

# Central Services Fund

Fiscal Year 2025 Operating Budget

## Fund Overview

	ADOPTED BUDGET	
	FY2024	FY2025
<b>Estimated Revenues</b>		
Charges for Services	\$296,220	\$294,305
<b>ESTIMATED REVENUES TOTAL</b>	<b>\$296,220</b>	<b>\$294,305</b>
<b>Operating Expenses</b>		
Personnel Services	\$103,930	\$112,294
Employee Benefits	\$12,380	\$13,987
Purchased Services	\$15,500	\$23,500
Internal Service	\$14,350	\$15,460
Other Operating Expense	\$141,900	\$162,250
Depreciation	\$11,880	\$6,790
<b>OPERATING EXPENSES TOTAL</b>	<b>\$299,940</b>	<b>\$334,280</b>
<b>Net Operating Income (Loss)</b>	<b>(\$3,720)</b>	<b>(\$39,975)</b>
<b>Less Depreciation:</b>	<b>\$11,880</b>	<b>\$6,790</b>
<b>Net Operating Income (Loss) less depreciation</b>	<b>\$8,160</b>	<b>(\$33,185)</b>
<b>Less Debt Service:</b>	<b>-</b>	<b>-</b>
<b>Net Operating Income (Loss) less debt service</b>	<b>\$8,160</b>	<b>(\$33,185)</b>
<b>Less Capital Expenditures:</b>		
Machinery/Equipment Purchases	\$10,000	\$10,000
<b>LESS CAPITAL EXPENDITURES: TOTAL</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Net Operating Income (Loss) less capital expenditures</b>	<b>(\$1,840)</b>	<b>(\$43,185)</b>
<b>Less Cont. to General Fund:</b>	<b>-</b>	<b>-</b>
<b>Calculation of Contribution to(from) Fund Balance/General Fund</b>	<b>(\$1,840)</b>	<b>(\$43,185)</b>

# Major Revenue Sources

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.

	ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024		FY2025	Increase/ (Decrease)
<b>Revenues</b>						
Charges for Services	\$220,008	\$268,488	\$296,220		\$294,305	(\$1,915)
<b>REVENUES TOTAL</b>	<b>\$220,008</b>	<b>\$268,488</b>	<b>\$296,220</b>		<b>\$294,305</b>	<b>(\$1,915)</b>

# Print Shop

## 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

	ACTUAL		ADOPTED BUDGET		Increase/(Decrease)
	FY2022	FY2023	FY2024	FY2025	
<b>Expenses</b>					
Personnel Services	\$115,658	\$100,168	\$103,930	\$112,294	\$8,364
Employee Benefits	\$15,276	\$11,644	\$12,380	\$13,987	\$1,607
Purchased Services	\$8,882	\$8,711	\$15,500	\$23,500	\$8,000
Internal Service	\$11,280	\$10,563	\$14,350	\$15,460	\$1,110
Other Operating Expense	\$152,720	\$141,639	\$141,900	\$162,250	\$20,350
Capital Outlay	–	\$1,599	\$10,000	\$10,000	\$0
Depreciation	\$17,443	\$11,876	\$11,880	\$6,790	(\$5,090)
<b>EXPENSES TOTAL</b>	<b>\$321,259</b>	<b>\$286,200</b>	<b>\$309,940</b>	<b>\$344,280</b>	<b>\$34,340</b>

## Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
<b>FTEs</b>				
PRINT SHOP SUPERVISOR	0.9	0.5	0.5	0.5
PRINTER	2	1.8	1.8	1.8
<b>FTEs</b>	<b>2.9</b>	<b>2.3</b>	<b>2.3</b>	<b>2.3</b>