

Printing Services

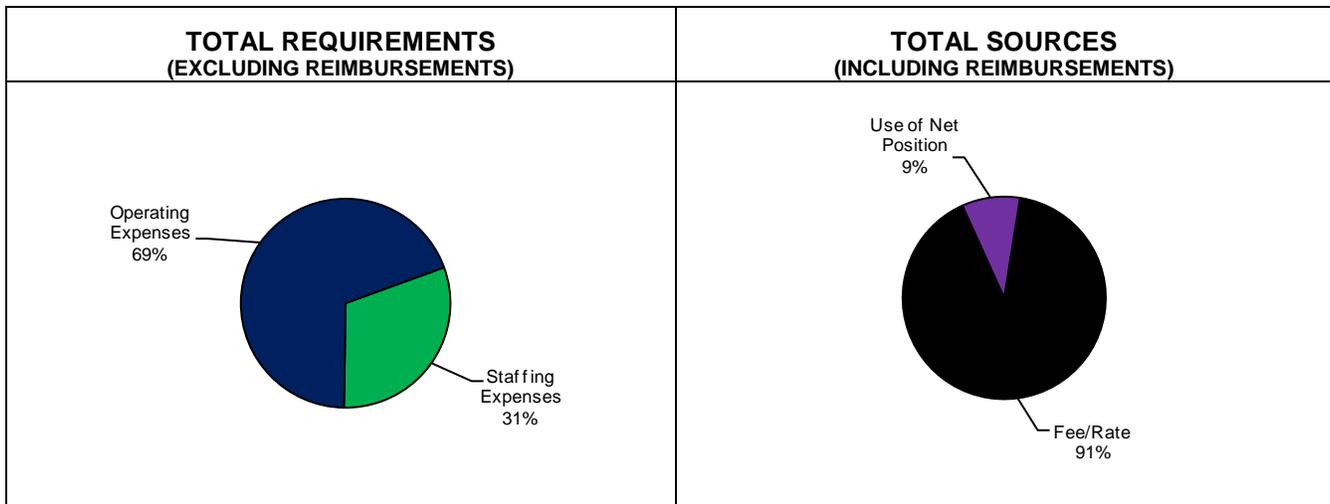
DESCRIPTION OF MAJOR SERVICES

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

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

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$3,969,750
Total Sources (Incl. Reimb.)	\$3,602,500
Use of / (Contribution To) Net Position	\$367,250
Total Staff	17

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A)
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	Change From Prior Year Modified Budget
Requirements							
Staffing Expenses	960,732	1,019,064	928,751	1,021,632	990,561	1,223,122	201,490
Operating Expenses	2,771,793	2,739,448	2,729,635	2,331,452	2,325,986	2,746,628	415,176
Capital Expenditures	52,501	94,994	639,433	189,160	105,683	0	(189,160)
Total Exp Authority	3,785,026	3,853,506	4,297,819	3,542,244	3,422,230	3,969,750	427,506
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	3,785,026	3,853,506	4,297,819	3,542,244	3,422,230	3,969,750	427,506
Operating Transfers Out	0	0	0	109,000	69,964	0	(109,000)
Total Requirements	3,785,026	3,853,506	4,297,819	3,651,244	3,492,194	3,969,750	318,506
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	4,232,556	4,295,771	2,576,581	3,141,020	3,244,963	3,602,500	461,480
Other Revenue	(617,928)	7,958	12,026	0	7,892	0	0
Total Revenue	3,614,628	4,303,729	2,588,607	3,141,020	3,252,855	3,602,500	461,480
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	3,614,628	4,303,729	2,588,607	3,141,020	3,252,855	3,602,500	461,480
Net Position							
Use of/ (Contribution to) Net Position	170,398	(450,223)	1,709,212	510,224	239,339	367,250	(142,974)
Est. Net Position Available						905,873	
Total Est. Unrestricted Net Position						1,273,123	
Budgeted Staffing*	14	15	15	16	16	17	1

*Data represents modified budgeted staffing

Note: Unlike governmental funds, the 2015-16 Modified Budget and Estimate columns do not include information on Estimated Net Position Available or Total Estimated Unrestricted Net Position because GAAP requires that internal service and enterprise funds include line items such as depreciation, which are not budgeted, in the Net Position calculation.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Operating Expenses of \$2.7 million fund the costs of materials, outside printing services, production copiers and equipment maintenance. Expenses are charged to County departments and outside agencies through the rates that the department prepares annually.

Sources of \$3.6 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 increasing by \$318,506 primarily due to the addition of one new budgeted position, increased equipment maintenance costs and increased materials costs that are passed through to customers. Sources are increasing by \$461,480 due to increased volume and an associated increase in revenue from reimbursable costs.



ANALYSIS OF NET POSITION

In 2016-17 the department is budgeting a Use of Net Position in the amount of \$367,250. This is in adherence with Federal OMB 2 CFR 255 which requires the department to achieve a balance between the rates charged and maintaining an adequate working capital reserve. The department has used Net Position for the past two years and expects to do so again in 2016-17 to bring the Net Position within an acceptable range for working capital reserves.

2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Printing Services	12	0	0	0	12	0	12	
Graphic Design Unit	4	1	0	0	5	0	5	
Total	16	1	0	0	17	0	17	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$1.2 million fund 17 budgeted regular positions. Budgeted staffing expenses have increased by \$201,490 due to increased salary costs and the addition of a new Graphics Technician to assist with the increased workload.

