

Adopted Budget - FY 2022

Central Services

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

	Adopted Budget FY 2021	Adopted Budget FY 2022
Estimated Revenue		
Charges for Services	257,400	348,480
Total Estimated Revenue	257,400	348,480
Operating Expenses		
Printing	117,730	118,400
Mailing	196,290	201,380
Storeroom & General	18,520	21,100
Total Operating Expenses	332,540	340,880
Net Operating Income (Loss)	-75,140	7,600
Add:		
Depreciation	21,810	21,450
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	20,000	10,000
Calculation of Contribution to(from) Fund Balance/General Fund	(73,330)	19,050

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 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Increase/ (Decrease)
Revenues:					
Printing	\$ 44,286	\$ 33,809	\$ 49,000	\$ 126,000	\$ 77,000
Materials & Supplies	20,312	19,829	20,400	21,100	700
Postage	183,223	172,950	188,000	201,380	13,380
Totals	\$ 247,821	\$ 226,588	\$ 257,400	\$ 348,480	\$ 91,080

Description

Central Services, or the “Print Shop” as it is better known, provides printing services including letterhead, envelopes, booklets, business cards, 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 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 78,131	\$ 103,650	\$ 110,510	\$ 112,710	\$ 2,200
Employee Benefits	11,543	12,935	13,610	16,100	2,490
Purchased Services	12,718	6,853	19,600	19,600	-
Internal Service	7,038	8,043	9,810	10,820	1,010
Other Operating Expenses	135,662	139,213	157,200	160,200	3,000
Capital Outlay	18,360	34,675	20,000	10,000	(10,000)
Depreciation	12,971	17,290	21,810	21,450	(360)
Totals	\$ 276,423	\$ 322,659	\$ 352,540	\$ 350,880	\$ (1,660)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs
PRINTER	1.000	2.000	2.000	2.000
SENIOR PRINTER	1.000	-	-	-
PRINT SHOP SUPERVISOR	0.900	0.900	0.900	0.900
Total	2.900	2.900	2.900	2.900