

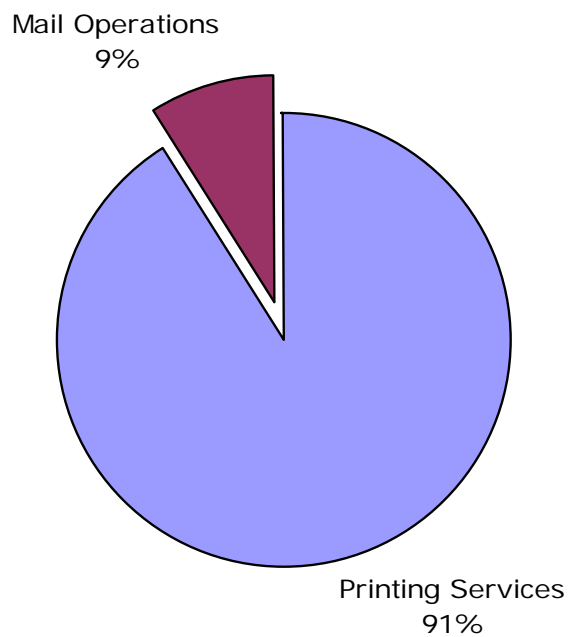
*Our Mission: To provide County agencies a single location for cost effective services and technical advice that will meet their printing, copying, graphic design, archiving and mail services needs*

### **FY 2009 PRIORITY**

The FY 2009 priority of the Printing Fund is:

- To continue the integration of print services with electronic record keeping needs and strategies.

### **Distribution of Fund Budget**



**PROGRAM FINANCIAL SUMMARY**

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$683,966	\$704,528	\$711,422	1%
Non-Personnel	904,837	675,483	724,662	7%
Subtotal	1,588,803	1,380,011	1,436,084	4%
Intra-County Charges	(1,354,118)	(1,230,600)	(1,206,300)	-2%
<b>Total Expenditures</b>	<b>234,685</b>	<b>149,411</b>	<b>229,784</b>	<b>54%</b>
Fees	33,957	23,100	33,000	43%
<b>Total Revenues</b>	<b>33,957</b>	<b>23,100</b>	<b>33,000</b>	<b>43%</b>
<b>General Fund Transfer</b>	<b>\$192,304</b>	<b>\$200,838</b>	<b>\$200,838</b>	<b>-</b>
Permanent FTEs	10.0	10.0	10.0	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	

**SIGNIFICANT BUDGET HIGHLIGHTS**

The FY 2009 proposed expenditure budget for the Printing Fund is \$1,436,084, a four percent increase from the FY 2008 revised budget.

Expenditures reflect the following:

- ↑ Personnel expenditures include normal salary increases and corresponding increases to overtime pay, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a ten percent increase in employer health insurance rates.
- ↑ Non-personnel expenditures primarily includes an increase in photocopier leases (\$13,189) and operating supplies (\$35,195).
- ↓ Intra-county charges are adjusted based on FY 2007 revenue from County agencies for work done by the Print Shop plus an estimated amount (\$96,000) to offset the costs of printing done by vendors. The actual cost and revenue from printing work done by vendors varies from year to year based on the needs of County agencies.
- ↑ Revenue is increased based on historical actuals, notably FY 2007 revenue.

**PERFORMANCE MEASURES**

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Percent of printing orders completed by due date	96%	97%	98%	98%	99%	99%	99%
Assisted copies completed by due date	97%	99%	97%	99%	99%	99%	99%

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Customer satisfaction on print orders (scale 1-5)	4.7	4.7	4.8	4.75	5	5	5
Customer satisfaction on assisted copies (scale 1-5)	4.9	4.9	4.9	4.85	5	5	5

**PRINTING FUND OPERATING FUND STATEMENT  
FY 2009 PROPOSED**

	FY 2007 ACTUAL	FY 2008 ADOPTED	FY 2008 RE-ESTIMATE	FY 2009 PROPOSED
ADJUSTED BALANCE, JULY 1	\$108,353	\$115,046	\$99,929	\$89,567
REVENUE				
Intra-County	1,354,118	1,230,600	1,206,300	1,206,300
Outside Billings	33,957	23,100	25,000	33,000
Other Revenues	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,388,075</b>	<b>1,253,700</b>	<b>1,231,300</b>	<b>1,239,300</b>
TRANSFERS IN				
General Fund-Mail Operations	118,632	129,299	129,299	123,076
General Fund for Press/Benefits	73,672	71,539	71,539	77,762
<b>TOTAL TRANSFERS IN</b>	<b>192,304</b>	<b>200,838</b>	<b>200,838</b>	<b>200,838</b>
<b>TOTAL BALANCE, REVENUES, AND TRANSFERS IN</b>	<b>1,688,732</b>	<b>1,569,584</b>	<b>1,532,067</b>	<b>1,529,705</b>
EXPENDITURES				
Printing Services & Mail Operations	1,588,803	1,380,011	1,442,500	1,436,084
<b>TOTAL EXPENDITURES</b>	<b>1,588,803</b>	<b>1,380,011</b>	<b>1,442,500</b>	<b>1,436,084</b>
TRANSFERS OUT				
Transfer to General Fund				
<b>BALANCE, JUNE 30</b>	<b>\$99,929</b>	<b>\$189,573</b>	<b>\$89,567</b>	<b>\$93,621</b>

**NOTES:**

(1) Fund Balance is reserved for financing encumbrances and incomplete projects carried over from a previous fiscal year, unanticipated equipment replacement or major repairs, and revenue shortfalls or overexpenditures

(2) The FY 2008 RE-ESTIMATE is the current projection of expenses and revenues. The FY 2008 Revised shown in the Financial Summary portion of the narrative is the County Board FY 2008 Adopted Budget plus specific FY 2008 supplemental adjustments