

Printing Services

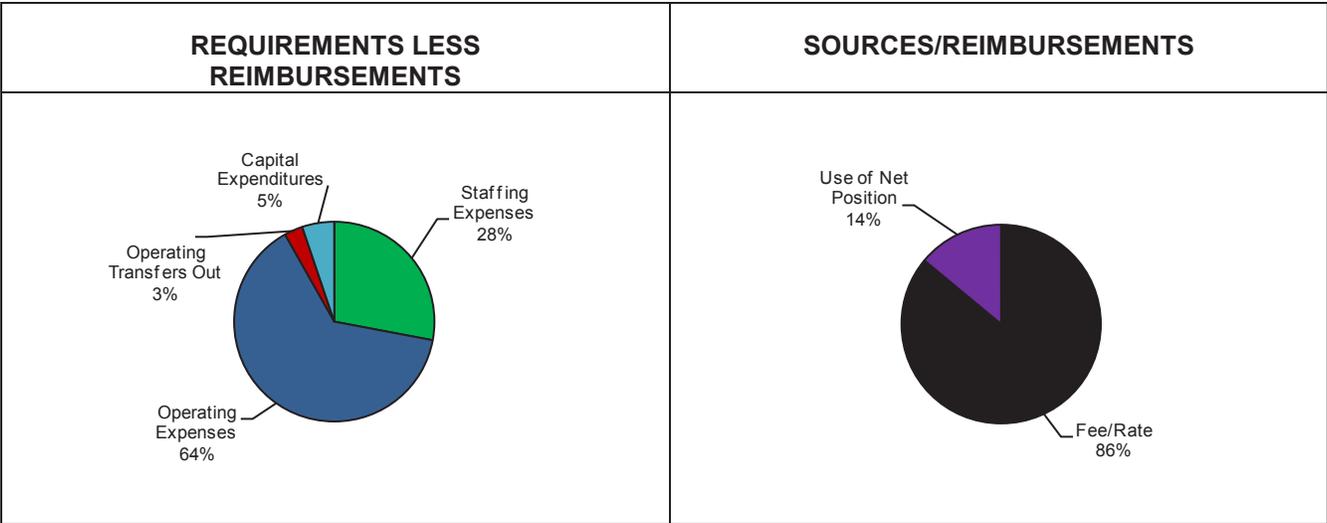
DESCRIPTION OF MAJOR SERVICES

Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

Budget at a Glance	
Requirements Less Reimbursements	\$3,651,244
Sources/Reimbursements	\$3,141,020
Use of / (Contribution To) Net Position	\$510,224
Total Staff	15

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure of the following fiscal year.

2015-16 ADOPTED BUDGET



ANALYSIS OF 2015-16 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Other General

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
Requirements							
Staffing Expenses	983,869	960,732	1,019,064	928,751	1,060,187	1,021,632	(38,555)
Operating Expenses	2,677,276	2,771,793	2,739,448	2,729,635	2,818,016	2,331,452	(486,564)
Capital Expenditures	19,997	52,501	94,994	639,433	732,300	189,160	(543,140)
Total Exp Authority	3,681,142	3,785,026	3,853,506	4,297,819	4,610,503	3,542,244	(1,068,259)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	3,681,142	3,785,026	3,853,506	4,297,819	4,610,503	3,542,244	(1,068,259)
Operating Transfers Out	27,000	0	0	0	0	109,000	109,000
Total Requirements	3,708,142	3,785,026	3,853,506	4,297,819	4,610,503	3,651,244	(959,259)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	4,187,887	4,232,556	4,295,771	2,576,581	3,261,768	3,141,020	(120,748)
Other Revenue	0	(617,928)	7,958	12,026	4,220	0	(4,220)
Total Revenue	4,187,887	3,614,628	4,303,729	2,588,607	3,265,988	3,141,020	(124,968)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	4,187,887	3,614,628	4,303,729	2,588,607	3,265,988	3,141,020	(124,968)
Net Position							
Use of / (Contribution to) Net Position	(479,745)	170,398	(450,223)	1,709,212	1,344,515	510,224	(834,291)
Est. Net Position Available					1,220,662	345,741	(874,921)
Total Net Position					2,565,177	855,965	(1,709,212)
Budgeted Staffing*	15	14	15	15	15	15	0

*Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Requirements of \$3.7 million fund the costs of materials, outside printing services, production copiers and equipment maintenance. Capital expenditures of \$189,160 fund various capital improvement projects as well as the purchase of capital assets.

Expenses are charged to County departments and outside agencies through the rates that the department prepares annually.

Sources of \$3.1 million represent projected revenue from rates charged for black and white copies, color copies, graphic design services and outside printing services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$959,259 primarily due to a reduction in costs associated with outside printing services as a result of more projects being completed in-house with a new printing press. This decrease in cost is offset by decreased revenue. Additionally, the department completed capital expenditures of \$639,433 last fiscal year.

Sources are decreasing by \$124,968 as a net result of revised lower billable units and a decrease in reimbursements for pass-through costs.

The department completed a process of reducing its retained earnings through lower rates in compliance with Federal OMB 2 CFR 225 working capital guidelines in 2014-15. A change in the billing system to gain efficiencies associated with the installation of a new production management software resulted in less billable printing time offset by a corresponding increase in rates.



ANALYSIS OF NET POSITION

A decrease in the Use of Net Position of \$834,291 is primarily due to the department’s efforts to return excess retained earnings as stipulated by Federal OMB 2 CFR 255. The use of Net Position (\$510,224) in 2015-16 is primarily to fund one-time capital expenditures including several capital improvement projects and equipment purchases.

2015-16 POSITION SUMMARY*

Division	2014-15 Final Staffing	Adds	Deletes	Re-Orgs	2015-16 Adopted	Limited	Regular
Graphic Design Unit	4	0	0	0	4	0	4
Quick Copy and Print Shop	11	0	0	0	11	0	11
Total	15	0	0	0	15	0	15

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.0 million fund 15 budgeted regular positions.

