

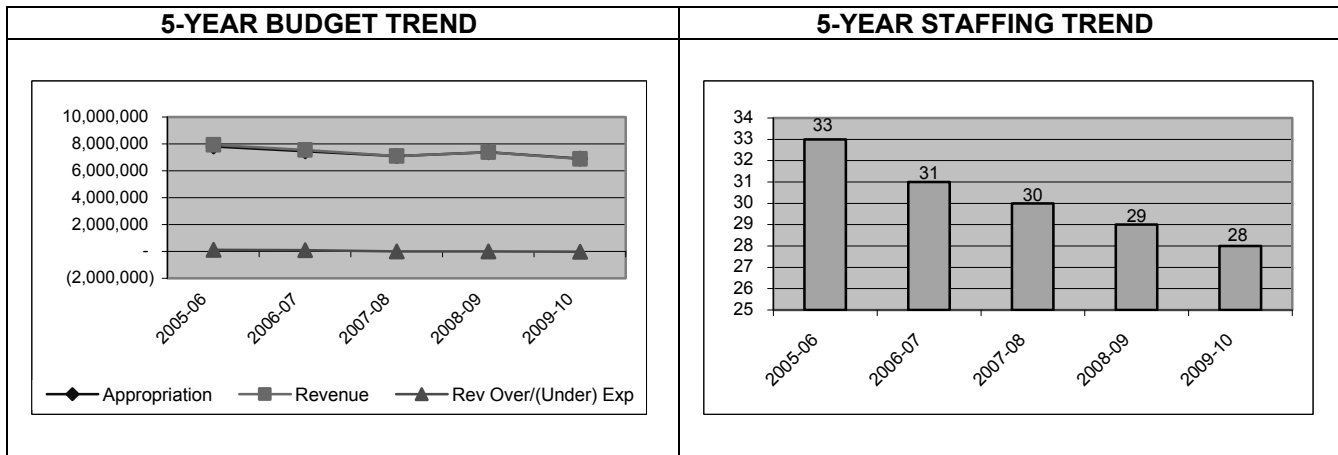
Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides U.S. Postal, inter-office mail/courier, and various expedited shipping services to agencies, departments, and special districts within the County. This division also provides automated mailing services such as inserting, folding, and labeling, and coordinates with the Printing Services for special projects. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Mail/Courier Services budget unit is an Internal Service Fund (ISF) of the Purchasing Department. 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 as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



PERFORMANCE HISTORY

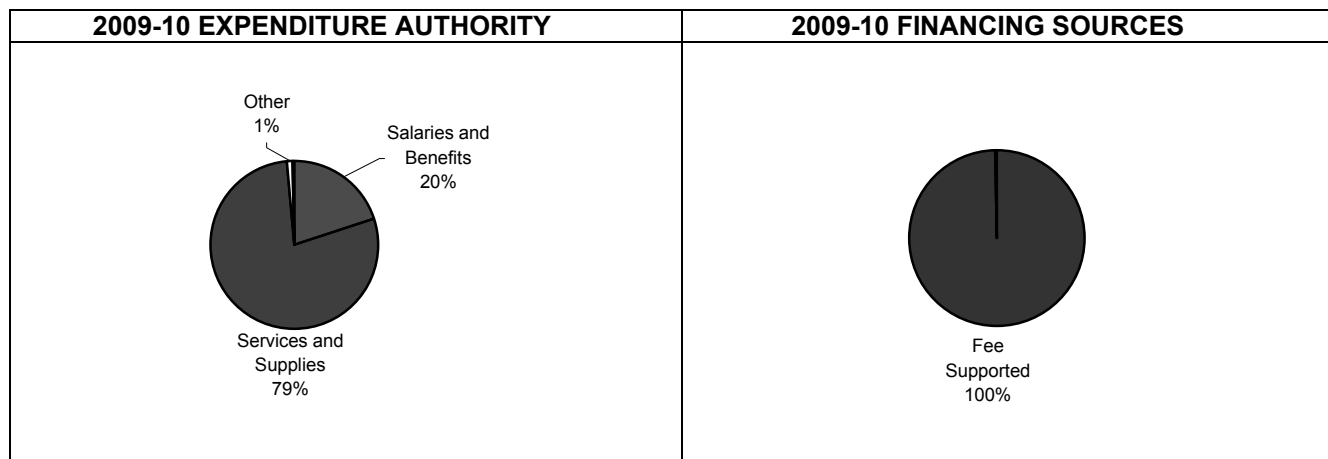
	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Actual
Appropriation	6,885,767	6,995,513	7,223,493	7,384,760	6,573,515
Departmental Revenue	6,897,044	6,897,350	7,345,080	7,386,411	6,921,662
Revenue Over/(Under) Exp	11,277	(98,163)	121,587	1,651	348,147
Budgeted Staffing				28	
Fixed Assets	30,790	23,977	46,167	66,179	64,131
Unrestricted Net Assets Available at Year End	1,280,274	1,148,362	1,270,029		1,634,702

According to the Report of Operations as of June 30, 2008, prepared by the Auditor/Controller-Recorder, the working capital requirements for this fund is \$1,195,900. The department had \$74,129 in excess of the working capital required. During 2008-09, it is anticipated that there will be a minor loss. After 2008-09 is complete, the rates will be re-evaluated to determine if rate adjustments will be required mid-year in 2009-10 to continue to maintain unrestricted net asset balances of approximately two months of operating expenses to serve as working capital.

Actual appropriation and departmental revenue for 2008-09 is less than modified budget due to the decreasing demand for services.



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: Mail/Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail/Courier Services

	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
Appropriation							
Salaries and Benefits	1,275,352	1,370,311	1,383,173	1,342,193	1,431,462	1,371,310	(60,152)
Services and Supplies	5,523,200	5,533,972	5,750,819	5,153,716	5,834,287	5,404,294	(429,993)
Central Computer	4,898	5,596	8,613	18,804	28,377	26,585	(1,792)
Travel	-	-	-	-	-	1,000	1,000
Other Charges	2,518	1,909	1,054	318	297	-	(297)
Transfers	79,799	52,684	48,713	70,713	81,763	89,527	7,764
Total Exp Authority	6,885,767	6,964,472	7,192,372	6,585,744	7,376,186	6,892,716	(483,470)
Reimbursements	-	-	-	(36,772)	-	-	-
Total Appropriation	6,885,767	6,964,472	7,192,372	6,548,972	7,376,186	6,892,716	(483,470)
Depreciation	-	31,041	31,121	24,543	8,574	9,674	1,100
Total Requirements	6,885,767	6,995,513	7,223,493	6,573,515	7,384,760	6,902,390	(482,370)
Departmental Revenue							
Current Services	6,897,044	6,897,290	7,345,080	6,921,662	7,386,411	6,887,926	(498,485)
Other Revenue	-	60	-	-	-	-	-
Total Revenue	6,897,044	6,897,350	7,345,080	6,921,662	7,386,411	6,887,926	(498,485)
Rev Over/(Under) Exp	11,277	(98,163)	121,587	348,147	1,651	(14,464)	(16,115)
				Budgeted Staffing	29	28	(1)
Fixed Assets							
Equipment	7,536	-	21,450	42,973	45,000	-	(45,000)
L/P Equipment	23,254	23,977	24,717	21,158	21,179	-	(21,179)
Total Fixed Assets	30,790	23,977	46,167	64,131	66,179	-	(66,179)

Salaries and benefits of \$1,371,310 fund 28 budgeted positions and is decreasing by \$60,152 due to the transfer in of 1 Storekeeper from Purchasing's Surplus Property and Storage Operations budget unit offset by the deletion of 2 Mail Processor II positions. Additionally, the changes in budgeted staffing coupled with a decreased in worker's compensation costs offset the increased retirement costs.

Services and supplies of \$5,404,294 include a decrease of \$429,993 due to declining service levels. Although postal rates will increase May 2009, service needs have been gradually decreasing, leading to a net decrease in costs.

Travel of \$1,000 is being established to cover training-related expenses to keep staff informed of new mandates or other changes to postal service mail processing requirements.

Transfers of \$89,527 reflect an increase of \$7,764 and include office supplies, EH&P charges and administrative and technical support provided from staff in Purchasing's general fund budget unit.



Departmental revenue of \$6,887,926 includes revenue from mail and courier services. The anticipated decline of \$498,485 reflects a decrease in demand for services due to County departments cutting their budgets and state-run agencies utilizing other services.

There is no 2009-10 budget for equipment and interest charges because the balance of the automated machines was paid in full and new equipment was purchased in 2008-09. No additional equipment purchases are planned at this time.