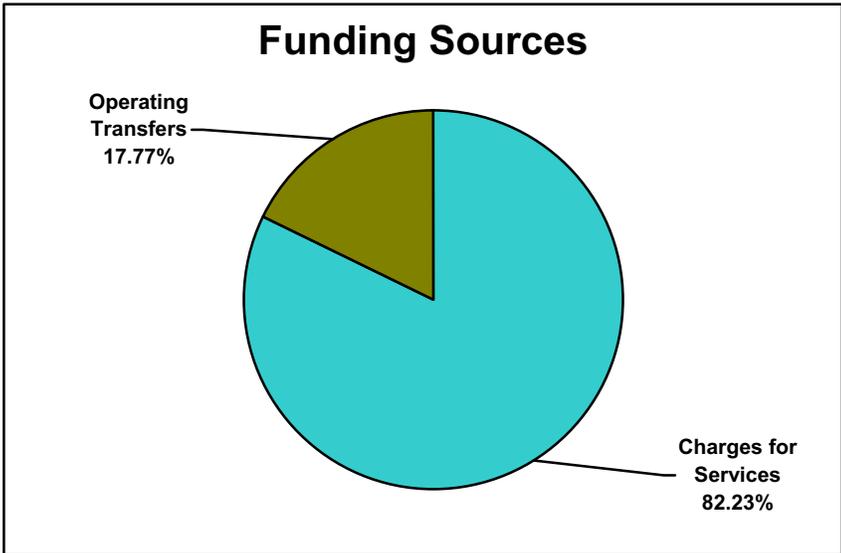
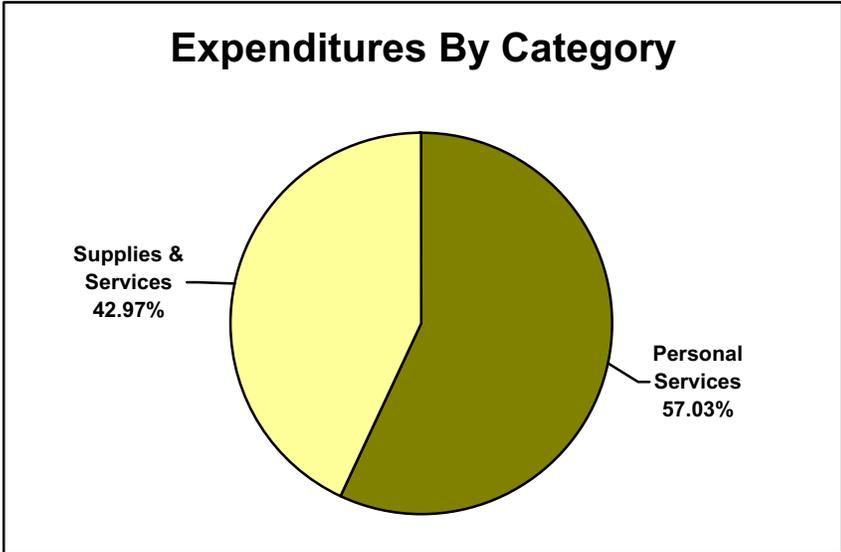


Pima County FY 2005/06 Recommended Budget

Graphic Services – Internal Service Fund

Revenue	\$ 1,490,270	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	1,811,457	
Net Transfers	<u>322,156</u>	
Fund Impact	\$ 969	
FTEs	20.5	



Recommended Budget Summary - Internal Service Fund

	Total Expenditures	Total Revenues	Operating Transfers	Net Fund Impact
FY 2004/05 Adopted	1,935,902	1,465,577	198,540	(271,785)
Miscellaneous Personal Services Adjustments	(91,330)			91,330
Supplies and Services Adjustments	60,984			(60,984)
Capital Request	(9,699)			9,699
Revenue Adjustments		(23,609)		(23,609)
Reverse Operating Transfers			(198,540)	(198,540)
Operating Transfer for Office Lease Payments			203,854	203,854
Operating Transfer for Administrative Overhead			118,302	118,302
Supplemental Requests				
Package B: True Two-Color Offset Press	(38,000)	20,000		58,000
Package C: Computer to Plate Unit	(46,400)	28,302		74,702
Package D: Cost Allocation to Reduce Deficits				0
Total Recommended Budget	<u>1,811,457</u>	<u>1,490,270</u>	<u>322,156</u>	<u>969</u>
Full Time Equivalents (FTEs)	<u>20.5</u>			

Comments/Issues

As part of the zero base budget process, the department identified services provided within their programs and built their budget based on the actual cost of services. Justifications for line item requests and positions within each service were provided.

In fiscal year 2004/05, the department received an operating transfer of \$198,540 from the General Fund for office lease payments. This amount has been increased to \$203,854 for fiscal year 2005/06.

In fiscal years 2003/04 and 2004/05, the department's share of allocated central administrative overhead was waived. In order to show the true cost of business, the administrative overhead charge has been reinstated for fiscal year 2005/06. Administrative overhead for fiscal year 2005/06 is \$118,302. The operating transfer in from the General Fund has been increased by \$118,302 for fiscal year 2005/06 to offset the increase in expenses.

A fiscal year 2005/06 transfer of up to \$683,123 from the Budget Stabilization Fund to Graphic Services is recommended for deficit reduction. The final amount of this operating transfer will be determined when the fiscal year 2004/05 financial statements are finalized.

Recommended revenue sources:

Production/Printing	1,148,302
Design Services	341,968
	<hr/>
	1,490,270

Recommended capital expenditures:

Office Management Software	8,000
Two-color offset press	75,000
Computer file to printing plate unit	54,000
	<hr/>
	137,000

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 three requests for supplemental funding. The following packages are recommended:

Supplemental Package B - True Two-Color Offset Press - is recommended for funding. The package requested (\$38,000) in supplies & services savings and \$75,000 in capital to purchase a printing press that will reduce operating expenses and increase revenue. The negative supplies & services amount represents cost savings from reduced use of outside vendors for color printing jobs. Revenue of \$20,000 is also recommended.

Supplemental Package C - Computer to Plate Unit - is recommended for funding. The package requested (\$46,400) in supplies & services savings and \$54,000 in capital to purchase a computer file to printing plate machine that will reduce operating expenses and increase revenue. The negative supplies & services amount represents cost savings from reduced use of outside vendors to convert digital files to printing plates. Revenue of \$28,302 is also recommended.

Five Year History of Expenditures and Revenues - Internal Service Fund

	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Projected	FY 2005/06 Recommended
Expenditures	1,982,004	1,958,675	1,817,975	1,620,232	1,811,457
Revenues	1,334,667	1,616,833	1,575,146	1,393,494	1,490,270
Transfers In/(Out)	194,267	201,047	192,350	198,540	322,156

Funding Summary By Department - Internal Service Fund

	FY 2004/05 Adopted	FY 2005/06 Department Base Request	FY 2005/06 Department Supplementals	FY 2005/06 Department Total Request	FY 2005/06 Administrator Recommended
Expenditures					
Personal Services	1,124,356	1,033,026	0	1,033,026	1,033,026
Supplies & Services	801,847	862,831	(84,400)	778,431	778,431
Capital	9,699	8,000	129,000	137,000	0
Total Expenditures	1,935,902	1,903,857	44,600	1,948,457	1,811,457
Revenues					
Charges For Services	1,463,577	1,441,968	348,302	1,790,270	1,490,270
Miscellaneous	2,000	0	0	0	0
Total Revenues	1,465,577	1,441,968	348,302	1,790,270	1,490,270
Transfers In/(Out)	198,540	322,156	0	322,156	322,156
Fund Balance Decr/(Incr)	271,785	139,733	(303,702)	(163,969)	(969)
Total Funding	1,935,902	1,903,857	44,600	1,948,457	1,811,457

SUMMARY BY ACCOUNT

Department Name: GRAPHIC SERVICES

ACCOUNT NAME	2003/04	2004/05	YTD THRU	2005/06	
	ACTUAL	ADOPTED	FEB 28, 2005	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	775,835	881,646	466,167	768,232	768,232
OVERTIME	9,594	5,002	608	5,063	5,063
TEMPORARY HELP	628	0	3,236	0	0
BUDGETED BENEFITS	216,819	250,003	124,036	223,171	223,171
SALARY REDUCTION	0	(52,279)	0	0	0
INTERDEPARTMENTAL SALARIES	31,954	39,984	26,822	36,560	36,560
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	1,034,830	1,124,356	620,869	1,033,026	1,033,026
OFFICE SUPPLIES	212,517	183,000	97,238	183,000	183,000
BOOKS/SUBSCRIPTIONS/VIDEO	1,169	1,000	470	500	500
SOFTWARE / SOFTWARE LICENSES <\$1,000	4,785	23,425	7,323	9,850	9,850
FOOD SUPPLIES	62	0	29	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	136	220	0	220	220
CLOTHING/UNIFORMS/SAFETY	4	0	0	0	0
FILM, MAPS, BLUEPRINTS	9,418	6,000	3,456	6,000	6,000
OTHER OPERATING SUPPLIES	18,912	17,500	6,071	17,500	17,500
REPAIR & MAINTENANCE SUPPLIES	1,799	1,000	139	2,600	2,600
SMALL TOOLS & OFFICE EQUIP < \$1,000	1,450	2,250	896	1,400	1,400
NON MEDICAL PROFESSIONAL SERVICES	6,240	15,000	6,337	0	0
TELEPHONE/VOICE/DATA TELECOMMUNICATION	1,131	1,243	2,380	4,537	4,537
POSTAGE & FREIGHT	227	100	112	100	100
MILEAGE REIMBURSEMENT	0	300	0	250	250
IN-STATE TRAVEL	0	1,200	0	400	400
IN-STATE TRAINING	179	5,000	0	4,000	4,000
MOTOR POOL	135	1,100	26	600	600
ADVERTISING	427	250	555	500	500
PRINTING AND MICROFILMING	67,743	110,000	38,633	(16,000)	(16,000)
PROPERTY DAMAGE INS. PREMIUM	984	0	608	984	984
OTHER INSURANCE	5,867	4,927	2,266	6,596	6,596
REFUSE/SEWAGE DISPOSAL/RECYCLING	0	0	10	0	0
LEASES & RENTALS	192,251	198,540	188,493	202,442	202,442
INTERDEPT. SUPPLIES & SERVICES	13,390	15,942	5,888	15,598	15,598
R&M MACHINERY & EQUIPMENT	144,738	138,576	45,181	105,000	105,000
R&M BUILDINGS & GROUNDS	457	1,500	354	600	600
OTHER INTEREST CHARGES	6,854	5,774	5,429	10,894	10,894
EDUCATION COSTS	0	2,200	428	1,600	1,600
LAUNDRY & LINEN SERVICES	1,782	2,800	899	2,000	2,000
ADMINISTRATIVE OVERHEAD	0	0	0	118,302	118,302
OTHER MISCELLANEOUS CHARGES	6,273	3,000	3,758	4,500	4,500

SUMMARY BY ACCOUNT

Department Name: GRAPHIC SERVICES

ACCOUNT NAME	2003/04	2004/05	YTD THRU FEB 28, 2005	2005/06	
	ACTUAL	ADOPTED		DEPARTMENT REQUESTED	RECOMMENDED
DEPRECIATION EXPENSE	24,660	60,000	0	94,458	94,458
GAIN (LOSS) SALE F ASSETS	59,555	0	0	0	0
** OBJECT TOTALS FOR:					
SUPPLIES & SERVICES	783,145	801,847	416,979	778,431	778,431
OFF MACH/COMPUTER \$1,000 - \$4,999	0	4,899	0	0	0
OTHER MACH/EQUIP (\$1,000 - \$4,999)	0	4,800	0	0	0
SOFTWARE/OFF MACH (\$5,000 OR MORE)	0	0	0	137,000	0
** OBJECT TOTALS FOR:					
CAPITAL OUTLAY	0	9,699	0	137,000	0
*** TOTAL: EXPENDITURE ACCOUNTS -	1,817,975	1,935,902	1,037,848	1,948,457	1,811,457
REVENUE					
INTERDEPARTMENTAL CHARGES	1,539,738	1,463,577	906,339	1,790,270	1,490,270
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	1,539,738	1,463,577	906,339	1,790,270	1,490,270
INTEREST	0	0	12,378	0	0
** OBJECT TOTALS FOR:					
INTEREST	0	0	12,378	0	0
MISCELLANEOUS COLLECTIONS	1,920	2,000	0	0	0
OTHER MISCELLANEOUS REVENUE	33,488	0	0	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	35,408	2,000	0	0	0
*** TOTAL: REVENUE	1,575,146	1,465,577	918,717	1,790,270	1,490,270