292,241	309,841	191,849	62%	25,000	405,000	2,699	1%							
<b>Total : Capital</b>	<b>292,241</b>	<b>309,841</b>	<b>191,849</b>	<b>62%</b>	<b>25,000</b>	<b>405,000</b>	<b>2,699</b>	<b>1%</b>							
<b>Grand Total : Expense</b>	<b>4,273,290</b>	<b>4,273,290</b>	<b>557,213</b>	<b>13%</b>	<b>3,862,544</b>	<b>4,271,874</b>	<b>283,165</b>	<b>7%</b>							<b>97%</b>

[1] Includes revenue from Manatee County school district  
 [2] Includes capital funding from Manatee County school district  
 [3] Includes grant revenue  
 [4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.  
 [5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees



State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Collegiate School - Venice Campus

AC Type	Description	August 31, 2021				August 31, 2020				
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent
	<b>Revenue</b>									
43	Support From Local Government [1]	1,408,550	1,408,550	247,576	18%	758,684	758,684	159,613	21%	
45	Federal Support [2]	128,674	180,125	35,581	20%	547,823	547,823	0	0%	
49	Other Revenue [3]	0	0	13		0	0	0	0%	
4A	Non-Revenue Receipts	0	0	0		114,013	114,013	0	0%	
	<b>Total : Revenue</b>	<b>1,537,224</b>	<b>1,588,675</b>	<b>283,170</b>	<b>18%</b>	<b>1,420,520</b>	<b>1,420,520</b>	<b>159,613</b>	<b>11%</b>	
	<b>Grand Total : Revenue</b>	<b>1,537,224</b>	<b>1,588,675</b>	<b>283,170</b>	<b>18%</b>	<b>1,420,520</b>	<b>1,420,520</b>	<b>159,613</b>	<b>11%</b>	
	<b>Expense</b>									
	<b>Personnel</b>									
51	Salaries-Full Time & Perm Part Time	620,775	620,775	44,907	7%	232,283	278,858	26,154	9%	
52	Other Personnel Exp P/T (Non-Perm)	6,000	6,000	1,066	18%	6,000	0	0	0%	
53	Personnel Benefits	246,162	246,162	14,767	6%	81,914	91,757	7,083	8%	
	<b>Total : Personnel</b>	<b>872,937</b>	<b>872,937</b>	<b>60,740</b>	<b>7%</b>	<b>320,197</b>	<b>370,615</b>	<b>33,238</b>	<b>9%</b>	
	<b>Current Expense</b>									
61	Services [4]	400,328	407,953	(760)	0%	456,246	402,828	6,321	2%	
62	Materials and Supplies	250,478	358,742	13,155	4%	383,854	386,854	1,870	0%	
	<b>Total : Current Expense</b>	<b>650,806</b>	<b>766,695</b>	<b>12,395</b>	<b>2%</b>	<b>840,100</b>	<b>789,682</b>	<b>8,191</b>	<b>1%</b>	
	<b>Capital</b>									
71	Capital Outlay	240,346	1,047,778	99,960	10%	308,606	308,606	0	0%	
	<b>Total : Capital</b>	<b>240,346</b>	<b>1,047,778</b>	<b>99,960</b>	<b>10%</b>	<b>308,606</b>	<b>308,606</b>	<b>0</b>	<b>0%</b>	
	<b>Grand Total : Expense</b>	<b>1,764,089</b>	<b>2,687,410</b>	<b>173,095</b>	<b>6%</b>	<b>1,468,903</b>	<b>1,468,903</b>	<b>41,430</b>	<b>3%</b>	

[1] Includes revenue from Sarasota County school district

[2] Includes grant revenue

[3] Includes interest and dividends revenue

[4] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

**ACCEPTANCE OF GIFTS AND GRANTS**

It is respectfully requested the District Board of Trustees of State College of Florida, Manatee-Sarasota accept and approve the following gifts and grants.

<b>August 2021</b>		
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
August YTD Revenue	703,756	Pell Grant 2020-2021
July YTD Revenue	703,756	Pell Grant 2020-2021
Change for Month of August	-	
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant 2020-2021</b>	-	

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance & Administrative Services)



Proposed by Nathan Wellman  
 Name  
Manager, Business Operations  
 Title

Date 10/4/2021

DESCRIPTION OF ITEM	DECAL	PURCHASE PRICE	PURCHASE DATE	REASON FOR DISPOSAL	METHOD OF DISPOSAL
Office Desk	023612	\$1,342.11	2/6/2002	Building Refresh	GovDeals
Unit Locker	023381	\$2,230.00	7/30/2001	Building Refresh	GovDeals
Optiplex 790	030101	\$819.00	3/19/2012	Obsolete	E-Scrap
Latitude Laptop	030525	\$909.11	7/22/2012	Obsolete	E-Scrap
iMac 21.5"	031515	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031517	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 20"	030343	\$1,833.00	4/17/2012	Obsolete	E-Scrap
Latitude Laptop	030526	\$909.11	7/22/2012	Obsolete	E-Scrap
OptiPlex 7020	031793	\$959.78	2/18/2015	Obsolete	E-Scrap
PowerEdge Server	031963	\$2,946.90	7/13/2015	Obsolete	E-Scrap
Unit Locker	022979	\$2,159.00	4/24/2001	Building Refresh	GovDeals
iMac 21.5"	030727	\$1,249.00	4/24/2013	Obsolete	E-Scrap
Grasshopper Mower	030782	\$12,005.60	7/29/2013	Cost of Repairs Outweigh Value	GovDeals
iMac 21.5"	031514	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031516	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031518	\$1,313.28	10/7/2014	Obsolete	E-Scrap
Latitude Laptop	031533	\$1,146.30	10/27/2014	Obsolete	E-Scrap
iMac 21.5"	031506	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031507	\$1,313.28	10/7/2014	Obsolete	E-Scrap
Latitude Laptop	030524	\$909.11	7/22/2012	Obsolete	E-Scrap
Optiplex 790	030115	\$819.00	3/19/2012	Obsolete	E-Scrap
OptiPlex 7020	031790	\$959.78	2/18/2015	Obsolete	E-Scrap
Latitude Laptop	031732	\$1,196.16	2/16/2015	Obsolete	E-Scrap
iMac 21.5"	031520	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031522	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	030726	\$1,249.00	4/24/2013	Obsolete	E-Scrap
iMac 21.5"	031512	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031519	\$1,313.28	10/7/2014	Obsolete	E-Scrap
Epson Projector	031595	\$1,631.69	11/16/2014	Obsolete	E-Scrap
MacBook Pro 15"	028400	\$1,507.16	5/13/2010	Obsolete	E-Scrap
Latitude Laptop	030523	\$909.11	7/22/2012	Obsolete	E-Scrap
iMac 21.5"	031511	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031513	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	030724	\$1,249.00	4/24/2013	Obsolete	E-Scrap
iMac 21.5"	030731	\$1,249.00	4/24/2013	Obsolete	E-Scrap
iMac 21.5"	031510	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031521	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031671	\$1,049.00	2/16/2015	Obsolete	E-Scrap
Optiplex 790	030112	\$819.00	3/19/2012	Obsolete	E-Scrap
iMac 21.5"	030736	\$1,249.00	4/24/2013	Obsolete	E-Scrap
iMac 21.5"	030737	\$1,249.00	4/24/2013	Obsolete	E-Scrap
iMac 21.5"	031508	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031509	\$1,313.28	10/7/2014	Obsolete	E-Scrap
iMac 21.5"	031523	\$1,313.28	10/7/2014	Obsolete	E-Scrap
OptiPlex 7010	031577	\$944.65	1/4/2015	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance & Administrative Services)

OptiPlex 7020	031765	\$979.21	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020	031766	\$979.21	2/18/2015	Obsolete	E-Scrap
OptiPlex 7010	031152	\$994.94	3/11/2014	Obsolete	E-Scrap
Latitude Laptop	032206	\$1,355.90	12/13/2015	Obsolete	E-Scrap
iMac 21.5"	031221	\$1,399.00	5/15/2014	Obsolete	E-Scrap
Latitude Laptop	031106	\$1,319.39	1/28/2014	Obsolete	E-Scrap
21.5" iMac	033339	\$1,049.00	10/1/2017	Obsolete	E-Scrap
Latitude Laptop	032260	\$1,084.85	2/24/2016	Obsolete	E-Scrap

---

Proposer Nathan Wellman Date 10/4/21

---

Business Services Administrator Rebecca Ferda Date 10/4/21

---

---

Julie Jakway, Vice President, Finance & Administrative Services Date 10/6/21

---

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

State College of Florida Collegiate Schools Audits and Financial Statements for Year Ending June 30, 2021.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees of the Collegiate Schools Financial Statements and Audit Reports for the Year Ending 6/30/2021.**

**STAFF ANALYSIS:**

The Bradenton Collegiate School ended the fiscal year with a net position of \$2,890,559 and cash and cash equivalents of \$2,705,793. The Venice Collegiate School ended the fiscal year with a net position of \$151,709 and cash and cash equivalents of \$256,338. There were no audit findings for both Bradenton and Venice campuses.

**FISCAL IMPACT**   No  

Funding Source:   N/A  

Will this action result in a Budget Amendment?   No  

If yes, indicate the dollar amount:   N/A  

**REQUESTED BY:** \_\_\_\_\_

**FUNDING VERIFIED AND APPROVED BY:**   Julie Jakway    
**Vice President, Finance and Administrative Services**



Board of Trustees  
State College of Florida Collegiate School - Bradenton Campus  
Bradenton, Florida

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of State College of Florida Collegiate School - Bradenton Campus (the Charter School) as of and for the year ended June 30, 2021, and have issued our report thereon dated September 18, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Charter School are described in Note 1 to the financial statements.

As described in Note 2, the Charter School changed accounting policies related to agency funds by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 84, *Fiduciary Activities*, in 2021. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of changes in fiduciary net position.

We noted no transactions entered into by the Charter School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

##### *Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

***Corrected misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

***Disagreements with management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated September 18, 2021.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Charter School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the Charter School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***Other information in documents containing audited financial statements***

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

\* \* \*

This communication is intended solely for the information and use of the board of trustees and management of State College of Florida Collegiate School - Bradenton Campus, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Tampa, Florida  
September 18, 2021



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**

**FINANCIAL STATEMENTS  
AND REQUIRED SUPPLEMENTAL INFORMATION**

**YEAR ENDED JUNE 30, 2021**



WEALTH ADVISORY | OUTSOURCING  
AUDIT, TAX, AND CONSULTING

[CLAconnect.com](http://CLAconnect.com)

STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
TABLE OF CONTENTS  
YEAR ENDED JUNE 30, 2021

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	<b>4</b>
<b>BASIC FINANCIAL STATEMENTS</b>	
<b>STATEMENT OF NET POSITION</b>	<b>12</b>
<b>STATEMENT OF ACTIVITIES</b>	<b>13</b>
<b>BALANCE SHEET – GOVERNMENTAL FUNDS</b>	<b>14</b>
<b>RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET     TO THE STATEMENT OF NET POSITION</b>	<b>15</b>
<b>STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES FUND     BALANCES – GOVERNMENTAL FUNDS</b>	<b>16</b>
<b>RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND     CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES     – GOVERNMENTAL FUNDS</b>	<b>17</b>
<b>STATEMENT OF FIDUCIARY NET POSITION</b>	<b>18</b>
<b>STATEMENT OF CHANGES IN FIDUCIARY NET POSITION</b>	<b>19</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>	<b>20</b>
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
<b>BUDGETARY COMPARISON SCHEDULE – GENERAL FUND</b>	<b>32</b>
<b>BUDGETARY COMPARISON SCHEDULE – GRANT SPECIAL REVENUE FUND</b>	<b>33</b>
<b>NOTES TO REQUIRED SUPPLEMENTARY INFORMATION</b>	<b>34</b>
<b>INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER     FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS     BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN     ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>35</b>
<b>MANAGEMENT LETTER</b>	<b>37</b>



## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
State College of Florida Collegiate School - Bradenton Campus  
Bradenton, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the State College of Florida Collegiate School - Bradenton Campus (the Charter School), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of The Charter School as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



**Emphasis of Matters**

As described in Note 1, the financial statements of the Charter School are intended to present the financial position, the changes in financial position of only that portion of the governmental activities, each major fund, and the aggregate remaining fund information of State College of Florida that is attributable to the Charter School. They do not purport to, and do not, present fairly the financial position of State College of Florida as of June 30, 2021, the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

During fiscal year ended June 30, 2021, the School adopted GASB Statement No. 84, *Fiduciary Activities*. As a result of the implementation of this standard, the Charter School reported a restatement of beginning fiduciary net position for the change in accounting principle (see Note 2). Our auditors’ opinion was not modified with respect to the restatement.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and the General Fund and Grant Special Revenue Fund budgetary comparison schedules, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 18, 2021, on our consideration of the Charter School’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School’s internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 18, 2021

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the State College of Florida Collegiate School, Bradenton Campus (the Charter School) for the fiscal years ended June 30, 2021 and 2020. This discussion has been prepared by management and the information contained in the MD&A is intended to highlight significant transactions, events and conditions, and should be read in conjunction with the Charter School's financial statements and notes thereto. Responsibility for the completeness and fairness of this information rests with the Charter School's management. This discussion and analysis contain financial activities of the Charter School as a restricted fund of the State College of Florida, Manatee-Sarasota (the College).

### **FINANCIAL HIGHLIGHTS**

For the year ended June 30, 2021, the Charter School's revenues exceeded expenses by \$269,482, resulting in an ending net position balance of \$2,890,559. The Charter School conducted operations for the 2020-2021 academic year with revenues of \$3,951,544.

For the year ended June 30, 2020, the Charter School's revenues exceeded expenses by \$793,329, resulting in an ending net position balance of \$2,621,077. The Charter School conducted operations for the 2019-2020 academic year with revenues of \$4,221,193.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The Charter School's basic financial statements consists of three components:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements.

The Charter School is a public charter school sponsored by the School District of Manatee County, Florida. The initial charter was effective until June 30, 2015 and was renewed during 2015 until June 30, 2030. It is organized pursuant to Section 1002.33, Florida Statutes, and is governed by the District Board of Trustees of the State College of Florida, Manatee-Sarasota, who are appointed by the Governor of the State of Florida and confirmed by the Senate in regular session.

The Charter School is operated by the College and is housed on the College's Bradenton Campus. It is designed to provide students with the opportunity to graduate simultaneously with a high school diploma and an Associate in Arts (AA) degree. Students will explore their potential, discover the importance of higher education, and receive personalized attention in a close-knit school setting.

The Charter School is recognized as a separate restricted fund in the accounting system of the College. The State of Florida Auditor General's Office audits the College's financial statements. The College adheres to internal control procedures contained in the Board of Trustees Rules and the Accounting Manual of the Florida College System. As a restricted fund of the College, the Charter School is subject to the same internal control procedures as the College, and in addition, to the standards contained in the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) and other stipulated guidelines for Charter Schools.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**Government-Wide Financial Statements**

The government-wide financial statements provide both short-term and long-term information about the Charter School's overall financial condition in a manner similar to those of a private sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the primary government presented on the accrual basis of accounting.

The statement of net position provides information about the Charter School's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the Charter School. The statement of activities presents information about the change in the Charter School's net position, the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the Charter School's financial health is improving or deteriorating.

All of the Charter School's activities and services are reported in the government-wide financial statements as governmental activities. The Charter School's governmental activities include instruction, student support services, instructional support services, administrative support, facility maintenance, and student transportation services. Revenues for current operations are received primarily from the Sponsor pursuant to the funding provisions included in the charter.

**Fund Financial Statements**

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Charter School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and prudent fiscal management. Certain funds are established by law while others are created by legal agreements, such as bond covenants. Fund financial statements provide more detailed information about the Charter School's financial activities, focusing on its most significant or "major" funds rather than fund types. This is in contrast to the entity wide perspective contained in the government-wide statements. All of the operations of the Charter School are presented in governmental funds only.

Governmental Funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund statements to provide information on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund statements provide a detailed short-term view that may be used to evaluate the Charter School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental funds to governmental activities.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the Charter School's governmental funds. The Charter School's major funds are the General Fund, Grant Special Revenue Funds, Other Special Revenue Fund, and Capital Project Fund.

The Charter School adopts an annual appropriated budget for its governmental funds.

Custodial Fund: Fiduciary fund is used to report assets held in a fiduciary capacity for the benefit of external parties, such as parent teacher organization. Custodial fund is not reflected in the government-wide statements because the resources are not available to support the Charter School's own programs. In its fiduciary capacity, the Charter School is responsible for ensuring that the assets reported in these funds are used only for their intended purposes.

**Notes to Financial Statements**

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net position may serve over time as a useful indicator of a government's financial position. The following is a summary of the Charter School's net position as of June 30, 2021 and 2020.

	2021	2020
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 2,705,793	\$ 2,365,754
Accounts Receivable	14,001	26,930
Prepaid Rent	9,500	19,000
Capital Assets, Nondepreciable	112,616	-
Capital Assets, Net of Accumulated Depreciation	435,758	473,501
	<b>\$ 3,277,668</b>	<b>\$ 2,885,185</b>
<b>LIABILITIES</b>		
Accounts Payable	68,633	14,561
Accrued Wages and Benefits	204,583	181,180
Deposits Held in Custody for Others	24,074	-
Unearned Revenue	2	-
Compensated Absences - Current	7,185	6,837
Compensated Absences - Non Current	82,632	61,530
	<b>387,109</b>	<b>264,108</b>
<b>NET POSITION</b>		
Net Investment in Capital Assets	490,094	473,501
Restricted	829,102	721,702
Unrestricted	1,571,363	1,425,874
	<b>2,890,559</b>	<b>2,621,077</b>
	<b>\$ 3,277,668</b>	<b>\$ 2,885,185</b>

The restricted portion of the net position represents resources that are subject to restrictions on how they may be used. Unrestricted net position may be used to meet the Charter School's ongoing obligations to students, employees, and creditors.

The Charter School's 2021 net position increased by \$269,482. This increase is in despite of decreasing revenue and increasing operating expenses from the prior year. Prudent use of resources has allowed the Charter School to continue to increase its net position.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**YEAR ENDED JUNE 30, 2021**  
**(UNAUDITED)**

The key elements of the changes in the Charter School's net position for the fiscal years ended June 30, 2021 and 2020 are as follows:

	2021	2020
<b>REVENUES</b>		
Federal through State and Local	\$ 38,183	\$ 12,253
Florida Education Finance Program	3,647,619	3,537,112
Florida School Recognition	-	51,758
Other State Revenue	6,175	65,433
Charter School Capital Outlay	257,475	254,164
School District Local Sales Tax	-	283,429
Interest Earnings	2,092	17,044
Total Revenues	3,951,544	4,221,193
<b>EXPENSES</b>		
Instruction	2,217,309	1,980,887
Exceptional Student Education	22,249	75,246
Student Support Services	110,271	30,846
Instruction and Curriculum Development Services	800	600
Instructional Staff Training Services	1,807	19,317
Instruction-Related Technology	121,012	121,454
Board	838	11,099
School Administration	548,020	555,843
Facilities Acquisition and Construction	61,707	37,856
Fiscal Services	52,754	40,228
Food Services	36,558	51,270
Central Services	16,668	27,309
Student Transportation Services	157,050	131,448
Operation of Plant	327,367	341,787
Maintenance of Plant	-	2,574
Administrative Technology Services	7,652	100
Total Expenses	3,682,062	3,427,864
<b>INCREASE IN NET POSITION</b>	269,482	793,329
Net Position - Beginning of Year	2,621,077	1,827,748
<b>NET POSITION - END OF YEAR</b>	\$ 2,890,559	\$ 2,621,077

The largest revenue source is the funds received by the School District (90 percent). The primary source of these funds comes from the State of Florida and flows through the School District on behalf of the Charter School. Revenues from state sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data and is designed to maintain equity in funding across all Florida school districts including Charter Schools. Other significant state revenues that flow through the school district are primarily for acquisition, construction, leasing, and maintenance of educational facilities. These revenues accounted for \$257,475 or 7 percent.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

The Charter School's State appropriations fluctuate with changes in enrollment; there was a slight decrease in enrollment of approximately eleven FTE's.

## **FINANCIAL ANALYSIS OF THE CHARTER SCHOOL'S FUNDS**

### **Major Governmental Funds**

The General Fund is the chief operating fund of the Charter School. At the end of the current fiscal year, unassigned fund balance is \$1,621,515.

The Special Revenue Fund is a fund restricted for the use of Federal grants and school internal funds that are not identified as fiduciary funds under GASB Statement No. 84. Fund balance is zero at the end of the current fiscal year.

The Capital Project Fund has a total fund balance of \$780,322, of which \$770,822 is restricted for the acquisition, construction, leasing, and maintenance of capital assets.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

Budget revisions are due primarily to changes in estimated State funding levels and corresponding adjustments to planned expenditures to ensure maintenance of an adequate fund balance. Actual revenues are \$199,594 or seven percent less than the budgeted amount. Actual expenditures are \$383,097 or 10 percent less than the budgeted amount.

## **ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE**

The Charter School's economic condition is closely tied to that of the State of Florida. It is expected that the Charter School will continue to maintain its present level of services and financial health. The initial contract between the School District of Manatee County, Florida, and the District Board of Trustees of State College of Florida, Manatee-Sarasota was five (5) years and this contract was renewed by mutual written agreement of the parties, pursuant to Florida law, in 2014-2015 for fifteen (15) years. The Charter School opened with 6<sup>th</sup> and 7<sup>th</sup> grades and 132 students in 2010. The Charter School was fully enrolled in grades 6-12 and graduated its first class of seniors in 2014. The charter agreement specified a maximum of 540 seats, however, with the designation of a high-performing charter school from the Commission of the Florida Department of Education, Pam Stewart, this allows for a 15% increase in enrollment. At this time, enrollment is approximately 495 students. Every year since its opening, the Charter School has earned an "A" grade from the Florida Department of Education, with the exception of the 2019-20 academic year, when no grades were given due to COVID-19 pandemic. The Charter School is confident that it can maintain this excellent standard as it continues to grow and provide an alternative educational opportunity for the community.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of finances for those who may be interested. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Vice President for Finance and Administrative Services, State College of Florida, Manatee-Sarasota, 5840 26<sup>th</sup> Street West, Bradenton, Florida 34207.

## **BASIC FINANCIAL STATEMENTS**

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF NET POSITION  
JUNE 30, 2021**

	Governmental Activities
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 2,705,793
Accounts Receivable	14,001
Prepaid Rent	9,500
Capital Assets, Nondepreciable	112,616
Capital Assets, Net of Accumulated Depreciation	435,758
Total Assets	\$ 3,277,668
<b>LIABILITIES</b>	
Accounts Payable	\$ 68,633
Accrued Wages and Benefits	204,583
Deposits Held in Custody for Others	24,074
Unearned Revenue	2
Compensated Absences - Current	7,185
Compensated Absences - Non-current	82,632
Total Liabilities	387,109
<b>NET POSITION</b>	
Net Investment in Capital Assets	490,094
Restricted	829,102
Unrestricted	1,571,363
Total Net Position	2,890,559
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 3,277,668</b>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2021**

	Expenses	Program Revenues		Net Revenue (Expense) and Change in Net Position
		Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities:</b>				
Instruction	\$ 2,217,309	\$ 38,183	\$ -	\$ (2,179,126)
Exceptional Student Education	22,249	-	-	(22,249)
Student Support Services	110,271	-	-	(110,271)
Instruction and Curriculum Development Services	800	-	-	(800)
Instructional Staff Training Services	1,807	-	-	(1,807)
Instruction-Related Technology	121,012	-	-	(121,012)
Board	838	-	-	(838)
School Administration	548,020	-	-	(548,020)
Facilities Acquisition and Construction	61,707	-	133,353	71,646
Fiscal Services	52,754	-	-	(52,754)
Food Services	36,558	-	-	(36,558)
Central Services	16,668	-	-	(16,668)
Student Transportation Services	157,050	-	-	(157,050)
Operation of Plant	327,367	-	124,122	(203,245)
Administrative Technology Services	7,652	-	-	(7,652)
<b>Total Governmental Activities</b>	<b>\$ 3,682,062</b>	<b>\$ 38,183</b>	<b>\$ 257,475</b>	<b>\$ (3,386,404)</b>
<b>General Revenues:</b>				
State through School Board of Manatee County				3,653,794
Unrestricted Investment Earnings				2,092
				<b>3,655,886</b>
<b>CHANGE IN NET POSITION</b>				<b>269,482</b>
Net Position - Beginning of Year				<b>2,621,077</b>
<b>NET POSITION - END OF YEAR</b>				<b>\$ 2,890,559</b>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
BALANCE SHEET – GOVERNMENTAL FUNDS  
JUNE 30, 2021**

	General Fund	Grant Special Revenue Funds	Other Special Revenue Fund	Capital Project Fund	Total
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 1,852,615	\$ -	\$ 24,074	\$ 829,104	\$ 2,705,793
Accounts Receivable	5,513	8,488	-	-	14,001
Due from Other Funds	8,488	-	-	-	8,488
Prepaid Rent	-	-	-	9,500	9,500
<b>Total Assets</b>	<b>\$ 1,866,616</b>	<b>\$ 8,488</b>	<b>\$ 24,074</b>	<b>\$ 838,604</b>	<b>\$ 2,737,782</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 10,353	\$ -	\$ -	\$ 58,280	\$ 68,633
Accrued Wages and Benefits	204,583	-	-	-	204,583
Unearned Revenue	-	-	-	2	2
Due to Other Funds	-	8,488	-	-	8,488
Deposits Held in Custody for Others	-	-	24,074	-	24,074
<b>Total Liabilities</b>	<b>214,936</b>	<b>8,488</b>	<b>24,074</b>	<b>58,282</b>	<b>305,780</b>
<b>FUND BALANCES</b>					
Non-spendable	-	-	-	9,500	9,500
Restricted	-	-	-	770,822	770,822
Assigned	30,165	-	-	-	30,165
Unassigned	1,621,515	-	-	-	1,621,515
<b>Total Fund Balances</b>	<b>1,651,680</b>	<b>-</b>	<b>-</b>	<b>780,322</b>	<b>2,432,002</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 1,866,616</b>	<b>\$ 8,488</b>	<b>\$ 24,074</b>	<b>\$ 838,604</b>	<b>\$ 2,737,782</b>

See accompanying Notes to Financial Statements.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
JUNE 30, 2021**

Total Fund Balance for Governmental Funds	\$ 2,432,002
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the governmental funds.	548,374
Compensated absences are not due and payable in the current period; therefore, are not reported in the fund statements.	<u>(89,817)</u>
Total Net Position of Governmental Activities	<u><u>\$ 2,890,559</u></u>

*See accompanying Notes to Financial Statements.*

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2021**

	General Fund	Grant Special Revenue Funds	Capital Project Fund	Total
<b>REVENUES</b>				
Federal Sources:				
Federal through State and Local	\$ -	\$ 38,183	\$ -	\$ 38,183
State Sources:				
Florida Education Finance Program	3,647,619	-	-	3,647,619
Other State Revenue	6,175	-	-	6,175
Charter School Capital Outlay	-	-	257,475	257,475
Local Sources:				
Interest Earnings	2,092	-	-	2,092
Total Revenues	<u>3,655,886</u>	<u>38,183</u>	<u>257,475</u>	<u>3,951,544</u>
<b>EXPENDITURES</b>				
Instruction	2,164,645	38,183	-	2,202,828
Exceptional Student Education	22,040	-	-	22,040
Student Support Services	109,379	-	-	109,379
Instruction and Curriculum Development Services	800	-	-	800
Instructional Staff Training Services	1,807	-	-	1,807
Instruction-Related Technology	120,414	-	-	120,414
Board	838	-	-	838
School Administration	543,346	-	-	543,346
Facilities Acquisition and Construction	3,224	-	133,355	136,579
Fiscal Services	52,367	-	-	52,367
Food Services	36,350	-	-	36,350
Central Services	16,668	-	-	16,668
Student Transportation Services	157,050	-	-	157,050
Operation of Plant	242,867	-	84,500	327,367
Administrative Technology Services	7,652	-	-	7,652
Total Expenditures	<u>3,479,447</u>	<u>38,183</u>	<u>217,855</u>	<u>3,735,485</u>
<b>NET CHANGE IN FUND BALANCE</b>	176,439	-	39,620	216,059
Fund Balance - Beginning of the Year	<u>1,475,241</u>	<u>-</u>	<u>740,702</u>	<u>2,215,943</u>
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 1,651,680</u>	<u>\$ -</u>	<u>\$ 780,322</u>	<u>\$ 2,432,002</u>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2021**

Net Change in Fund Balance - Governmental Funds \$ 216,059

Amounts reported for governmental activities in the statement of activities are different because:

In the statement of activities, the cost of compensated absences is measured by the amounts earned during the year, while in the governmental funds expenditures are recognized based on the amounts actually paid for the compensated absences. This is the net amount of compensated absences used (earned) in excess of the amount earned (paid) in the current period. (21,450)

Capital assets are reported in the governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense in the current period. The difference is comprised of:

Capital Asset Additions	112,616	
Depreciation Expense	(37,743)	74,873

Change in Net Position of Governmental Activities \$ 269,482

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2021**

**ASSETS**

Cash	<u>\$ 17,295</u>
Total Assets	<u><u>\$ 17,295</u></u>

**FIDUCIARY NET POSITION**

Restricted for:	
Individuals and organizations	<u>\$ 17,295</u>
Total Fiduciary Net Position	<u><u>\$ 17,295</u></u>

*See accompanying Notes to Financial Statements.*

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
YEAR ENDED JUNE 30, 2021**

	Custodial Fund
<b>ADDITIONS</b>	
Membership Dues and Donations	\$ 5,705
Total Additions	5,705
 <b>DEDUCTIONS</b>	
PTO Event Expenses	\$ 6,308
Total Deductions	6,308
Net Decrease in Fiduciary Net Position	(603)
Fiduciary Net Position - Beginning, as restated	17,898
Fiduciary Net Position - Ending	\$ 17,295

*See accompanying Notes to Financial Statements.*

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The State College of Florida Collegiate School (the Charter School) is a restricted fund of State College of Florida, Manatee-Sarasota (the College). As such, the financial statements of the Charter School are intended to present the financial position, the changes in financial position of only that portion of the activities of the State College of Florida that is attributable to the Charter School. The general operating rules of the Charter School are contained in Section 1002.33, Florida Statutes. The Charter School operates under a charter with the sponsoring school district, the School District of Manatee County, Florida (Sponsor). The initial charter was renewed in 2015 and is effective through June 30, 2030. The charter may be renewed pursuant to Section 1002.33, Florida Statutes, for such duration as may be established by mutual written consent of the parties and by successful completion of the renewal process. At the end of the term of the charter, the Sponsor may choose not to renew the charter, in which case, the Sponsor is required to notify the Charter School in writing at least 90 days prior to the charter's expiration. During the term of the charter, the Sponsor may also terminate the charter if good cause is shown. The Charter School shall notify the Sponsor in writing at least 90 days prior to the expiration of the charter as to its intent to renew or not renew.

**Basis of Presentation**

The financial statements of the Charter School have been prepared in conformity with accounting principles generally accepted in the United States of America as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles in the United States of America. The more significant of the Charter School's accounting policies are described below.

**Government-Wide Financial Statements**

The government-wide financial statements, including the statement of net position and the statement of activities, present information about the Charter School as a whole. These statements include the nonfiduciary financial activity of the Charter School and report only governmental activities as the Charter School does not engage in any business type activities.

The government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the Charter School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Charter School.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Financial Statements**

The fund financial statements report detailed information about the Charter School in the governmental and fiduciary funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type.

Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The Charter School reports the following major governmental funds:

General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.

Grant Special Revenue Funds – to account for financial resources that are provided by Federal grants, and are restricted to be expended for specific purposes

Other Special Revenue Fund – to account for financial resources held by school internal funds that are not identified as fiduciary funds under GASB Statement No. 84. School internal funds included in the Special Revenue Fund are associated with school field trips and club activities.

Capital Project Fund – to account for financial resources that are to be used for educational capital outlay needs, including new construction, renovation and remodeling projects, leasing facilities and debt service payments on capital leases for relocatable school buildings.

Additionally, the Charter School reports the following fiduciary fund type:

Custodial Fund – to account for resources of the school internal funds which are used to administer moneys collected in connection with parent-teacher organization fund-raisers.

**Basis of Accounting**

Basis of accounting refers to when revenues, expenses and related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide and Fiduciary Fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows.

The governmental fund financial statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

period or soon enough thereafter to pay liabilities of the current period. The Charter School considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, postemployment healthcare benefits, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

**Cash and Cash Equivalents**

Amounts reported as cash consist of cash on hand and cash in demand deposit accounts. Cash deposits of the Charter School are held by banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes.

Further discussion of cash and cash equivalents are continued in Note 3.

**Capital Assets**

The Charter School uses the policies of the College for capitalization and depreciation. The Charter School has a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for improvements other than buildings. All capital assets are depreciated using the straight-line method over their estimated useful lives. Capital assets are depreciated using group depreciation and the straight-line method over the following useful lives of the asset group:

Other Structures and Improvements	40 years
Furniture	7 years
Vehicles, Office Machines, Educational Equipment	5 years
Computer Equipment	3 years

Current year information relative to changes in capital assets is described in a subsequent note.

**Net Position**

Net position represents the difference between assets and liabilities. Net investment in capital assets consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors, laws, or regulations. Net position not reported as net investment in capital assets or restricted is reported as unrestricted net position. When both restricted and unrestricted amounts of net position are available for use for expenses incurred, it is the Charter School's policy to use restricted amounts first and then unrestricted amounts as they are needed.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Balance**

The Charter School follows the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". Accordingly, in the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the Charter School is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balance is reported in five components: non-spendable, restricted, committed, assigned, and unassigned.

Non-Spendable Fund Balance – Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale, the corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact. Non-spendable fund balance consists of \$9,500 in the capital project fund as of June 30, 2021.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Restricted fund balance consists of \$770,822 in the capital project fund as of June 30, 2021.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Trustees, the Charter School's highest level of decision-making authority. Commitments may be changed or lifted only by the Board of Trustees taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category. There was no committed fund balance reported as of June 30, 2021.

Assigned Fund Balance – Includes spendable fund balance amounts established by the administration of the Charter School that are intended to be used for specific purposes that are neither considered restricted nor committed. Assigned fund balance consists of \$30,165 in the general fund as of June 30, 2021.

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for governmental funds if expenditures exceed amounts restricted, committed, or assigned for those specific purposes. Unassigned fund balance consists of \$1,621,515 in the general fund as of June 30, 2021.

The Charter School expends restricted amounts first when both restricted and unrestricted fund balances are available unless there are legal documents that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Charter School would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance, when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Due to and Due from Other Funds**

Amounts reported as due to and due from other funds are for interfund loans between General Fund and Grant Special Revenue Funds.

**Revenue Sources**

Revenue for current operations is received primarily from the School District of Manatee County, Florida, pursuant to the funding provisions included in the Charter. In accordance with the funding provisions of the Charter and Section 1002.33(18)(b), Florida Statutes, the Charter School reports its student enrollment to the Sponsor. Under provisions of Section 1011.62, Florida Statutes, the Sponsor reports the number of student enrollments and related data to the Florida Department of Education (DOE) for funding through the Florida Education Finance Program (FEFP). Funding for the Charter School is adjusted during the year to reflect revised calculations of actual student enrollment. The State provides financial assistance to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for certain programs be expended only for the program for which the money is provided, and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical educational programs. The Department generally requires that categorical educational program revenues be accounted for in the General Fund.

The Charter School may receive federal awards for the enhancement of various educational programs. This assistance is generally based on applications submitted to and approved by various granting agencies. These federal awards may have eligibility requirements whereby the issuance of grant funds is withheld until such eligible expenditures are incurred. Revenues for these awards are recognized only to the extent that eligible expenditures are incurred.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2 REPORTING CHANGES**

The Charter School implemented GASB Statement No. 84, *Fiduciary Activities*, which establishes criteria for identifying and reporting fiduciary activities of state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. The Charter School considers its custodial fund for parent-teacher organization to meet the criteria for reporting as fiduciary funds. As such, beginning net position related to custodial funds was restated by \$17,898. Conversely, school internal funds that do not meet the criteria are associated with school field trips and club activities. These activities are included in the governmental activities and are reported as Other Special Revenue Fund on the balance sheet of governmental funds.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 3 CASH AND CASH EQUIVALENTS**

Cash and investments consisted of the following at June 30, 2021:

Bank Deposits	\$	1,757,800
Florida State Board of Administration - Local Government Investment Pool		965,288
Total Cash and Cash Equivalents	\$	2,723,088

The Charter School does not currently maintain individual accounts with either financial institutions or brokerages titled under its name. Cash and cash equivalents as presented in these financial statements reflects the Charter School's equity in the College's pooled cash and cash equivalent balances. The Charter School does not have its own investment policy.

The Charter School's excess deposits are invested entirely in the State of Florida State Board Administration (SBA) Local Government Investment Pool (LGIP). This external investment pool, Florida PRIME, qualifies for making the election to measure all of its investments at amortized cost for financial reporting purposes. The pool's participants also measure their investments in this external investment pool at amortized cost for financial reporting purposes. Thus, the Charter School's position in Florida PRIME is measured at amortized cost. Florida PRIME is rated by Standard & Poor's with a current rating of AAAM. The investment policy of Florida PRIME is to manage the weighted average maturity to 50 days as of June 30, 2021.

Qualifying local government investment pools in the state of Florida must comply with applicable Florida statutory requirements. Chapter 218.409(8)(a), Florida Statutes, states that the principal balance within a LGIP trust fund is subject to withdrawal at any time. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest in the monies entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council.

With regard to liquidity fees, Chapter 218.409(4) provides authority for an LGIP to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made by the SBA.

At June 30, 2021, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value within Florida PRIME.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 4 CAPITAL ASSETS**

Capital asset activity at June 30, 2021, was as follows:

Governmental Activities	Balance July 1, 2020	Additions	Deletions	Balance June 30, 2021
Capital Assets - Nondepreciable:				
Construction in Progress	\$ -	\$ 112,616	\$ -	\$ 112,616
Capital Assets - Depreciable:				
Furniture, Fixtures, and Equipment	250,809	-	(39,113)	211,696
Leasehold Improvements	429,613	-	-	429,613
Total Depreciable Capital Assets	680,422	-	(39,113)	641,309
Accumulated Depreciation:				
Furniture, Fixtures, and Equipment	(192,124)	(27,002)	39,113	(180,013)
Leasehold Improvements	(14,797)	(10,741)	-	(25,538)
Total Accumulated Depreciation	(206,921)	(37,743)	39,113	(205,551)
Total Depreciable Capital Assets, Net	473,501	(37,743)	-	435,758
Total Capital Assets, Net	\$ 473,501	\$ 74,873	\$ -	\$ 548,374

**Governmental Activities**

Depreciation expense totaling \$37,743 for the year ended June 30, 2021 **June 30, 2021** was allocated to governmental activities, between Instruction for \$25,627 and Facilities Acquisition and Construction for \$12,116.

**NOTE 5 OPERATING LEASES**

The Charter School has entered into various agreements with Apple, Inc. for the use of computer equipment. The leases are effective for three years with payments through 2024. Rent expense under these leases totaled \$63,578 for the year ended June 30, 2021.

Future minimum rental payment required under the lease agreements are as follows:

Years Ending June 30,	
2022	\$ 66,596
2023	66,596
2024	30,046
Total Minimum Lease Payments	<u>\$ 163,238</u>

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 6 CONTRACT FOR SERVICES**

The Charter School has an agreement with the Spence Management Group, LLC, to provide transportation for the Charter School's students for the school year. Payment is based on annual fee per student. For the fiscal year ended June 30, 2021, expenses reported pursuant to this agreement was \$157,050.

**NOTE 7 COMPENSATED ABSENCES**

The following is a summary of changes in compensated absences for the year ended June 30, 2021.

Governmental Activities	Balance July 1, 2020	Additions	Reductions	Balance June 30, 2021	Due Within One Year
Compensated Absences Payable	\$ 68,367	\$ 81,048	\$ (59,598)	\$ 89,817	\$ 7,185

Charter School employees accrue vacation and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The Charter School reports a liability for the accrued leave; however, State appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the Charter School expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2021, the estimated liability for compensated absences totaled \$89,817. Of this amount, \$7,185 is estimated to be paid in the coming fiscal year. For governmental activities, compensated absences are generally liquidated with resources of the General Fund.

**NOTE 8 ENCUMBRANCES**

Appropriations in governmental funds are encumbered upon issuance of purchase orders for goods and services. Even though appropriations lapse at the end of the fiscal year, unfilled purchase orders of the current year are carried forward and the next year's appropriations are likewise encumbered.

Fund balances are restricted, committed, or assigned at fiscal year-end to report an amount likely to be expended from the 2020-21 fiscal year budget as a result of purchase orders outstanding at June 30, 2021. At June 30, 2021, \$30,165 was accounted for in assigned fund balance for purchase orders.

Because revenues of grants accounted for in the General Fund are not recognized until expenditures are incurred, these grant funds generally do not accumulate fund balances. Accordingly, no reserve for encumbrances are reported for grant funds. There were no purchase orders outstanding for grants accounted for in the General Funds at June 30, 2021.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 9 SCHEDULE OF STATE REVENUE SOURCES**

As stated in a prior note, the Charter School receives revenue for current operations primarily from the State of Florida through the Sponsor. The following is a schedule of the revenue for the 2020-21 fiscal year.

Source	Amount
Florida Education Finance Program	\$ 3,647,619
Other State Revenue	6,175
Charter School Capital Outlay	257,475
Total State Revenues	\$ 3,911,269

Accounting policies relating to certain state revenue sources are described in Note 1.

**NOTE 10 STATE RETIREMENT PLANS**

***General Information about the Florida Retirement System (FRS)***

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State colleges. Chapter 112, Florida Statutes, established the Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

Charter School contributions to the FRS totaled \$163,013. The liability and expense for pension benefits are reported in the financial statements of the State College of Florida, Manatee-Sarasota.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 11 OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The Charter School provides post-employment health care benefits in accordance with Section 112.0801, Florida Statutes, to all employees who retire from the Charter School. The Charter School is required to provide health care coverage at cost to all retirees but does not pay any portion of the premium for the retiree to participate in the Charter School's group health care plan. The liability and expense for other post-employment benefits, calculated in accordance with Government Accounting Standards Board Statement No. 75 Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, are reported in the financial statements of the State College of Florida Manatee-Sarasota.

**NOTE 12 RISK MANAGEMENT PROGRAM**

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under School of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past three fiscal years. The Charter School, as part of the College, is covered under the Consortium's plan.

**NOTE 13 RELATED PARTIES**

**Operating Leases**

Effective July 1, 2012, the Charter School entered into a ten-year operating lease agreement with the College for the rental of the Charter school building. Pursuant to the lease agreement, there was an initial payment of \$100,000, plus base rent charged each year. Rent expense is being reported on a straight-line basis over the term of the agreement, therefore an amount for prepaid rent has been reported in the amount of \$9,500 for fiscal year ended June 30, 2021.

Effective July 1, 2019, rent increased to \$6.00/sf. or \$219,294 for 36,549 square feet of space. Rent expense was \$219,294 for fiscal year ended June 30, 2021.

The future minimum base rental payments for this lease are as follows:

<u>Fiscal Year Ending June 30,</u>	
2022	\$ 219,294
Total	<u>\$ 219,294</u>

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 13 RELATED PARTIES (CONTINUED)**

**Safe School Officer Service**

Effective for the 2019-20 fiscal year, the Charter School is charged \$100,000 per year for the implementation of F.S. 1003.12 "Safe School officers at each public school."

**Dual Enrollment**

Pursuant to Florida Statute 1007.27(21)(n)1., the Charter School shall pay the College the standard tuition rate per credit hour for dual enrollment courses taken on the College's campus.

For the 2020-21 school year, \$363,204 has been charged by the College to the Charter School for dual enrollment.



**REQUIRED SUPPLEMENTARY INFORMATION**

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Federal Sources:				
Federal through State and Local	\$ 11,268	\$ 11,268	\$ -	\$ (11,268)
State Sources:				
Florida Education Finance Program	3,834,071	3,835,896	3,647,619	(188,277)
Other State Revenue	-	6,175	6,175	-
Local Sources:				
Interest Earnings	2,141	2,141	2,092	(49)
Total Revenues	<u>3,847,480</u>	<u>3,855,480</u>	<u>3,655,886</u>	<u>(199,594)</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	2,382,076	2,410,948	2,164,645	246,303
Exceptional Student Education	24,085	25,331	22,040	3,291
Student Support Services	119,527	120,466	109,379	11,087
Instruction and Curriculum Development Services	874	927	800	127
Instructional Staff Training Services	1,975	2,095	1,807	288
Instruction-Related Technology	131,586	129,416	120,414	9,002
Board	916	971	838	133
School Administration	593,758	578,173	543,346	34,827
Facilities and Acquisition	3,523	3,737	3,224	513
Fiscal Services	57,226	57,231	52,367	4,864
Food Services	39,723	41,511	36,350	5,161
Central Services	18,214	19,320	16,668	2,652
Student Transportation Services	171,621	182,038	157,050	24,988
Operation of Plant	265,400	281,509	242,867	38,642
Administrative Technical Services	8,362	8,869	7,652	1,217
Total Expenditures	<u>3,818,866</u>	<u>3,862,544</u>	<u>3,479,447</u>	<u>383,097</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 28,614</u>	<u>\$ (7,064)</u>	\$ 176,439	<u>\$ 183,503</u>
Fund Balance - Beginning of Year			<u>1,475,241</u>	
<b>FUND BALANCE - END OF YEAR</b>			<u>\$ 1,651,680</u>	

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
BUDGETARY COMPARISON SCHEDULE – GRANT SPECIAL REVENUE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Federal Sources:				
Federal through State and Local	\$ 9,330	\$ 9,330	\$ 38,183	\$ 28,853
Total Revenues	<u>9,330</u>	<u>9,330</u>	<u>38,183</u>	<u>28,853</u>
<b>EXPENDITURES</b>				
Instruction	9,330	9,330	38,183	(28,853)
Total Expenditures	<u>9,330</u>	<u>9,330</u>	<u>38,183</u>	<u>(28,853)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	-	<u>\$ -</u>
Fund Balance - Beginning of the Year			<u>-</u>	
<b>FUND BALANCE - END OF YEAR</b>			<u>\$ -</u>	

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, BRADENTON CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION  
JUNE 30, 2021**

**NOTE 1 BUDGETARY VARIANCES IN GRANT SPECIAL REVENUE FUND**

The Charter School had revenue and expenditure variances in the Grant Special Revenue Fund of \$28,853. These receipts and expenditures are associated with activities funded from Federal Grants to Manatee County Schools District and passed through to the Charter School. Historically, these funds have been included in the General Fund.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
State College of Florida Collegiate School - Bradenton Campus  
Bradenton, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of State College of Florida Collegiate School - Bradenton Campus (the Charter School), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements, and have issued our report thereon dated September 18, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness the Charter School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 18, 2021



## MANAGEMENT LETTER

Board of Trustees  
State College of Florida Collegiate School - Bradenton Campus  
Bradenton, Florida

### Report on the Financial Statements

We have audited the financial statements of the State College of Florida Collegiate School - Bradenton Campus (the Charter School), a restricted fund of the State College of Florida, as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated September 18, 2021.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated September 14, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.854(1)(e)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior year findings.

### Official Title

Section 10.854(1)(e)5., *Rules of the Auditor General*, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are State College of Florida Collegiate School - Bradenton Campus and 412141.

### **Financial Condition and Management**

Sections 10.854(1)(e)2. and 10.855(11), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate whether or not the Charter School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Charter School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), *Rules of the Auditor General*, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the Charter School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### **Transparency**

Sections 10.854(1)(e)7. and 10.855(13), *Rules of the Auditor General*, require that we apply appropriate procedures and communicate the results of our determination as to whether the Charter School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Charter School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

### **Additional Matters**

Section 10.854(1)(e)4., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the board of trustees, applicable management, and the School Board of Manatee County, and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 18, 2021





Board of Trustees  
State College of Florida Collegiate School - Venice Campus  
Venice, Florida

We have audited the financial statements of the governmental activities and each major fund of State College of Florida Collegiate School - Venice Campus (the Charter School) as of and for the year ended June 30, 2021, and have issued our report thereon dated September 24, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Charter School are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2021.

We noted no transactions entered into by the Charter School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

##### *Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.



***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

***Corrected misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

***Disagreements with management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated September 24, 2021.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Charter School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the Charter School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***Other information in documents containing audited financial statements***

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

\* \* \*

This communication is intended solely for the information and use of the board of trustees and management of State College of Florida Collegiate School - Venice Campus, and is not intended to be, and should not be, used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Tampa, Florida  
September 24, 2021



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**

**FINANCIAL STATEMENTS  
AND REQUIRED SUPPLEMENTAL INFORMATION**

**YEAR ENDED JUNE 30, 2021**



WEALTH ADVISORY | OUTSOURCING  
AUDIT, TAX, AND CONSULTING

[CLAconnect.com](http://CLAconnect.com)

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**TABLE OF CONTENTS**  
**YEAR ENDED JUNE 30, 2021**

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	<b>4</b>
<b>BASIC FINANCIAL STATEMENTS</b>	
<b>STATEMENT OF NET POSITION</b>	<b>11</b>
<b>STATEMENT OF ACTIVITIES</b>	<b>12</b>
<b>BALANCE SHEET – GOVERNMENTAL FUNDS</b>	<b>13</b>
<b>RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET     TO THE STATEMENT OF NET POSITION</b>	<b>14</b>
<b>STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND     BALANCES – GOVERNMENTAL FUNDS</b>	<b>15</b>
<b>RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF     REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE     STATEMENT OF ACTIVITIES</b>	<b>16</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>	<b>17</b>
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
<b>BUDGETARY COMPARISON SCHEDULE – GENERAL FUND</b>	<b>28</b>
<b>BUDGETARY COMPARISON SCHEDULE – SPECIAL REVENUE FUND</b>	<b>29</b>
<b>INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>30</b>
<b>MANAGEMENT LETTER</b>	<b>32</b>





## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
State College of Florida Collegiate School - Venice Campus  
Venice, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the State College of Florida Collegiate School - Venice Campus (the Charter School), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Charter School as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matters**

As described in Note 1, the financial statements of the Charter School are intended to present the financial position, the changes in financial position of only that portion of the governmental activities and each major fund of the State College of Florida that is attributable to the Charter School. They do not purport to, and do not, present fairly the financial position of State College of Florida as of June 30, 2021, the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

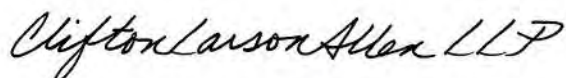
**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison schedule, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2021, on our consideration of the Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 24, 2021

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

Management's discussion and analysis (MD&A) provides an overview of the financial position for the fiscal years ended June 30, 2021 and June 30, 2020 and the activities of the State College of Florida Collegiate School (the Charter School) for the fiscal year ended June 30, 2021. This discussion has been prepared by Venice Campus management and the information contained in the MD&A is intended to highlight significant transactions, events and conditions, and should be read in conjunction with the Charter School's financial statements and notes thereto. Responsibility for the completeness and fairness of this information rests with the Charter School's management. This discussion and analysis contain financial activities of the Charter School as a restricted fund of the State College of Florida, Manatee-Sarasota (the College).

**FINANCIAL HIGHLIGHTS**

For the year ended June 30, 2021, the Charter School's revenues exceeded expenses by \$229,289. The Charter School conducted operations for the 2020-21 academic year with revenues of \$1,327,987.

The Charter School commenced operations during the year beginning July 1, 2019. Start-up activities began in fiscal year 2018-19, and students first enrolled during the 2019-20 academic year. For the year ended June 30, 2020, the Charter School's expenses exceeded revenues by \$35,260, resulting in an ending net position of \$(77,580). The Charter School conducted operations for the 2019-2020 academic year with revenues of \$477,501.

**OVERVIEW OF FINANCIAL STATEMENTS**

The Charter School's basic financial statements consists of three components:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements.

The Charter School is a public charter school sponsored by the School District of Sarasota County, Florida. The initial charter became effective July 1, 2019 and continues until June 30, 2034. The Charter School is organized pursuant to Section 1002.33, Florida Statutes, and is governed by the District Board of Trustees of the State College of Florida, Manatee-Sarasota, who are appointed by the Governor of the State of Florida, and confirmed by the Senate in regular session.

The Charter School is operated by the College and is housed on the College's Venice Campus. It is designed to provide students with the opportunity to graduate simultaneously with a high school diploma and an Associate in Arts (AA) degree. Students will explore their potential, discover the importance of higher education, and receive personalized attention in a close-knit school setting.

The Charter School is recognized as a separate restricted fund in the accounting system of the College. The State of Florida Auditor General's Office audits the College's financial statements. The College adheres to internal control procedures contained in the Board of Trustees Rules and the Accounting Manual of the Florida College System. As a restricted fund of the College, the Charter School is subject to the same internal control procedures as the College, and in addition, to the standards contained in the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) and other stipulated guidelines for Charter Schools.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**Government-Wide Financial Statements**

The government-wide financial statements provide both short-term and long-term information about the Charter School's overall financial condition in a manner similar to those of a private sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the primary government presented on the accrual basis of accounting.

The statement of net position provides information about the Charter School's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the Charter School. The statement of activities presents information about the change in the Charter School's net position, the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the Charter School's financial health is improving or deteriorating.

All of the Charter School's activities and services are reported in the government-wide financial statements as governmental activities. The Charter School's governmental activities include instruction, student support services, instructional support services, administrative support, facility maintenance, and student transportation services. Revenues for current operations are received primarily from the Sponsor pursuant to the funding provisions included in the charter.

**Fund Financial Statements**

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Charter School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and prudent fiscal management. Certain funds are established by law while others are created by legal agreements, such as bond covenants. Fund financial statements provide more detailed information about the Charter School's financial activities, focusing on its most significant or "major" funds rather than fund types. This is in contrast to the entity wide perspective contained in the government-wide statements. All of the operations of the Charter School are presented in governmental funds only.

**Governmental Funds:** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund statements to provide information on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund statements provide a detailed short-term view that may be used to evaluate the Charter School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental funds to governmental activities.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the Charter School's governmental funds. The Charter School's major funds are the General Fund, the Special Revenue Fund, and the Capital Projects Fund.

The Charter School adopts an annual appropriated budget for its governmental funds.

**Notes to Financial Statements**

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net position may serve over time as a useful indicator of a government's financial position. The following is a summary of the Charter School's net position as of June 30, 2021 and 2020.

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 256,338	\$ 143,420
Accounts Receivable	8,475	311
Capital Assets, Nondepreciable	39,176	-
Capital Assets, Net of Accumulated Depreciation	14,050	-
Total Assets	<u>\$ 318,039</u>	<u>\$ 143,731</u>
<b>LIABILITIES</b>		
Accounts Payable	\$ 544	\$ 6,137
Accrued Wages and Benefits	16,711	17,224
Due to State College of Florida	128,151	77,580
Due to Sarasota County School District	-	116,320
Compensated Absences - Current	1,674	2,025
Compensated Absences - Noncurrent	19,250	2,025
Total Liabilities	<u>166,330</u>	<u>221,311</u>
<b>NET POSITION</b>		
Net Investment in Capital Assets	2,655	-
Restricted - Capital Projects	50,571	-
Unrestricted	98,483	(77,580)
Total Net Position	<u>151,709</u>	<u>(77,580)</u>
Total Liabilities and Net Position	<u>\$ 318,039</u>	<u>\$ 143,731</u>

Unrestricted net position may be used to meet the Charter School's ongoing obligations to students, employees, and creditors.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

The key elements of the changes in the Charter School's net position for the fiscal year ended June 30, 2021 and 2020 are as follows:

	2021	2020
<b>REVENUES</b>		
Federal through State and Local	\$ 397,738	\$ 311
Florida Education Finance Program	879,621	281,320
Other State Revenue	-	1,222
School District Local Property Tax	-	122,333
Interest Earnings	57	-
Contributions from State College of Florida	50,571	72,315
Total Revenues	1,327,987	477,501
<b>EXPENSES</b>		
Instruction	551,871	136,167
Student Support Services	183,902	97,880
Instruction-Related Technology	1,882	-
School Administration	173,946	118,621
Facilities Acquisition and Construction	11,395	748
Fiscal Services	18,000	-
Food Services	1,413	2,192
Central Services	26,125	41,336
Student Transportation Services	-	609
Operation of Plant	126,564	115,208
Administrative Technology Services	3,600	-
Total Expenses	1,098,698	512,761
<b>INCREASE IN NET POSITION</b>	229,289	(35,260)
Net Position - Beginning of Year	(77,580)	(42,320)
<b>NET POSITION - END OF YEAR</b>	\$ 151,709	\$ (77,580)

The Charter School's 2020-21 net position increased by \$229,289. This increase is due largely to increasing enrollment after commencing operations for the 2019-20 academic year with approximately 50% enrollment. Current year enrollment is 87.5% of targeted enrollment.

The largest revenue source is the funds received by the School District (66 percent). The primary source of these funds comes from the State of Florida and flows through the School District on behalf of the Charter School. Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data and is designed to maintain equity in funding across all Florida school districts including Charter Schools.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2021  
(UNAUDITED)**

**FINANCIAL ANALYSIS OF THE CHARTER SCHOOL'S FUNDS**

**Major Governmental Funds**

The General Fund is the chief operating fund of the Charter School. At the end of the current fiscal year, unassigned fund balance is \$113,601.

The Special Revenue Fund is a fund restricted for the use of Federal grant monies received. At the end of the current year, the unassigned fund balance is zero.

The Capital Project Fund has a total fund balance of zero. Any fund balance would be restricted for acquisition, construction, leasing, and maintenance of capital assets.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Budget revisions are due primarily to changes in estimated State funding levels and corresponding adjustments to planned expenditures to ensure maintenance of an adequate fund balance. Actual State and Local revenues are \$6,981 or 0.8 percent more than the budgeted amount. Actual non-capital expenditures are \$183,890 or 21.1 percent less than the budgeted amount.

**ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE**

The Charter School's economic condition is closely tied to that of the State of Florida. It is expected that the Charter School will continue to maintain its present level of services and financial health. The initial contract between the School District of Sarasota County, Florida, and the District Board of Trustees of State College of Florida, Manatee-Sarasota commencing operations this year extends for fifteen (15) years. At this time, enrollment is approximately 95 students.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of finances for those who may be interested. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Vice President for Finance and Administrative Services, State College of Florida, Manatee-Sarasota, 5840 26<sup>th</sup> Street West, Bradenton, Florida 34207.

## **BASIC FINANCIAL STATEMENTS**

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2021**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 256,338
Accounts Receivable	8,475
Capital Assets, Nondepreciable	39,176
Capital Assets, Net of Accumulated Depreciation	<u>14,050</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 318,039</u></b>
<b>LIABILITIES</b>	
Accounts Payable	\$ 544
Accrued Wages and Benefits	16,711
Due to State College of Florida	128,151
Compensated Absences - Current	1,674
Compensated Absences - Noncurrent	<u>19,250</u>
Total Liabilities	<u>166,330</u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	2,655
Restricted - Capital Projects	50,571
Unrestricted	<u>98,483</u>
Total Net Position	<u>151,709</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$ 318,039</u></b>

See accompanying Notes to Financial Statements.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2021**

	Expenses	Program Revenues		Net Revenue (Expense) and Change in Net Position
		Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities:</b>				
Instruction	\$ 551,871	\$ 347,113	\$ -	\$ (204,758)
Student Support Services	183,902	-	-	(183,902)
Instruction-Related Technology	1,882	1,882	-	-
School Administration	173,946	20,667	-	(153,279)
Facilities Acquisition and Construction	11,395	-	-	(11,395)
Fiscal Services	18,000	10,000	-	(8,000)
Food Services	1,413	-	-	(1,413)
Information Services	26,125	18,076	-	(8,049)
Operation of Plant	126,564	-	-	(126,564)
Administrative Technology Services	3,600	-	-	(3,600)
<b>Total Governmental Activities</b>	<b>\$ 1,098,698</b>	<b>\$ 397,738</b>	<b>\$ -</b>	<b>\$ (700,960)</b>
<b>General Revenues:</b>				
State through School Board of Sarasota County				\$ 879,621
Unrestricted Investment Earnings				57
Contributions from State College of Florida				50,571
				<u>930,249</u>
<b>CHANGE IN NET POSITION</b>				<b>229,289</b>
Net Position - Beginning of Year				<u>(77,580)</u>
<b>NET POSITION - END OF YEAR</b>				<b>\$ <u>151,709</u></b>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
**JUNE 30, 2021**

	General Fund	Special Revenue Fund	Capital Project Fund	Total
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 205,767	\$ -	\$ 50,571	\$ 256,338
Accounts Receivable	-	8,475	-	8,475
Due from Other Funds	8,475	-	-	8,475
Total Assets	<u>\$ 214,242</u>	<u>\$ 8,475</u>	<u>\$ 50,571</u>	<u>\$ 273,288</u>
<b>LIABILITIES</b>				
Accounts Payable	\$ 544	\$ -	\$ -	\$ 544
Accrued Wages and Benefits	16,711	-	-	16,711
Due to Other Funds	-	8,475	-	8,475
Due to State College of Florida	77,580	-	50,571	128,151
Total Liabilities	<u>94,835</u>	<u>8,475</u>	<u>50,571</u>	<u>153,881</u>
<b>FUND BALANCES</b>				
Assigned	5,806	-	-	5,806
Unassigned	113,601	-	-	113,601
Total Fund Balance	<u>119,407</u>	<u>-</u>	<u>-</u>	<u>119,407</u>
Total Liabilities and Fund Balances	<u>\$ 214,242</u>	<u>\$ 8,475</u>	<u>\$ 50,571</u>	<u>\$ 273,288</u>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2021**

Total Fund Balance for Governmental Funds	\$ 119,407
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	53,226
Compensated absences are not due and payable in the current period; therefore, are not reported in the fund statements.	(20,924)
	(20,924)
Total Net Position of Governmental Activities	\$ 151,709

*See accompanying Notes to Financial Statements.*



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2021**

	General Fund	Special Revenue Fund	Capital Project Fund	Total
<b>REVENUES</b>				
Federal Sources:				
Federal through State and Local	\$ -	\$ 397,738	\$ -	\$ 397,738
State Sources:				
Florida Education Finance Program	879,621	-	-	879,621
Local Sources:				
Interest Earnings	57	-	-	57
Contributions from State College of Florida	-	-	50,571	50,571
Total Revenues	<u>879,678</u>	<u>397,738</u>	<u>50,571</u>	<u>1,327,987</u>
				-
<b>EXPENDITURES</b>				
Instruction	218,808	347,113	-	565,575
Student Support Services	173,971	-	-	173,971
Instruction-Related Technology	-	1,882	-	1,882
School Administration	146,336	20,667	-	167,003
Facilities Acquisition and Construction	-	-	50,571	50,571
Fiscal Services	8,000	10,000	-	18,000
Food Services	1,413	-	-	1,413
Central Services	8,049	18,076	-	26,125
Operation of Plant	126,564	-	-	126,564
Administrative Technology Services	3,600	-	-	3,600
Total Expenditures	<u>686,741</u>	<u>397,738</u>	<u>50,571</u>	<u>1,135,050</u>
<b>NET CHANGE IN FUND BALANCE</b>	192,937	-	-	192,937
Fund Balance - Beginning of the Year	<u>(73,530)</u>	<u>-</u>	<u>-</u>	<u>(73,530)</u>
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 119,407</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 119,407</u>

See accompanying Notes to Financial Statements.

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL - VENICE, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2021**

Net Change in Fund Balance - Governmental Funds \$ 192,937

Amounts reported for governmental activities in the statement of activities are different because:

In the statement of activities, the cost of compensated absences is measured by the amounts earned during the year, while in the governmental funds expenditures are recognized based on the amounts actually paid for the compensated absences. This is the net amount of compensated absences used (earned) in excess of the amount earned (paid) in the current period. (16,874)

Capital assets are reported in the governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense in the current period. The difference is comprised of:

Capital Asset Additions	54,787	
Depreciation Expense	<u>(1,561)</u>	<u>53,226</u>

Change in Net Position of Governmental Activities \$ 229,289



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The State College of Florida Collegiate School, Venice Campus (the Charter School) is a restricted fund of State College of Florida, Manatee-Sarasota (the College). As such, the financial statements of the Charter School are intended to present the financial position, the changes in financial position of only that portion of the activities of the State College of Florida that is attributable to the Charter School. The general operating rules of the Charter School are contained in Section 1002.33, Florida Statutes. The Charter School operates under a charter with the sponsoring school district, the School District of Sarasota County, Florida (Sponsor). The initial charter is effective July 1, 2019 through June 30, 2034. The charter may be renewed pursuant to Section 1002.33, Florida Statutes, for such duration as may be established by mutual written consent of the parties and by successful completion of the renewal process. At the end of the term of the charter, the Sponsor may choose not to renew the charter, in which case, the Sponsor is required to notify the Charter School in writing at least 90 days prior to the charter's expiration. During the term of the charter, the Sponsor may also terminate the charter if good cause is shown. The Charter School shall notify the Sponsor in writing at least 90 days prior to the expiration of the charter as to its intent to renew or not renew.

**Basis of Presentation**

The financial statements of the Charter School have been prepared in conformity with accounting principles generally accepted in the United States of America as applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles in the United States of America. The more significant of the Charter School's accounting policies are described below.

**Government-Wide Financial Statements**

The government-wide financial statements, including the statement of net position and the statement of activities, present information about the Charter School as a whole. These statements include the nonfiduciary financial activity of the Charter School and report only governmental activities as the Charter School does not engage in any business type activities.

The government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the Charter School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Charter School.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Financial Statements**

The fund financial statements report detailed information about the Charter School in the governmental fund. The focus of governmental fund financial statements is on major funds rather than reporting funds by type.

Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The Charter School reports the following major governmental funds:

General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.

Special Revenue Fund – to account for financial resources that are provided by Federal grants and are legally restricted to be expended for specific current purposes.

Capital Project Fund – to account for financial resources that are to be used for educational capital outlay needs, including new construction, renovation and remodeling projects, leasing facilities and debt service payments on capital leases for relocatable school buildings.

**Basis of Accounting**

Basis of accounting refers to when revenues, expenses and related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows.

The governmental fund financial statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Charter School considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, postemployment healthcare benefits, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

Amounts reported as cash consist of cash on hand and cash in demand deposit accounts. Cash deposits of the Charter School are held by banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes.

Further discussion of cash and cash equivalents are continued in Note 2.

**Capital Assets**

The Charter School uses the policies of the College for capitalization and depreciation. The Charter School has a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for improvements other than buildings. All capital assets are depreciated using the straight-line method over their estimated useful lives. Capital assets are depreciated using group depreciation and the straight-line method over the following useful lives of the asset group:

Other Structures and Improvements	40 years
Furniture	7 years
Vehicles, Office Machines, Educational Equipment	5 years
Computer Equipment	3 years

Current year information relative to changes in capital assets is described in a subsequent note.

**Net Position**

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors, laws, or regulations. Net position not reported as net investment in capital assets or restricted is reported as unrestricted net position.

When both restricted and unrestricted amounts of net position are available for use for expenses incurred, it is the Charter School's policy to use restricted amounts first and then unrestricted amounts as they are needed.

**Fund Balance**

The Charter School follows the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". Accordingly, in the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the Charter School is bound to honor constraints on the specific purposes for which amounts in those



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

funds can be spent. Fund balance is reported in five components: non-spendable, restricted, committed, assigned, and unassigned.

Non-Spendable Fund Balance – Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. “Not in spendable form” includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale, the corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact. There was no non-spendable fund balance reported as of June 30, 2021.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. There was no restricted fund balance reported as of June 30, 2021.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Trustees, the Charter School’s highest level of decision-making authority. Commitments may be changed or lifted only by the Board of Trustees taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category. There was no committed fund balance reported as of June 30, 2021.

Assigned Fund Balance – Includes spendable fund balance amounts established by the administration of the Charter School that are intended to be used for specific purposes that are neither considered restricted nor committed. Assigned fund balance consists of \$5,806 in the General Fund as of June 30, 2021.

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for governmental funds if expenditures exceed amounts restricted, committed, or assigned for those specific purposes. Unassigned fund balance consists of \$113,601 in the General Fund as of June 30, 2021.

The Charter School expends restricted amounts first when both restricted and unrestricted fund balances are available unless there are legal documents that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Charter School would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance, when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Due to and Due from Other Funds**

Amounts reported as due to and due from other funds are for interfund loans between General Fund and Special Revenue Fund.

**Revenue Sources**

Revenue for current operations is received primarily from the School District of Sarasota County, Florida, pursuant to the funding provisions included in the Charter. In accordance with the funding provisions of the Charter and Section 1002.33(18)(b), Florida Statutes, the Charter School reports its student enrollment to the Sponsor. Under provisions of Section 1011.62, Florida Statutes, the Sponsor reports the number of student enrollments and related data to the Florida Department of Education (DOE) for funding through the Florida Education Finance Program (FEFP). Funding for the Charter School is adjusted during the year to reflect revised calculations of actual student enrollment. The State provides financial assistance to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for certain programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical educational programs. The DOE generally requires that categorical educational program revenues be accounted for in the General Fund.

The Charter School may receive federal awards for the enhancement of various educational programs. This assistance is generally based on applications submitted to and approved by various granting agencies. These federal awards may have eligibility requirements whereby the issuance of grant funds is withheld until such eligible expenditures are incurred. Revenues for these awards are recognized only to the extent that eligible expenditures are incurred.

Additionally, other revenues may be derived from various fundraising activities and certain other programs. During 2020-21, the Charter School received additional fund contributions from State College of Florida, Manatee-Sarasota.

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2 CASH AND CASH EQUIVALENTS**

Cash and investments consisted of the following at June 30, 2021:

Bank Deposits	\$	206,281
Florida State Board of Administration - Local Government Investment Pool		50,057
Total Cash and Cash Equivalents	\$	256,338



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 2 CASH AND CASH EQUIVALENTS (CONTINUED)**

The Charter School does not currently maintain individual accounts with either financial institutions or brokerages titled under its name. Cash and cash equivalents as presented in these financial statements reflects the Charter School's equity in the College's pooled cash and cash equivalent balances. The Charter School does not have its own investment policy.

The Charter School's excess deposits are invested entirely in the State of Florida State Board Administration (SBA) Local Government Investment Pool (LGIP). This external investment pool, Florida PRIME, qualifies for making the election to measure all of its investments at amortized cost for financial reporting purposes. The pool's participants also measure their investments in this external investment pool at amortized cost for financial reporting purposes. Thus, the Charter School's position in Florida PRIME is measured at amortized cost. Florida PRIME is rated by Standard & Poor's with a current rating of AAAm. The investment policy of Florida PRIME is to manage the weighted average maturity to 50 days as of June 30, 2021.

Qualifying local government investment pools in the state of Florida must comply with applicable Florida statutory requirements. Chapter 218.409(8)(a), Florida Statutes, states that the principal balance within a LGIP trust fund is subject to withdrawal at any time. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest in the monies entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council.

With regard to liquidity fees, Chapter 218.409(4) provides authority for an LGIP to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made by the SBA.

At June 30, 2021, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value within Florida PRIME.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 3 CAPITAL ASSETS**

Capital asset activity at June 30, 2021, was as follows:

Governmental Activities	Balance July 1, 2020	Additions	Deletions	Balance June 30, 2021
<b>Capital Assets - Nondepreciable:</b>				
Construction in Progress	\$ -	\$ 39,176	\$ -	\$ 39,176
<b>Capital Assets - Depreciable:</b>				
Furniture, Fixtures, and Equipment	-	15,611	-	15,611
Leasehold Improvements	-	-	-	-
<b>Total Depreciable Capital Assets</b>	<b>-</b>	<b>15,611</b>	<b>-</b>	<b>15,611</b>
<b>Accumulated Depreciation:</b>				
Furniture, Fixtures, and Equipment	-	(1,561)	-	(1,561)
Leasehold Improvements	-	-	-	-
<b>Total Accumulated Depreciation</b>	<b>-</b>	<b>(1,561)</b>	<b>-</b>	<b>(1,561)</b>
<b>Total Depreciable Capital Assets, Net</b>	<b>-</b>	<b>14,050</b>	<b>-</b>	<b>14,050</b>
<b>Total Capital Assets, Net</b>	<b>\$ -</b>	<b>\$ 53,226</b>	<b>\$ -</b>	<b>\$ 53,226</b>

**Governmental Activities**

Depreciation expense totaling \$1,561 for the year ended June 30, 2021 June 30, 2021 was allocated to governmental activities, specifically Instruction.

**NOTE 4 COMPENSATED ABSENCES**

The following is a summary of changes in compensated absences for the year ended June 30, 2021.

Governmental Activities	Balance July 1, 2020	Additions	Reductions	Balance June 30, 2021	Due Within One Year
Compensated Absences Payable	\$ 4,050	\$ 37,785	\$ (20,911)	\$ 20,924	\$ 1,674

Charter School employees accrue vacation and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The Charter School reports a liability for the accrued leave; however, State appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the Charter

School expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. As of June 30, 2021, the estimated liability for compensated absences totaled \$20,924. Of this amount, \$1,674 is estimated to be paid in the coming fiscal year. For



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 4 COMPENSATED ABSENCES (CONTINUED)**

governmental activities, compensated absences are generally liquidated with resources of the General Fund.

**NOTE 5 ENCUMBRANCES**

Appropriations in governmental funds are encumbered upon issuance of purchase orders for goods and services. Even though appropriations lapse at the end of the fiscal year, unfilled purchase orders of the current year are carried forward and the next year's appropriations are likewise encumbered.

Fund balances are restricted, committed, or assigned at fiscal year-end to report an amount likely to be expended from the 2021-22 fiscal year budget as a result of purchase orders outstanding at June 30, 2021. At June 30, 2021, \$5,806 was accounted for in assigned fund balance for purchase orders.

Because revenues of grants accounted for in the General Fund are not recognized until expenditures are incurred, these grant funds generally do not accumulate fund balances. Accordingly, no reserve for encumbrances is reported for grant funds.

**NOTE 6 SCHEDULE OF STATE REVENUE SOURCES**

As stated in a prior note, the Charter School receives revenue for current operations primarily from the State of Florida through the Sponsor. The following is a schedule of the revenue for the 2020-21 fiscal year.

Source	Amount
Florida Education Finance Program	\$879,621
Total State Revenues	\$879,621

Accounting policies relating to certain State revenue sources are described in Note 1.

**NOTE 7 STATE RETIREMENT PLANS**

***General Information about the Florida Retirement System (FRS)***

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State colleges. Chapter 112,



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS**  
**A CHARTER SCHOOL AND RESTRICTED FUND OF**  
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

**NOTE 7 STATE RETIREMENT PLANS (CONTINUED)**

Florida Statutes, established the Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

Charter School contributions to the FRS totaled \$22,454 for the year ending June 30, 2021. The liability and expense for pension benefits are reported in the financial statements of the State College of Florida Manatee-Sarasota.

**NOTE 8 OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The Charter School provides post-employment health care benefits in accordance with Section 112.0801, Florida Statutes, to all employees who retire from the Charter School. The Charter School is required to provide health care coverage at cost to all retirees but does not pay any portion of the premium for the retiree to participate in the Charter School's group health care plan. The liability and expense for other post-employment benefits, calculated in accordance with Government Accounting Standards Board Statement No. 75 Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, are reported in the financial statements of the State College of Florida Manatee-Sarasota.

**NOTE 9 RISK MANAGEMENT PROGRAM**

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under School of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past three fiscal years. The Charter School, as part of the College, is covered under the Consortium's plan.



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 10 RELATED PARTIES**

**Operating Leases**

Effective August 1, 2019, the Charter School entered into a two-year operating lease agreement with the College for the rental of the Charter school office space. State College of Florida did not collect rent from Charter School during the 2019-20 year. It is the intention of the College to formalize a pay-back plan and/or lease arrangement once the Charter School is well established. As of June 30, 2021, the amount due to the College is \$77,580.

The future minimum rental payment for this lease is as follows:

<u>Fiscal Year Ending June 30,</u>	
2022	<u>\$6,465</u>
Total	<u>\$6,465</u>

The operating lease agreement expires on July 31, 2021. Terms on the new lease are under review, and discussion between the Charter School and the College is ongoing. The Charter School's agreement will continue month-to-month until new terms are entered into with the College.

**Contributions from State College of Florida**

The College's Auxiliary Fund is being used to supplement funds for the initial start-up costs and operation of the Charter School, until such time as it becomes self-supporting. State College of Florida made contributions of \$50,571 to the Charter School during year ended June 30, 2021.

**Safe School Officer Service**

Effective for the 2019-20 fiscal year, the Charter School is charged actual security expenses for the implementation of F.S. 1003.12 "Safe School officers at each public school." Safe school expense totaled \$48,984 for the year ending June 30, 2021.

**Dual Enrollment**

Pursuant to Florida Statute 1007.27(21)(n)1., the Charter School shall pay the College the standard tuition rate per credit hour for dual enrollment courses taken on the College's campus. For the 2020-21 school year, \$192,546 has been charged by the College to the Charter School for dual enrollment.

**REQUIRED SUPPLEMENTARY INFORMATION**



**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND  
YEAR ENDED JUNE 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
State Sources:				
Florida Education Finance Program	\$ 758,684	\$ 758,684	\$ 879,621	\$ 120,937
Local Sources:				
Interest Earnings	-	-	57	57
Contributions from State College of Florida	114,013	114,013	-	(114,013)
Total Revenues	<u>872,697</u>	<u>872,697</u>	<u>879,678</u>	<u>6,981</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	278,368	278,368	218,808	59,560
Student Support Services	220,195	220,195	173,971	46,224
School Administration	185,218	185,218	146,336	38,882
Fiscal Services	10,126	10,126	8,000	2,126
Food Services	1,788	1,788	1,413	375
Central Services	10,188	10,188	8,049	2,139
Operation of Plant	160,192	160,192	126,564	33,628
Administrative Technical Services	4,557	4,557	3,600	957
Total Expenditures	<u>870,631</u>	<u>870,631</u>	<u>686,741</u>	<u>183,890</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 2,066</u>	<u>\$ 2,066</u>	192,937	<u>\$ 190,871</u>
Fund Balance - Beginning of Year			<u>(73,530)</u>	
<b>FUND BALANCE - END OF YEAR</b>			<u>\$ 119,407</u>	

**STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL, VENICE CAMPUS  
A CHARTER SCHOOL AND RESTRICTED FUND OF  
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
BUDGETARY COMPARISON SCHEDULE – SPECIAL REVENUE FUND  
YEAR ENDED JUNE 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Federal through State and Local	\$ 547,823	\$ 547,823	\$ 397,738	\$ (150,085)
Total Revenues	<u>547,823</u>	<u>547,823</u>	<u>397,738</u>	<u>(150,085)</u>
<b>EXPENDITURES</b>				
Instruction	459,182	468,324	347,113	121,211
Instruction-Related Technology	2,500	2,550	1,882	668
School Administration	38,149	38,908	20,667	18,241
Facilities Acquisition and Construction	10,693	-	-	-
Fiscal Services	13,285	13,549	10,000	3,549
Information Services	24,014	24,492	18,076	6,416
Total Expenditures	<u>547,823</u>	<u>547,823</u>	<u>397,738</u>	<u>150,085</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	-	<u>\$ -</u>
Fund Balance - Beginning of the Year			-	
<b>FUND BALANCE - END OF YEAR</b>			<u>\$ -</u>	





**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
State College of Florida Collegiate School - Venice Campus  
Venice, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of State College of Florida Collegiate School - Venice Campus (the Charter School), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements, and have issued our report thereon dated September 24, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

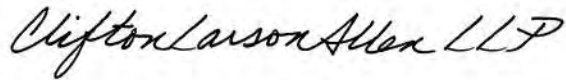
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 24, 2021





## MANAGEMENT LETTER

Board of Trustees  
State College of Florida Collegiate School - Venice Campus  
Venice, Florida

### Report on the Financial Statements

We have audited the financial statements of the State College of Florida Collegiate School - Venice Campus (the Charter School), a restricted fund of the State College of Florida, as of and for the fiscal year ended June 30, 2021, and have issued our report thereon dated September 24, 2021.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated September 24, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

### Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires the name or official title of the entity and the Charter School code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are State College of Florida Collegiate School - Venice Campus and 0122.

### Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the Charter School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Charter School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.



Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the Charter School. It is management's responsibility to monitor the Charter School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require that we apply appropriate procedures and communicate the results of our determination as to whether the Charter School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Charter School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

**Additional Matters**

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the board of trustees, applicable management, and the School Board of Sarasota County, and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Tampa, Florida  
September 24, 2021

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Contract approval for Student and Athletic Transportation Services

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to enter into agreement for Student and Athletic Transportation Services for the Bradenton, Venice and Lakewood Ranch Campuses with Dolphin Transportation Specialists, Inc.**

**STAFF ANALYSIS:**

This agreement is the result of a public solicitation created by State College of Florida, Manatee-Sarasota's Purchasing Department. The intent of the ITN is to contract provide transportation services as needed and required by the various departments within the College, primarily the Athletics Department. After evaluation by the committee, Dolphin Transportation Specialists, Inc. is recommended for award.

**FISCAL IMPACT** Yes

Funding Source: Unrestricted General Fund

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: \$ N/A

**REQUESTED BY:** Rebecca Ferda, Director, Business Services

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**



## CHARTER BUS SERVICES AGREEMENT

This AGREEMENT dated \_\_\_\_\_, 2021 by and between The District Board of Trustees of State College of Florida, Manatee-Sarasota, a political subdivision of the State of Florida, located in Manatee County, Florida (hereinafter referred to as "College") and Dolphin Transportation Specialist, Inc. a Florida corporation (hereinafter referred to as "Contractor").

WHEREAS, College desires to contract with Contractor for the performance of these services to be performed on behalf of the College.

NOW, THEREFORE, the parties hereto agree as follows:

### AGREEMENT

1. **Services to be Provided:** Contractor will provide services (hereinafter referred to as "Services") for College according to the specifications set forth in this Agreement and in the Invitation to Negotiate, ITN# 2021-01, Student Athlete Transportation (Re-bid) which is incorporated herein, by reference ("Response").
  - a. In performing such services, Contractor will do the following:
    - i. Furnish, train, manage and direct all Contractor employees or contractors ("Contractor Personnel") in the performance of the Services. College shall have the right, upon written notice to Contractor, to require the replacement of any Contractor Personnel providing services for the College whose continued presence, in the sole opinion of College, is not in the best interest of College or its employees, students or invitees, provided such replacement shall not contravene any local, State or Federal law. Contractor will take all measures to assure all Contractor Personnel who provide services under this Agreement shall comply with all applicable laws, ordinances, rules and regulations in the performance of Services provided under this Agreement, including but not limited to, all applicable College policies, and procedures, rules and regulations in effect from time to time; including applicable College policies regarding provision of background information, pre-employment testing, and training, including, but not limited to prohibited harassment, and FERPA training.
    - ii. Provide additional services (non-repetitive in nature) similar to, but not included in, the Services from time to time as agreed by the parties ("Additional Services").
2. **Term and Termination:**
  - a. **Initial Term:** The initial term of this Agreement shall be for one (1) year and shall commence effective on the 1st day of October 2021 ("Initial Term"). Upon satisfactory performance by Contractor, the Agreement may be renewed by the College for up to four (4) one (1)-year renewals (each referred to as a "Renewal Term"), such renewal notice to be provided at least thirty (30) days prior to expiration of the Initial Term or then-current Renewal Term.
  - b. **Termination for Unsatisfactory Performance:** If, in the sole reasonable opinion of College, Contractor is not performing the Services in accordance with the requirements of this Agreement, and College desires to terminate this Agreement, College must give Contractor ninety (90) days written notice of its intention to terminate this Agreement (the "Termination Notice") if such service deficiencies are not corrected within ten (10) days of Contractor's receipt of the Termination Notice (the "Cure Period"), which Termination Notice shall specify the service areas deemed deficient. On or before the end of the ten (10) day Cure Period, College shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the Agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service

deficiencies have not been corrected, in which event College may, by further written notice, terminate this Agreement ninety (90) days from the beginning of the Cure Period. In the event that College does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the Agreement shall continue in full force and effect thereafter.

- c. **Termination for Material Change in Financial Condition:** In the event a petition in bankruptcy is filed by or against either party which is not dismissed within 30 days thereafter, or if either party shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statutes, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee or receiver, or shall make any general assignment for the benefit of creditors, or shall admit in writing its inability to pay its debts generally as they become due, then the other party may immediately terminate this Agreement in whole or in part.

3. **Costs to be paid by Contractor:** The following costs will be paid by Contractor:

- a. All wages, benefits, salaries and fees for Contractor Personnel working for College.
- b. The cost of social security taxes, State and Federal unemployment insurance premiums, general liability and umbrella insurance premiums, and workers' compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs and payroll-based Federal, State and local taxes payable on behalf of Contractor Personnel working at Facility. Contractor shall indemnify and hold harmless College from any claim for payment of such items relating to wages and/or salaries paid or payable by Contractor under this Agreement.
- c. The cost and maintenance in good condition of all uniforms supplied to Contractor Personnel for use while driving busses on behalf of the College.
- d. The cost of all required and proposed training offered to Contractor personnel as described in the Response.
- e. The cost of manuals, forms, training aids, office supplies, and long-distance telephone calls needed in performing the Services.
- f. The cost of Contractor's supporting operations management, human resources, accounting, legal, training and development and general administrative functions.
- g. The cost of purchasing and/or leasing all busses furnished for use by College.
- h. The cost of maintaining and repairing busses and associated equipment needed to perform the Services.
- i. The cost of any pre-employment tests for Contractor Personnel as required by College policies and Procedures, and as otherwise required by applicable law.
- j. Costs to provided Wi-Fi access on vehicles.
- k. Cost of signs/decals on the vehicles that promote SCF when in transit

4. **Costs to be paid by College:** The following costs will be paid by College:

- a. The College will pay no more than \$111,725 in Year 1 of the agreement for all trips outlined in Attachment B.
- b. The College will pay no more than \$115,700 in Year 2 of the agreement for all trips outlined in Attachment B.
- c. The College will pay no more than \$115,700 in Year 3 of the agreement for all trips outlined in Attachment B.
- d. The College will pay no more than the listed prices in Attachment C for Year 4 and Year 5 of the agreement for all trips outlined in Attachment B.
- e. On all overnight trips, College will pay for the drivers' basic hotel room charge.
- f. Vendor has agreed to waive all cancellation fees and charges for the life of the agreement and any additional 1-year renewals.

1. **Insurance:** The Contractor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize College for any losses incurred in association with this Contract.
  - a. The Contractor shall procure and maintain, through the term of this Contract insurance coverage reflecting at a minimum, the limits and coverage conditions identified below in "Insurance Limit Requirements". The coverage required shall extend to all employees and subcontractors of the Contractor.
  - b. All insurers must be qualified to lawfully conduct business in the State of Florida. Failure of the College to notify the Contractor that the certificate of insurance does not meet the Contract requirements shall not constitute a waiver of the Contractor's responsibility to meet the stated requirements. In addition, receipt and acceptance of the certificate of insurance by the College shall not relieve the Contractor from responsibility for adhering to the insurance limits and conditions of insurance required within this Contract. Misrepresentation of any material fact, whether intentional or not, regarding the Contractor's insurance coverage, policies, or capabilities, may be grounds for termination of the Contract as determined solely by the College. This paragraph shall survive the expiration or termination of the Contract.
  - c. Insurance Limit Requirements
    - i. Comprehensive Commercial General Liability including Products Liability
      1. Minimums of Liability:
        - a. \$1,000,000 each occurrence
        - b. \$1,000,000 Personal & Adv. Injury
        - c. \$2,000,000 General Aggregate
        - d. \$1,000,000 Products
        - e. \$2,000,000 Products Aggregate
      - ii. Automobile Liability: owned, non-owned and hired automobiles
        1. Minimums of Liability:
          - a. \$1,000,000 combined single limit each accident
      - iii. Waiver of Subrogation Endorsement
        1. Minimums of Liability
          - a. Show PCC in Schedule
      - iv. Excess Liability or Umbrella
        1. Minimums of Liability:
          - a. \$5,000,000 each occurrence
      - v. Crime or Faithful Performance
        1. Minimums of Liability:
          - a. \$1,000,000 Employee Theft or Loss
          - b. \$1,000,000 Depositors Forgery or Alt
          - c. \$1,000,000 Computer and Funds Transfer
      - vi. Worker's Compensation

1. Minimums of Liability:
  - a. Statutory

vii. Employers Liability

1. Minimums of Liability:
  - a. \$1,000,000 each accident
  - b. \$1,000,000 each employee - disease
  - c. \$1,000,000 policy limit – disease
- d. Contractor shall, at College's request, furnish a Certificate of Insurance to College clearly evidencing this coverage, and providing that coverages may not be reduced or cancelled without thirty (30) days prior written notice to College. Such certificate of insurance shall be delivered to the College's Department of Business Services at least ten (10) days prior to the commencement of the term of this Agreement and upon each anniversary date thereafter.

5. **Additional Services Offered:** Contractor will provide Additional Services outside of scope of Attachment B at College's request.
  - a. Additional Trips Pricing Listed Below:

Vehicle Type	Cancellation Fee (If any)	Cancellation Notice Required	Daily Rate	Hourly Rate	Minimum Hours
6-14 Passenger (or similar)	\$0.00	None	\$750.00	\$75.00	4 hours
15-25 Passenger (or similar)	\$0.00	None	\$875.00	\$90.00	4 hours
26-40 Passenger (or similar)	\$0.00	None	\$975.00	\$100.00	5 hours
Up to 56 Passengers (or similar)	\$0.00	None	\$1,150.00	\$125.00	5 hours

- b. Additional Trips require a minimum of four (4) hours.
- c. Additional Trips will be paid by College within 45 days of trip completion.
- d. Multiple Days or Overnight Trips
  - i. A daily rate will be applied for multiple day/overnight trips.

6. **Execution of Contract:** The parties to this Agreement have executed this Agreement as of the day and year first written above.

**DOLPHIN TRANSPORTATION  
SPECIALISTS, INC.**

By: Barry Cerra  
 Name: Barry Cerra  
 Title: VP/IGM

**DISTRICT BOARD OF TRUSTEES OF  
STATE COLLEGE OF FLORIDA,  
MANATEE-SARASOTA**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**ATTACHMENT A**



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA STANDARD CONTRACT ADDENDUM**

**THIS ADDENDUM** to that certain agreement titled PROGRAM AGREEMENT (Agreement") dated \_\_\_\_\_, 2021 by and between THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, a public body corporate ("College"), and DOLPHIN TRANSPORTATION SPECIALIST, INC, a Florida corporation, ("Vendor"), shall be effective as of the date indicated above. The following terms and conditions shall be incorporated and made a part of the Agreement and to the extent of any conflict therewith, the provisions contained in this Addendum shall supersede and control.

**COLLEGE.** STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA is a political subdivision of the state of Florida and is administered by THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, Florida, a public body corporate, pursuant to Florida Statutes Section 1001.63.

**FORCE MAJEURE.** Neither the College nor the Vendor shall be responsible for its default, delay or failure to perform any terms or conditions of the Agreement when failure to perform is due to causes beyond such party's reasonable control including, but not limited to: civil unrest, strike, lockout, flood, action or inaction of governmental authorities, epidemic, war, act of terrorism, embargo, fire, earthquake, hurricane, windstorm, act of God or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused delay, default or force majeure.

**TERMINATION.** The College may, at any time during the period of this Agreement, without cause, terminate the Agreement by giving thirty (30) days prior written notice of its intention to do so by U S Mail to the other party. Should College exercise its option to terminate this Agreement in accordance with this paragraph, all costs incurred and refunds due to the College shall be processed up to the termination date.

**INDEPENDENT CONTRACTOR.** Vendor is an independent contractor, and the College shall have neither supervision nor control over the Vendor's employees, agents, representatives or volunteers in the performance of their duties for the Vendor. If the Vendor is an individual, the Vendor understands that the College will deduct no federal or state income tax and that no retirement, health or life insurance, or other benefits available to the College employees, will accrue to the Vendor. The Vendor shall not in any manner use the credit or name of the College in connection with its business or affairs except as specifically authorized in this Agreement or as approved in writing prior to such use by the College. The Vendor shall purchase all equipment, supplies and sign contracts in its own name and sole credit, and shall promptly make full payment thereon, in accordance with the terms of purchase.

**LIABILITY AND INDEMNITY.** The Vendor agrees to indemnify, defend and hold harmless the College and its officers, trustees, employees, representatives and agents, from any and all claims, causes of action, costs, expenses, injuries, liabilities, attorneys' fees and costs, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Vendor, its employees, agents or subcontractors. The College, as a public body corporate of the State of Florida, does not agree to indemnify or hold the Vendor harmless, and does not agree to enlarge the scope of the waiver of sovereign immunity provided in Section 768.28, Florida Statutes. Nothing in the Agreement shall be construed or interpreted as to deny to either party any remedy or defense available to such party under the laws of the State of Florida. This provision shall survive termination of the Agreement.

**DATA PRIVACY:** Vendor will use any data it receives from the College ("College Data") only for the purpose of fulfilling its duties under this Agreement and for College's sole benefit, and will not share such data with or disclose it to any third party without the prior written consent of College or as otherwise required by law. By way of illustration and not of limitation, Vendor will not use such data for Vendor's own benefit and, in particular, will not engage in "data mining" of College Data or communications, whether through automated or human means, except as specifically and expressly required by law or authorized in writing by College. Vendor will provide access to College Data only to those Vendor employees and subcontractors who need to access the data to fulfill Vendor's obligations under this Agreement. Vendor will ensure that employees who perform work under this Agreement have read, understood, and received appropriate instruction as to how to comply with, the data protection provisions of this Agreement, and have undergone all background screening and possess all qualifications appropriate to the nature of the employees' duties and the sensitivity of the data they will be handling, prior to being granted access to the Data. Vendor agrees to comply with all College's published IT security policies and protocols.

**PUBLIC RECORDS.** The Vendor will allow public access to all records, documents, papers, letters or other material subject to the provision of Florida Public Records law, Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Refusal by the Vendor will indemnify the College, the Board of Trustees and the State of Florida, and their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, that relate to any public records which the Vendor maintained or should have maintained in conjunction with this Agreement, or that relate to any public records which the Vendor failed to produce or copy in the response to a public records request.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE COLLEGE'S OFFICE OF THE GENERAL COUNSEL, 941-752-5205, [proutys@scf.edu](mailto:proutys@scf.edu) & 5840 26<sup>th</sup> Street West, Bradenton, FL 34207.

To the extent applicable, (i) the party contracting with the College will comply with all obligations imposed on contractors set forth in Florida Statutes, Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

**IDENTITY THEFT.** To the extent applicable, the Vendor agrees that it will comply with the rules of the Federal Trade Commission at 16 CFR Part 681, including implementation of an identity theft prevention program.

**TRAVEL EXPENSES.** Travel expenses are reimbursable to the Vendor only where the College has agreed in writing that the Vendor's fee for services is not all-inclusive and that the College will fund such travel in addition to the Vendor's fee. Where travel is reimbursable, the Vendor agrees to complete a travel authorization form prior to traveling and to submit bills for any travel expenses in accordance with §112.061, Florida Statutes. No travel expenses will be paid to, or for the benefit of, any individual in excess of the amount permitted by Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by the Vendor.

**TAXES.** The College is exempt from the payment of all sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

**ACCOUNTING AND AUDIT.** The Vendor agrees to maintain at its place of business records, books, account information and related materials relevant to this Agreement. The College, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials or obtain copies thereof, whether by their own representatives or by certified public accountants, during reasonable business hours and in a manner that does not disrupt the Vendor's business operations. The Vendor agrees to retain any documents relevant to this Agreement for a period of at least three (3) years after the final payment or termination of this Agreement, whichever is later. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute resolved. The Vendor's invoices for payment or other compensation shall be submitted in detail sufficient for proper pre-audit and post-audit review. The Vendor agrees to include this Accounting and Audit provision in any contract it has with any subcontractor, consultant or agent whose services will be charged directly or indirectly to this Agreement.

**CONFLICTS OF INTEREST.** The Vendor shall not hire, and shall not permit any subcontractor or other person, firm or business entity with whom the Vendor is engaged in a combined effort to perform this agreement, to hire any person who is a College officer or employee, unless the College consents in writing after full written disclosure of the surrounding facts. No officer or employee of the College shall have a financial interest, direct or indirect, in this contract unless the College consents in writing after full written disclosure of the surrounding facts.

**ASSIGNMENT, DELEGATION AND SUBCONTRACTS.** The Vendor shall not assign, delegate, subcontract or otherwise transfer any interest in this Agreement or any obligation of Vendor without the prior written consent of the College.

**PERSONNEL.** The Vendor represents that it has or will, at its own expense, obtain all personnel and equipment required to perform this Agreement. The Vendor warrants that all personnel engaged in the performance of this Agreement shall be qualified to perform the services rendered and shall be properly licensed and otherwise authorized to do so under all applicable laws. Said employees, agents, representatives, volunteers and any other persons in or about the College's premises at the instance or request of the Vendor, shall conform to all rules established by the College to govern the general conduct of persons in or about the said premises.

**PUBLIC ENTITY CRIME.** The College will not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

**WAIVER OF BREACH.** No failure by the College to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. The College's failure to notice any Event of Default shall not be deemed a waiver of the right of the College to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.



**THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**ENTIRE AGREEMENT.** The Agreement and this Addendum, and any other addenda identified herein constitutes the entire agreement and understanding between the parties, concerning the subject matter hereof, and supercedes all prior agreements and understanding related hereto.

**AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

**GOVERNING LAW/VENUE.** This Agreement will be governed by and construed under the laws of the State of Florida. Manatee County, Florida, will be the forum and venue for any lawsuit between the parties arising from or incident to the Agreement. Vendor consents to personal jurisdiction in the State of Florida.

**ATTORNEYS' FEES.** If any litigation shall be instituted for the purpose of enforcing or interpreting any of the provisions of this Agreement, the prevailing party or parties, as determined by the court having jurisdiction thereof, shall be entitled to recover, in addition to all other relief, an amount equal to all costs and expenses incurred in connection therewith, including, without limitation, reasonable legal expenses (including but not necessarily limited to fees for services of attorneys, paralegals and legal assistants) at the trial level and in connection with all appellate proceedings.

**NON-DISCRIMINATION.** If this Agreement is funded in any part by monies of the United States of America, the Vendor shall comply with all of the provisions of Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, as supplemented by the regulations of the United States Department of Labor (41 CFR Part 60). The College's policy prohibiting discrimination and harassment, is incorporated into this Agreement by reference as if fully set forth herein.

**EMPLOYMENT OF UNAUTHORIZED ALIENS AND E-VERIFY.** The employment by any Vendor of unauthorized aliens is a violation of federal law. Any such violation by Contractor shall be cause for immediate cancellation of the Agreement by College. Pursuant to s. 448.095, Florida Statutes, the Vendor and its subcontractors will enroll in and use the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees and its subcontractors' employees performing under this Contract. Employees performing under this Contract means all persons employed or assigned (including subcontractors) by the Vendor or a subcontractor during the contract term to perform work pursuant to this Contract within the United States and its territories.

**FUNDING AVAILABILITY.** Obligations of the College hereunder are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.

**AUTHORITY.** Each person signing on behalf of the parties to this Agreement represents and warrants that he/she has full authority to execute this Agreement on behalf of such party and that this Agreement will constitute a legal and binding obligation.

**SURVIVAL.** The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination, expiration, or cancellation of this Agreement.

**PARAGRAPH HEADINGS.** The headings of the paragraphs of this Agreement are inserted for convenience or reference only and are not intended to be part of, or to affect, the meaning or interpretation of this Agreement.

**AGREEMENT ADMINISTRATOR.** Except where otherwise specified, the Agreement Administrator shall be the College's representative for purposes of administering this Agreement, and the Vendor shall submit all progress reports, invoices, correspondence and related submissions to the Agreement Administrator, who is: Rebecca Ferda, Director, Business Services.

**COUNTERPARTS/FACSIMILE.** This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement. Facsimile signatures are acceptable as original signatures on this Agreement.

**SEVERABILITY.** If any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of the Agreement, and the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

THE PARTIES HAVE READ, UNDERSTAND AND AGREED TO THIS ADDENDUM. THIS ADDENDUM IS NOT VALID UNTIL ALL SIGNATURES ARE AFFIXED AND NO COMMITMENT EXISTS UNTIL FULLY EXECUTED BY THE COLLEGE.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum.

THE DISTRICT BOARD OF TRUSTEES  
OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

VENDOR  
DOLPHIN TRANSPORTATION SPECIALIST, INC

By: Barry Cella  
Printed Name: J Barry Cella  
Title: VP/EM

**ATTACHMENT B**  
**Athletic Transportation Travel Schedule**

**Athletic Trip Summary**

- Travel parties range from 22 to 38 passengers
- Baggage and supplies equaling 2 bags per traveler
- Teams must be permitted to eat on the bus
- Travel will only occur within the State of Florida
- 103-day trips (2-10 hours of driving):
  - 34 trips of 35-38 passengers
  - 29 trips of 22 passengers
  - 20 trips of 32 passengers
  - 20 trips of 10-12 passengers

Contractor will provide reservation confirmation. It is responsibility of the College to verify all reservation information is accurate and complete.

**ATTACHMENT C**

**See next 5 pages.**

2021 TRANSPORTATION RATES YEAR ONE

		STATE COLLEGE OF FLORIDA <b>RATE PROPOSAL OPTION A</b>		RESERVATIONS 941-925-7733
		Vehicle Type	Capacity	NUMBER OF TRIPS
VAN	1-14 Passengers	\$700.00 PER DAY	20.00	\$14,000.00
MINI BUS	15-25 Passengers	\$775.00 PER DAY	29.00	\$22,475.00
MINI COACH	30-40 Passengers	\$875.00 PER DAY	20.00	\$17,500.00
MOTOR COACH	Up to 56 Passengers	\$1050.00 PER DAY	34.00	\$35,700.00
ADDITIONAL TRIPS		\$1050.00 PER DAY	21.00	\$22,050.00

**TOTAL CHARGES FOR itin 2021-01**

**124.00**

**\$111,725.00**

Dolphin Transportation proposes payments weekly for trips the prior week

Dolphin Transportation Specialists Phone: 941-925-7733 [www.dolphinflorida.com](http://www.dolphinflorida.com)



2021 TRANSPORTATION RATES YEAR TWO

		STATE COLLEGE OF FLORIDA <b>RATE PROPOSAL OPTION A</b>		RESERVATIONS 941-925-7733
		Vehicle Type	Capacity	NUMBER OF TRIPS
VAN	1-14 Passengers	\$700.00 PER DAY	20.00	\$14,000.00
MINI BUS	15-25 Passengers	\$800.00 PER DAY	29.00	\$23,200.00
MINI COACH	30-40 Passengers	\$900.00 PER DAY	20.00	\$18,000.00
MOTOR COACH	Up to 56 Passengers	\$1100.00 PER DAY	34.00	\$37,400.00
ADDITIONAL TRIPS		\$1100.00 PER DAY	21.00	\$23,100.00

**TOTAL CHARGES FOR it in 2021 YEAR TWO**

**124.00**

**\$115,700.00**


Dolphin Transportation proposes payments weekly for trips the prior week

Dolphin Transportation Specialists Phone: 941-925-7733 www.dolphinflorida.com





2021 TRANSPORTATION RATES YEAR THREE

		STATE COLLEGE OF FLORIDA <b>RATE PROPOSAL OPTION A</b>			RESERVATIONS 941-925-7733
		Vehicle Type	Capacity	PER DAY	NUMBER OF TRIPS
VAN	1-14 Passengers	\$700.00 PER DAY	20.00	\$14,000.00	
MINI BUS	15-25 Passengers	\$800.00 PER DAY	29.00	\$23,200.00	
MINI COACH	30-40 Passengers	\$900.00 PER DAY	20.00	\$18,000.00	
MOTOR COACH	Up to 56 Passengers	\$1100.00 PER DAY	34.00	\$37,400.00	
ADDITIONAL TRIPS		\$1100.00 PER DAY	21.00	\$23,100.00	

**TOTAL CHARGES FOR it in 2021 YEAR THREE**

**124.00**

**\$115,700.00**

Dolphin Transportation proposes payments weekly for trips the prior week

Dolphin Transportation Specialists Phone: 941-925-7733 [www.dolphinflorida.com](http://www.dolphinflorida.com)



2021 TRANSPORTATION RATES YEAR FOUR

RESERVATIONS  
941-925-7733

STATE COLLEGE OF FLORIDA

RATE PROPOSAL OPTION A



Vehicle Type	Capacity		NUMBER OF TRIPS	TOTAL
VAN	1-14 Passengers	\$735.00 PER DAY	20.00	\$14,700.00
MINI BUS	15-25Passengers	\$830.00 PER DAY	29.00	\$24,070.00
MINI COACH	30-40 Passengers	\$950.00 PER DAY	20.00	\$19,000.00
MOTOR COACH	Up to 56 Passengers	\$1150.00 PER DAY	34.00	\$39,100.00
ADDITIONAL TRIPS		\$1150.00 PER DAY	21.00	\$24,150.00

TOTAL CHARGES FOR itin 2021 YEAR FOUR 124.00 \$121,020.00

Dolphin Transportation proposes payments weekly for trips the prior week

2021 TRANSPORTATION RATES YEAR FIVE

		STATE COLLEGE OF FLORIDA <b>RATE PROPOSAL OPTION A</b>		RESERVATIONS 941-925-7733
		Vehicle Type	Capacity	NUMBER OF TRIPS
VAN	1-14 Passengers	\$750.00 PER DAY	20.00	\$15,000.00
MINI BUS	15-25 Passengers	\$850.00 PER DAY	29.00	\$24,650.00
MINI COACH	30-40 Passengers	\$950.00 PER DAY	20.00	\$19,000.00
MOTOR COACH	Up to 56 Passengers	\$1150.00 PER DAY	34.00	\$39,100.00
ADDITIONAL TRIPS		\$1150.00 PER DAY	21.00	\$24,150.00

**TOTAL CHRGES FOR itin 2021 YEAR FIVE**

**124.00**

**\$121,900.00**

Dolphin Transportation proposes payments weekly for trips the prior week



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Hepner Architects Professional Services Contract Approval, Venice Science & Technology Building

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Hepner Architects to provide design and engineering services for the Venice Science and Technology Building.**

**STAFF ANALYSIS:**

The Board of Trustees approved Hepner Architects to provide professional services for the Venice Science & Technology Building. Following Board approval, college staff negotiated with Hepner Architects regarding their scope of work and fees. Their scope of services includes:

- Programming and Site Study
- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration
- Close Out

The overall construction budget is \$3,750,000. Staff used the State of Florida, Department of Management Services, Fee Calculator for Architect & Engineering Services guide. For basic A&E services, the guide indicates an A&E design fee of 7.83% of the construction budget, not including civil engineering. Staff has negotiated a 7% design fee including civil engineering. The total A&E fee is \$262,500. Based on the project type and the scope of services, this total fee is found to be fair and reasonable.

**FISCAL IMPACT** Yes

Funding Source: American Rescue Plan, Local Fund Balance Transfer

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$262,500.00

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Project Approval for Restroom Facility, Bradenton Sports Area

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the Restroom Facility, Bradenton Sports Area Project.**

**STAFF ANALYSIS:**

Restroom Facilities are required to support the Collegiate School PE program. The current restrooms are being relocated to the Venice Campus with the modular classrooms. The Bradenton Campus Collegiate School is obtaining a Sales Tax Grant in the amount of \$198,613.

**FISCAL IMPACT** Yes

Funding Source: Sales Tax Grant

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$198,613

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Contract approval for Williamson Design Associates to provide design and engineering services for the HEERF, HVAC Upgrades project.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Williamson Design Associates to provide design and engineering services for the HEERF, HVAC Upgrades project.**

**STAFF ANALYSIS:**

Williamson Design Associates was selected and approved by the Board for on-call professional services using the Competitive Consultant Negotiation Act, per Florida Statue. The professional services include architectural and engineering design along with support during construction. College staff negotiated a 7% design fee based on a construction budget of \$1,781,257. This fee is found to be fair and reasonable for this type of project.

Scope:

Building 7 HVAC Controls Upgrade
Building 1 HVAC Controls Upgrade
Building 100 HVAC Controls Upgrade
Bradenton Building 6 HVAC Upgrade
LWR CIT Outside Air Damper Replacement & Duct Cleaning
Building 14 Air Handler Replacement

Requesting Board approval to contract with Williamson Design Associates for a not-to-exceed design fee amount of \$124,688.

**FISCAL IMPACT** Yes

Funding Source: HEERF

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$124,688

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Contract approval for Williamson Design Associates to provide design and engineering services for the HEERF, Venice Chiller Plant Upgrades project.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Williamson Design Associates to provide design and engineering services for the HEERF, Venice Chiller Plant Upgrade project.**

**STAFF ANALYSIS:**

Williamson Design Associates was selected and approved by the Board for on-call professional services using the Competitive Consultant Negotiation Act, per Florida Statute. The professional services include architectural and engineering design along with support during construction. College staff negotiated a 7% design fee based on a construction budget of \$1,298,129. This fee is found to be fair and reasonable for this type of project.

Scope:

Chiller
Pumps
Piping
Cooling Tower

Requesting Board approval to contract with Williamson Design Associates for a not-to-exceed design fee amount of \$90,869.

**FISCAL IMPACT** Yes

Funding Source: HEERF

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$90,869

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
October 26, 2021

**AGENDA ITEM:**

Contract approval for Williamson Design Associates to provide design and engineering services for the HEERF, HVAC Upgrades project.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Williamson Design Associates to provide design and engineering services for the HEERF, HVAC Upgrades project**

**STAFF ANALYSIS:**

Williamson Design Associates was selected and approved by the Board for on-call professional services using the Competitive Consultant Negotiation Act, per Florida Statute. The professional services include architectural and engineering design along with support during construction. College staff negotiated a 7% design fee based on a construction budget of \$1,082,399. This fee is found to be fair and reasonable for this type of project.

Scope:

Bradenton Underground Hot Water Pipe Replacement
Bradenton Chiller Plant Condenser Water Piping

Requesting Board approval to contract with Williamson Design Associates for a not-to-exceed design fee amount of \$75,768.

**FISCAL IMPACT** Yes

Funding Source: HEERF

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$75,768

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

