

Central Services Fund

Fiscal Year 2026 Operating Budget

Fund Overview

ADOPTED BUDGET		ADOPTED BUDGET
	FY2025	FY2026
Estimated Revenues		
Charges for Services	\$294,305	\$351,000
ESTIMATED REVENUES TOTAL	\$294,305	\$351,000
Operating Expenses		
Central Services-Mailing	\$226,728	\$241,980
Central Services-Printing	\$85,786	\$86,180
Central Services-Storeroom&Gen	\$21,767	\$22,660
OPERATING EXPENSES TOTAL	\$334,280	\$350,820
Net Operating Income (Loss)	(\$39,975)	\$180
Less Depreciation:	\$6,790	\$4,960
Net Operating Income (Loss) less depreciation	(\$33,185)	\$5,140
Net Operating Income (Loss) less debt service	(\$33,185)	\$5,140
Less Capital Expenditures:	\$10,000	\$10,000
Net Operating Income (Loss) less capital expenditures	(\$43,185)	(\$4,860)
Calculation of Contribution to(from) Fund Balance/General Fund	(\$43,185)	(\$4,860)

Major Revenue Sources

This Internal Service Fund derives most of it 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		Increase/ (Decrease)
	FY2023	FY2024	FY2025	FY2026	
Revenues					
Charges for Services	\$268,488	\$281,416	\$294,305	\$351,000	\$56,695
REVENUES TOTAL	\$268,488	\$281,416	\$294,305	\$351,000	\$56,695

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)
	FY2023	FY2024	FY2025	FY2026	
Expenses					
Personnel Services	\$100,168	\$103,034	\$112,294	\$116,860	\$4,566
Employee Benefits	\$11,644	\$11,857	\$13,987	\$15,480	\$1,493
Purchased Services	\$8,711	\$19,776	\$23,500	\$23,500	\$0
Internal Service	\$10,563	\$14,139	\$15,460	\$12,820	(\$2,640)
Other Operating Expense	\$141,639	\$154,820	\$162,250	\$177,200	\$14,950
Capital Expenses	\$1,599	–	\$10,000	\$10,000	\$0
Depreciation	\$11,876	\$6,790	\$6,790	\$4,960	(\$1,830)
EXPENSES TOTAL	\$286,200	\$310,415	\$344,280	\$360,820	\$16,540

Personnel

Position Title	FY2023	FY2024	FY2025	FY2026
FTEs				
PRINT SHOP SUPERVISOR	0.5	0.5	0.5	0.5
PRINTER	1.8	1.8	1.8	1.8
FTEs	2.3	2.3	2.3	2.3