

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

	Adopted Budget FY 2020	City Council's Introductory FY 2021
Estimated Revenue		
Charges for Services	257,400	257,400
Total Estimated Revenue	257,400	257,400
Operating Expenses		
Printing	102,650	117,730
Mailing	196,370	196,290
Storeroom & General	18,550	18,520
Total Operating Expenses	317,570	332,540
Net Operating Income (Loss)	-60,170	-75,140
Add:		
Depreciation	14,450	21,810
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	35,000	20,000
Calculation of Contribution to(from) Fund Balance/General Fund	(80,720)	(73,330)

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 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Revenues:					
Printing	\$ 47,942	\$ 44,286	\$ 49,000	\$ 49,000	\$ -
Materials & Supplies	20,235	20,312	20,400	20,400	-
Postage	177,704	183,223	188,000	188,000	-
Totals	\$ 245,881	\$ 247,821	\$ 257,400	\$ 257,400	\$ -

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 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 84,891	\$ 78,131	\$ 102,440	\$ 110,510	\$ 8,070
Employee Benefits	12,470	11,543	15,740	13,610	(2,130)
Purchased Services	13,002	12,718	19,600	19,600	-
Internal Service	12,425	7,038	7,660	9,810	2,150
Other Operating Expenses	143,607	135,662	157,680	157,200	(480)
Capital Outlay	32,500	18,360	35,000	20,000	(15,000)
Depreciation	8,118	12,971	14,450	21,810	7,360
Totals	\$ 307,013	\$ 276,423	\$ 352,570	\$ 352,540	\$ (30)

Personnel

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