

Adopted Budget - FY 2024

Central Services

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

	Adopted Budget FY 2023	Adopted Budget FY 2024
Estimated Revenue		
Charges for Services	296,220	296,220
Total Estimated Revenue	296,220	296,220
Operating Expenses		
Printing	83,830	85,230
Mailing	187,770	195,150
Storeroom & General	18,250	19,560
Total Operating Expenses	289,850	299,940
Net Operating Income (Loss)	6,370	-3,720
Add:		
Depreciation	13,880	11,880
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	10,000	10,000
Calculation of Contribution to(from) Fund Balance/General Fund	10,250	(1,840)

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 2021	FY 2022	FY 2023	FY 2024	Increase/ (Decrease)
	Actual	Actual	Adopted	Adopted	
Revenues:					
Printing	\$ 37,590	\$ 34,627	\$ 66,720	\$ 66,720	\$ -
Materials & Supplies	18,221	18,551	21,000	21,000	-
Postage	183,008	166,850	208,500	208,500	-
Totals	\$ 238,819	\$ 220,028	\$ 296,220	\$ 296,220	\$ -

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 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 110,206	\$ 114,760	\$ 94,470	\$ 104,010	\$ 9,540
Employee Benefits	15,913	15,276	12,310	12,380	70
Purchased Services	8,841	8,882	15,500	15,500	-
Internal Service	10,986	11,279	10,460	14,350	3,890
Other Operating Expenses	133,916	152,720	143,230	141,900	(1,330)
Capital Outlay	4,199	-	10,000	10,000	-
Depreciation	19,761	17,443	13,880	11,880	(2,000)
Totals	\$ 303,822	\$ 320,360	\$ 299,850	\$ 310,020	\$ 10,170

Personnel

Position Title	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs
PRINTER	2.000	2.000	1.800	1.800
PRINT SHOP SUPERVISOR	0.900	0.900	0.500	0.500
Total	2.900	2.900	2.300	2.300