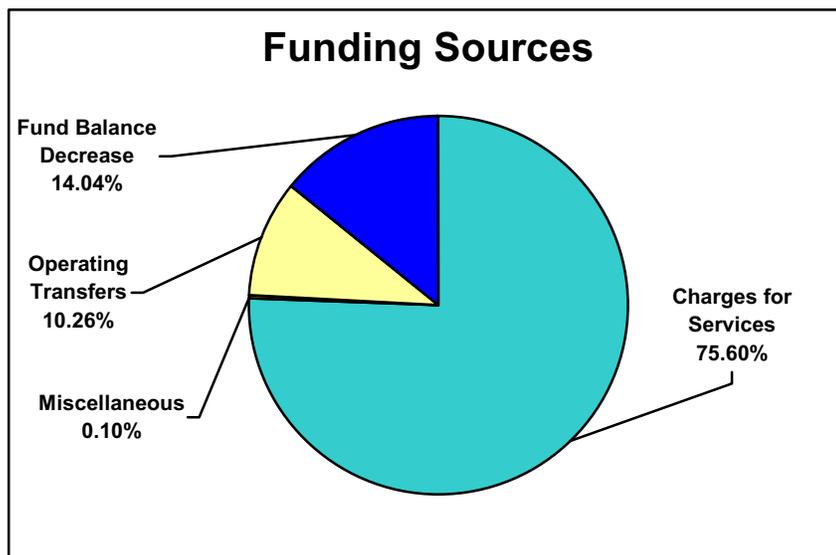
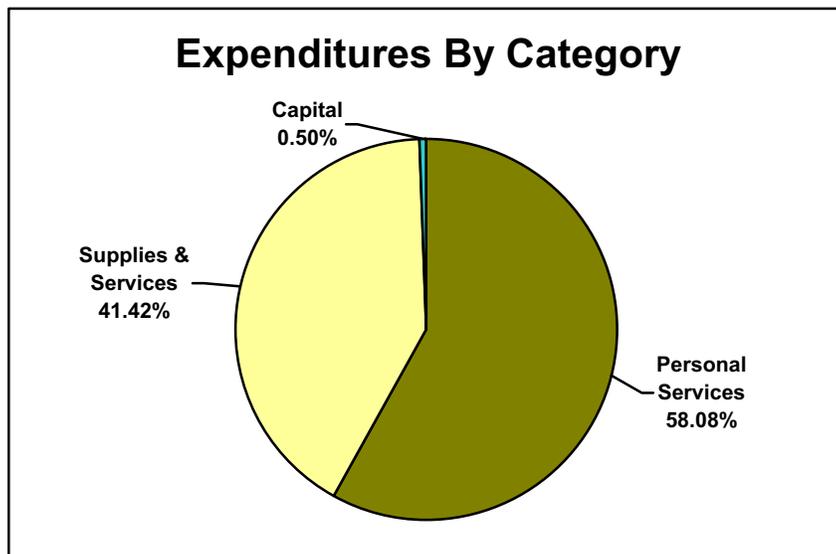


**Pima County FY 2004/05 Recommended Budget**

**Graphic Services – Internal Service Fund**

Revenue	\$ 1,465,577	Function Statement: Provide graphic design, computer graphics, desktop publishing, technical illustration, cartography, displays, presentation, and web design and development services to all County departments. Provide other services including digital imaging, slide and multimedia presentations, video editing, computer animation, 3D rendering, and production of large exhibits. Provide graphic arts expertise, forms design services, typesetting, pre-press services, offset printing, digital printing, copying, bindery, and pick-up and delivery services to all County departments.
Expenditures	1,935,902	
Net Transfers	<u>198,540</u>	
Fund Impact	\$ (271,785)	
FTEs	25.0	



**Recommended Budget Summary - Internal Service Fund**

	<b>Total Expenditures</b>	<b>Total Revenues</b>	<b>Operating Transfers</b>	<b>Net Fund Impact</b>
<b>FY 2003/04 Adopted</b>	1,922,156	1,776,312	207,050	61,206
Miscellaneous Personal Services Adjustments	76,217			(76,217)
Supplies and Services Adjustments	(72,170)			72,170
Capital Request	9,699			(9,699)
Revenue Adjustments		(310,735)		(310,735)
Reverse Operating Transfers			(207,050)	
Operating Transfer for Office Lease Payments			198,540	198,540
<b>Supplemental Requests</b>				
None Submitted				0
<b>Total Recommended Budget</b>	<u>1,935,902</u>	<u>1,465,577</u>	<u>198,540</u>	<u>(271,785)</u>
<b>Full Time Equivalents (FTEs)</b>	<u>25.0</u>			

**Comments/Issues**

The Graphic Services Department was created in fiscal year 2001/02 by merging the Print Shop Internal Service Fund and the Graphics Services Division of the Department of Transportation.

In fiscal year 2003/04, the department received an operating transfer of \$192,350 from the General Fund for office lease payments. This amount has been increased to \$198,540 for fiscal year 2004/05.

The fund cash balance has steadily declined, since the creation of the Graphic Services Department.

	FY 2000/01	FY 2001/02	FY 2002/03	FY 2003/04	FY 2004/05
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>
	179,819	(255,942)	(464,531)	(788,995)	(1,010,780)

Recommended revenue sources:

Production/Printing	1,000,000
Design Services	463,577
Report and Atlas Sales	2,000
	<u>1,465,577</u>

**Pima County FY 2004/05 Recommended Budget**

**Graphic Services**

Recommended capital expenditures:

In-Plant Print Shop Management Software	10,000
Color Printer	4,899
Shrink Wrap Machine	4,800
	19,699

Note: Due to accounting rules for internal service funds, Graphic Services' recommended budget reflects only annual depreciation costs of capital items that cost \$5,000 or more. The Department Requested column, on the Summary by Account by Department Report, shows all requested capital purchases for informational purposes only. The total expense in this column will be different from the total expense on other tables, by the amount of the requested capital items that cost \$5,000 or more.

The department submitted no requests for supplemental funding.

**Five Year History of Expenditures and Revenues - Internal Service Fund**

	FY 2000/01 Actual	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Projected	FY 2004/05 Recommended
<b>Expenditures</b>	820,658	1,982,004	1,958,675	1,734,461	1,935,902
<b>Revenues</b>	807,595	1,334,667	1,616,833	1,435,901	1,465,577
<b>Transfers In/(Out)</b>	0	194,267	201,047	192,350	198,540

Note: History prior to fiscal year 2001/02 reflects activity for only the Print Shop.

**Funding Summary By Department - Internal Service Fund**

	FY 2003/04 Adopted	FY 2004/05 Department Base Request	FY 2004/05 Department Supplementals	FY 2004/05 Department Total Request	FY 2004/05 Administrator Recommended
<b>Expenditures</b>					
Personal Services	1,048,139	1,124,356	0	1,124,356	1,124,356
Supplies & Services	874,017	801,847	0	801,847	801,847
Capital	0	19,699	0	19,699	9,699
<b>Total Expenditures</b>	1,922,156	1,945,902	0	1,945,902	1,935,902
<b>Revenues</b>					
Charges For Services	1,774,312	1,463,577	0	1,463,577	1,463,577
Miscellaneous	2,000	2,000	0	2,000	2,000
<b>Total Revenues</b>	1,776,312	1,465,577	0	1,465,577	1,465,577
Transfers In/(Out)	207,050	198,540	0	198,540	198,540
Fund Balance Decr/(Incr)	(61,206)	281,785	0	281,785	271,785
<b>Total Funding</b>	1,922,156	1,945,902	0	1,945,902	1,935,902

### SUMMARY BY ACCOUNT

Department Name: GRAPHIC SERVICES

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
<b>EXPENDITURE ACCOUNTS -</b>					
SALARIES & WAGES	848,036	849,588	516,319	881,646	881,646
OVERTIME	7,889	5,002	8,461	5,002	5,002
TEMPORARY HELP	1,217	0	0	0	0
HOLIDAY PAY	117	0	0	0	0
BUDGETED BENEFITS	181,595	214,728	145,703	250,003	250,003
SALARY REDUCTION	(676)	(51,745)	0	(52,279)	(52,279)
INTERDEPARTMENTAL SALARIES	27,670	30,566	21,146	39,984	39,984
<b>** OBJECT TOTALS FOR:</b>					
PERSONAL SERVICES	1,065,848	1,048,139	691,629	1,124,356	1,124,356
OFFICE SUPPLIES	196,433	183,000	107,179	183,000	183,000
BOOKS/SUBSCRIPTIONS/VIDEO	479	1,000	622	1,000	1,000
SOFTWARE / SOFTWARE LICENSES <\$1,000	2,942	10,000	1,673	23,425	23,425
FOOD SUPPLIES	107	0	12	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	310	220	2	220	220
CLOTHING/UNIFORMS/SAFETY	4	0	4	0	0
FILM, MAPS, BLUEPRINTS	6,850	6,000	6,415	6,000	6,000
OTHER OPERATING SUPPLIES	15,726	15,000	10,586	17,500	17,500
REPAIR & MAINTENANCE SUPPLIES	720	1,000	247	1,000	1,000
SMALL TOOLS & OFFICE EQUIP < \$1,000	3,562	2,250	145	2,250	2,250
<b>** OBJECT TOTALS FOR:</b>					
SUPPLIES	227,133	218,470	126,885	234,395	234,395
NON MEDICAL PROFESSIONAL SERVICES	0	15,000	0	15,000	15,000
TELEPHONE/VOICE/DATA TELECOMMUNICATION	12,225	13,944	724	1,243	1,243
POSTAGE & FREIGHT	18	100	137	100	100
MILEAGE REIMBURSEMENT	0	300	0	300	300
IN-STATE TRAVEL	(100)	1,200	0	1,200	1,200
IN-STATE TRAINING	1,330	4,693	179	5,000	5,000
MOTOR POOL	313	600	119	1,100	1,100
ADVERTISING	0	500	0	250	250
PRINTING AND MICROFILMING	110,778	110,000	24,010	110,000	110,000
PROPERTY DAMAGE INS. PREMIUM	623	0	656	0	0
OTHER INSURANCE	5,003	6,851	3,911	4,927	4,927
LEASES & RENTALS	187,032	192,118	192,175	198,540	198,540
INTERDEPT. SUPPLIES & SERVICES	15,975	16,548	8,910	15,942	15,942
R&M MACHINERY & EQUIPMENT	148,344	210,000	102,499	138,576	138,576
R&M BUILDINGS & GROUNDS	3,593	1,500	0	1,500	1,500
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	485,134	573,354	333,320	493,678	493,678

### SUMMARY BY ACCOUNT

Department Name: GRAPHIC SERVICES

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
OTHER INTEREST CHARGES	7,957	12,512	4,148	5,774	5,774
DUES AND MEMBERSHIPS	0	750	0	0	0
EDUCATION COSTS	0	2,200	0	2,200	2,200
LAUNDRY & LINEN SERVICES	2,165	2,800	1,145	2,800	2,800
ADMINISTRATIVE OVERHEAD	103,612	0	0	0	0
OTHER MISCELLANEOUS CHARGES	3,908	2,000	3,012	3,000	3,000
DEPRECIATION EXPENSE	56,676	61,931	0	60,000	60,000
<b>** OBJECT TOTALS FOR:</b>					
SERVICES & OTHER CHARGES	174,318	82,193	8,305	73,774	73,774
OFF MACH/COMPUTER \$1,000 - \$4,999	6,242	0	0	4,899	4,899
OTHER MACH/EQUIP (\$1,000 - \$4,999)	0	0	0	4,800	4,800
SOFTWARE/OFF MACH (\$5,000 OR MORE)	0	0	0	10,000	0
<b>** OBJECT TOTALS FOR:</b>					
CAPITAL OUTLAY	6,242	0	0	19,699	9,699
<b>*** TOTAL: EXPENDITURE ACCOUNTS -</b>	<b>1,958,675</b>	<b>1,922,156</b>	<b>1,160,139</b>	<b>1,945,902</b>	<b>1,935,902</b>
<b>REVENUE</b>					
INTERDEPARTMENTAL CHARGES	1,627,533	1,774,312	907,212	1,463,577	1,463,577
<b>** OBJECT TOTALS FOR:</b>					
CHARGES FOR SERVICES	1,627,533	1,774,312	907,212	1,463,577	1,463,577
INTEREST	324	0	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
INTEREST	324	0	0	0	0
SALE OF FIXED ASSETS	(15,443)	0	0	0	0
MISCELLANEOUS COLLECTIONS	3,946	2,000	1,011	2,000	2,000
OTHER MISCELLANEOUS REVENUE	473	0	0	0	0
<b>** OBJECT TOTALS FOR:</b>					
MISCELLANEOUS	(11,024)	2,000	1,011	2,000	2,000
<b>*** TOTAL: REVENUE</b>	<b>1,616,833</b>	<b>1,776,312</b>	<b>908,223</b>	<b>1,465,577</b>	<b>1,465,577</b>

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