

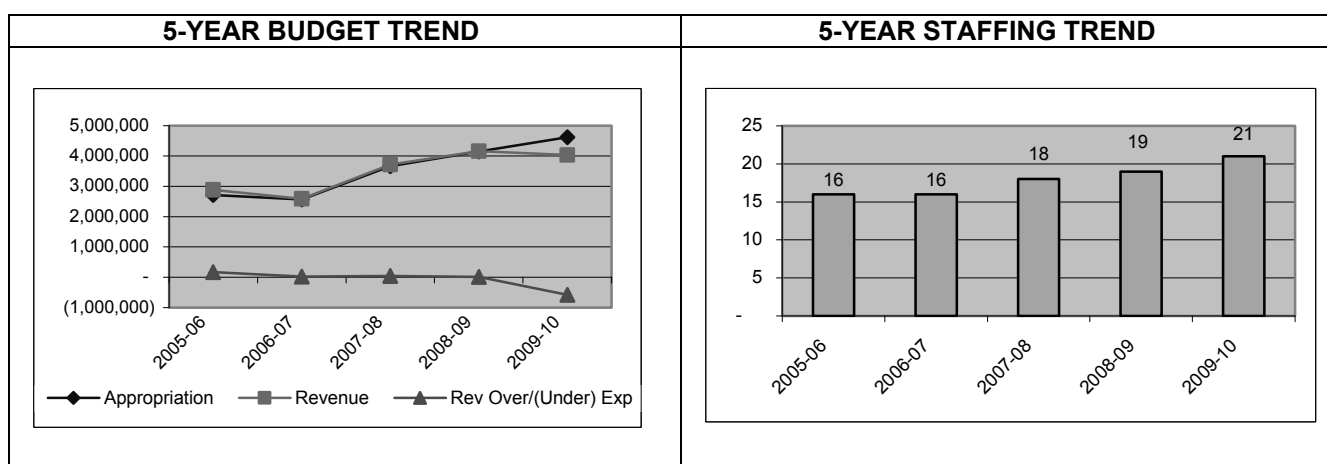
## Printing Services

### DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, business cards, and reports for County departments and special districts, including administration of the Arrowhead Regional Medical Center (ARMC) Forms Program. This division provides high quality printed materials and graphic design services utilizing the latest technological advances, and strives to deliver services in a timely and cost effective manner that is beneficial to its customers. Customers include county departments and other public agencies.

The Printing Services budget unit is an Internal Service Fund (ISF) of the Purchasing Department. All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET HISTORY



### PERFORMANCE HISTORY

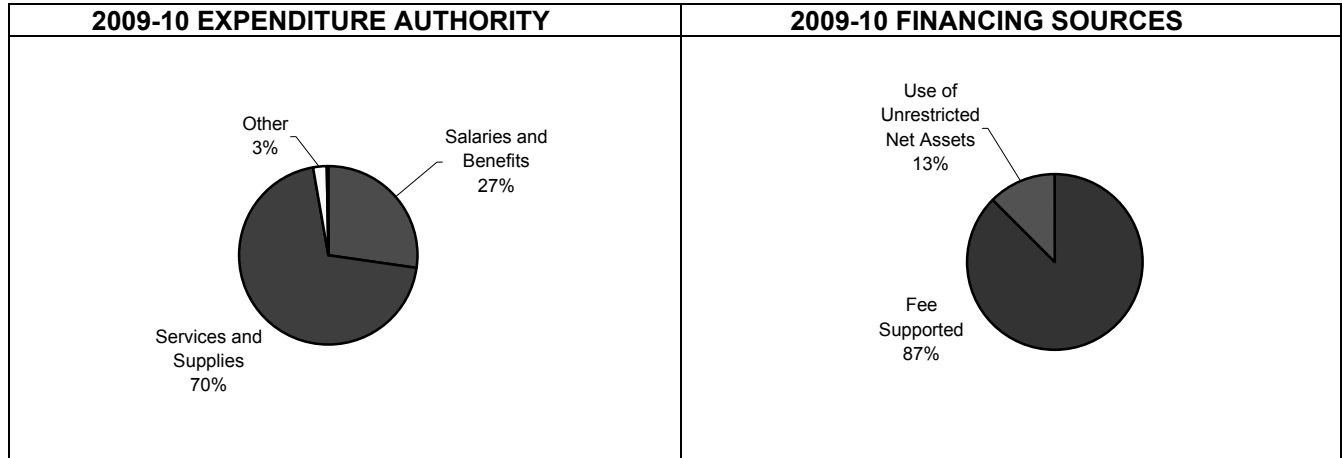
	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Actual
Appropriation	2,720,475	3,955,304	4,002,932	4,148,499	4,616,137
Departmental Revenue	2,975,297	4,018,759	4,826,392	4,159,689	4,745,298
Revenue Over/(Under) Exp	254,822	63,455	823,460	11,190	129,161
Budgeted Staffing				18	
Fixed Assets	7,421	26,849	40,199	-	(224)
Unrestricted Net Assets Available at Year End	487,899	886,800	1,588,533		1,762,570

According to the Report of Operations as of June 30, 2008, prepared by the Auditor/Controller-Recorder, the working capital requirements for this budget unit is \$677,977. The department had \$910,556 in excess of the working capital required. Due to the anticipated move of the Graphic Designers from the Department of Public Health to Printing Services, a rate study was completed and it was determined that the Graphic Designer rate and the labor rate in the main printing shop should be adjusted up to ensure this budget unit maintains unrestricted net asset balances of approximately two months of operating expenses to serve as working capital.

Actual appropriation for 2008-09 exceeds modified budget due to a reimbursement for graphics designers positions as well as additional costs associated with greater than anticipated demand for printing jobs. Actual departmental revenue also exceeds modified budget with the corresponding higher revenues resulting from the greater number of print jobs.



**ANALYSIS OF FINAL BUDGET**



As a result of the current economic condition, the 2009-10 budget was impacted by a salary reduction. This reduction resulted in a decrease of \$55,368 to appropriation, and the details are listed in the following schedule. Budgeted staffing was reduced by 1 vacant Automated Systems Technician.

**IMPACTS DUE TO BUDGET REDUCTIONS**

Brief Description of Budget Impact	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/(Under) Exp
Salary Reduction Reduction made to salaries and benefits - deleted 1 vacant Automated Systems Technician.	(1)	(55,368)	-	55,368
<b>Total</b>	<b>(1)</b>	<b>(55,368)</b>	<b>-</b>	<b>55,368</b>

The preceding reductions were incorporated into the departmental budget and are reflected in the following schedule that details the budget by appropriation unit.



**GROUP: Administrative/Executive**  
**DEPARTMENT: Purchasing**  
**FUND: Printing Services**

**BUDGET UNIT: IAG PUR**  
**FUNCTION: General**  
**ACTIVITY: Printing**

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2008-09 Final Budget	2009-10 Final Budget	Change From 2008-09 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	803,519	924,533	974,648	1,192,904	1,060,521	1,257,693	197,172
Services and Supplies	1,933,142	2,967,850	2,968,303	3,293,252	3,000,829	3,205,923	205,094
Central Computer	7,270	9,796	10,825	15,721	21,420	19,517	(1,903)
Travel	-	-	-	-	5,000	5,000	-
Other Charges	5,453	-	-	-	-	-	-
Transfers	52,253	53,125	49,156	77,555	75,704	119,428	43,724
Total Exp Authority	2,801,637	3,955,304	4,002,932	4,579,432	4,163,474	4,607,561	444,087
Reimbursements	(81,162)	-	-	-	(25,230)	-	25,230
Total Appropriation	2,720,475	3,955,304	4,002,932	4,579,432	4,138,244	4,607,561	469,317
Depreciation	-	-	-	36,705	10,255	8,677	(1,578)
Total Requirements	2,720,475	3,955,304	4,002,932	4,616,137	4,148,499	4,616,238	467,739
<b>Departmental Revenue</b>							
Current Services	2,960,329	4,018,759	4,836,196	4,745,298	3,451,689	4,033,168	581,479
Other Revenue	14,968	-	-	-	708,000	-	(708,000)
Total Revenue	2,975,297	4,018,759	4,836,196	4,745,298	4,159,689	4,033,168	(126,521)
Operating Transfers In	-	-	(9,804)	-	-	-	-
Total Financing Sources	2,975,297	4,018,759	4,826,392	4,745,298	4,159,689	4,033,168	(126,521)
Rev Over/(Under) Exp	254,822	63,455	823,460	129,161	11,190	(583,070)	(594,260)
				Budgeted Staffing	19	21	2
<b>Fixed Assets</b>							
Improvement to Structures	-	19,369	-	-	-	-	-
Equipment	-	7,480	18,141	(224)	-	-	-
Vehicles	-	-	22,058	-	-	-	-
L/P Equipment	7,421	-	-	-	-	-	-
Total Fixed Assets	7,421	26,849	40,199	(224)	-	-	-

Salaries and benefits of \$1,257,693 fund 21 budgeted positions and are increasing by \$197,172 due to the addition of 4 Graphic Designers moved from the Department of Public Health as well as the budgeted reclassifications necessary for succession planning and to accommodate the Graphic Designer positions. Increased costs were partially offset by the deletion of 1 Graphic Designer I position as well as 1 Automated Systems Technician mentioned previously for the salary reduction.

Services and supplies of \$3,205,923 include various printing supplies and outside vendor printing jobs, copier rentals, systems development, equipment maintenance, insurance, and COWCAP charges. The increase of \$205,094 is primarily due to systems development for billing system enhancements and printing jobs that are sent to outside vendors.

Transfers of \$119,428 include office supplies, EH&P charges, and costs for general fund staff who provide administrative and technical support. The increase of \$43,724 is primarily due to technical support to develop and support various printing systems including billing.

Reimbursements are eliminated due to not filling a technical position due to budget cuts.

Departmental revenue of \$4,033,168 reflects a decrease of \$126,521 due to decreased demand for services as a result of county budget cuts.

