

Adopted Budget - FY 2020

Central Services

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2019	Adopted Budget FY 2020
Estimated Revenue		
Charges for Services	317,710	257,400
Total Estimated Revenue	317,710	257,400
Operating Expenses		
Printing	130,830	102,650
Mailing	175,360	196,370
Storeroom & General	11,520	18,550
Total Operating Expenses	317,710	317,570
Net Operating Income (Loss)	0	-60,170
Add:		
Depreciation	11,150	14,450
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	16,500	35,000
Calculation of Contribution to(from) Fund Balance/General Fund	(5,350)	(80,720)

This Internal Service Fund derives most of its revenues from three major revenue sources. **Printing:** This revenue source represents printing charges – composition, layout, offset printing, and binding – to produce reports, brochures, forms, and stationery for City departments and the School Board. **Material/Supply Sales:** This revenue source reflects sales from a 2,000 item office supplies inventory maintained at the Print Shop. Although the Print Shop purchases in bulk to reduce costs, this trend is downward due to strong competition from mail-order companies and wholesale chains such as OfficeMax. **Postage:** This revenue source reflects cost recovery for running and distributing US and interoffice mail.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Revenues:					
Printing	\$ 50,006	\$ 47,942	\$ 87,710	\$ 49,000	\$ (38,710)
Materials & Supplies	20,480	20,235	20,000	20,400	400
Postage	185,267	177,704	210,000	188,000	(22,000)
Totals	\$255,753	\$245,881	\$317,710	\$ 257,400	\$ (60,310)

Description

Central Services, or the “Print Shop” as it is better known, provides printing services including letterhead, envelopes, booklets, flyers and receipt books and the acquisition of office supplies (including bulk purchases of paper) to all City Departments and the School Board more efficiently and at less cost than outside vendors. When print jobs exceed the capabilities of the Print Shop’s equipment, they are outsourced at a reduced cost. This division also operates the central mailroom and delivers interoffice mail throughout the City.

Envisioned as a self-supporting operation, Central Services receives only limited support directly from the General Fund (none has been required during the last decade). The Print Shop is located in the basement of the City Armory at the corner of Spring Street and Floyd Street.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 91,696	\$ 84,891	\$106,380	\$ 102,440	\$ (3,940)
Employee Benefits	12,751	12,470	15,930	15,740	(190)
Purchased Services	12,870	13,002	19,600	19,600	-
Internal Service	11,527	12,425	7,020	7,660	640
Other Operating Expenses	137,755	143,607	157,630	157,680	50
Capital Outlay	-	32,500	16,500	35,000	18,500
Depreciation	5,101	8,118	11,150	14,450	3,300
Totals	\$271,700	\$307,013	\$334,210	\$ 352,570	\$ 18,360

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs
PRINT SHOP SUPERVISOR	0.90	0.90
SENIOR PRINTER	1.00	
PRINTER	1.00	2.00
Total	2.90	2.90