

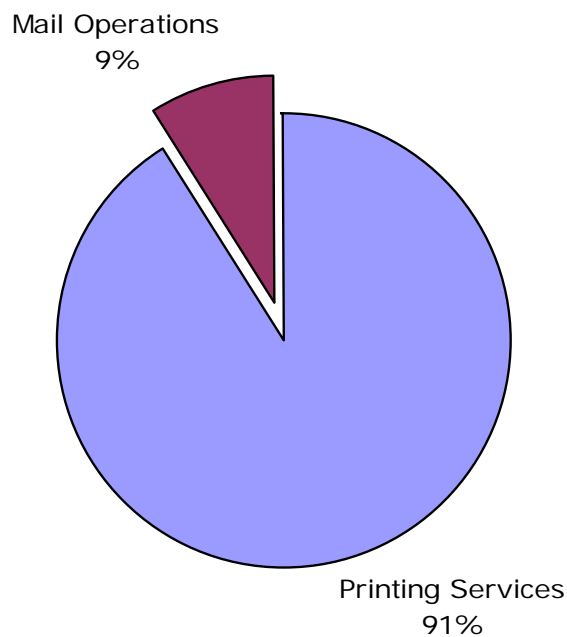
*Our Mission: To provide County agencies a single location for cost effective services and technical advice that will meet their printing, copying, graphic design, archiving and mail services needs*

**FY 2008 PRIORITY**

The FY 2008 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 2006 Actual	FY 2007 Revised	FY 2008 Proposed	% Change '07 to '08
Personnel	\$613,487	\$668,732	\$695,994	4%
Non-Personnel	748,778	651,079	675,483	4%
Subtotal	1,362,265	1,319,811	1,371,477	4%
Intra-County Charges	(1,265,465)	(1,114,100)	(1,230,600)	10%
<b>Total Expenditures</b>	<b>96,800</b>	<b>205,711</b>	<b>140,877</b>	<b>-32%</b>
Fees	23,054	40,000	23,100	-42%
<b>Total Revenues</b>	<b>23,054</b>	<b>40,000</b>	<b>23,100</b>	<b>-42%</b>
<b>General Fund Transfer</b>	<b>\$168,312</b>	<b>\$192,304</b>	<b>\$192,304</b>	<b>-</b>
Authorized FTEs	10.0	10.0	10.00	
Funded FTEs	10.0	10.0	10.00	

**SIGNIFICANT BUDGET HIGHLIGHTS**

The FY 2008 proposed expenditure budget for the Printing Fund is \$1,371,477, a four percent increase from the FY 2007 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 15 percent increase in employer health insurance rates.
- ↑ Non-personnel expenditures include an increase in photocopier leases (\$25,130) partially offset by reductions in County vehicle charges (\$224) and fuel for County vehicles (\$502).
- ↑ Intra-county charges are adjusted based on FY 2006 revenue from County agencies.
- ↓ Revenue decreases due to a decline in work from Arlington County Public Schools. In addition, revenue from some agencies formerly included in this category is now included in intra-county charges.

**PERFORMANCE MEASURES**

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Assisted copies completed by due date	99%	97%	99%	97%	97%	98%	100%
Percent of printing orders completed by due date	96%	96%	97%	98%	98%	99%	100%

Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Customer satisfaction on assisted copies (scale 1-5)	5.0	4.9	4.9	4.9	5.0	5.0	5.0
Customer satisfaction on print orders (scale 1-5)	4.0	4.7	4.7	4.8	5.0	5.0	5.0

**PRINTING FUND OPERATING FUND STATEMENT  
FY 2008 PROPOSED**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ADOPTED</b>	<b>FY 2007 RE-ESTIMATE</b>	<b>FY 2008 PROPOSED</b>
<b>ADJUSTED BALANCE, JULY 1</b>	\$13,787	\$57,447	\$108,353	\$115,046
<b>REVENUE</b>				
Intra-County	1,265,465	1,114,100	1,114,100	1,230,600
Outside Billings	23,054	40,000	20,100	23,100
Other Revenues	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,288,519</b>	<b>1,154,100</b>	<b>1,134,200</b>	<b>1,253,700</b>
<b>TRANSFERS IN</b>				
General Fund-Mail Operations	122,418	157,276	130,025	125,644
General Fund for Press/Benefits	45,894	25,428	62,279	66,660
<b>TOTAL TRANSFERS IN</b>	<b>168,312</b>	<b>182,704</b>	<b>192,304</b>	<b>192,304</b>
<b>TOTAL BALANCE, REVENUES, AND TRANSFERS IN</b>	<b>1,470,618</b>	<b>1,394,251</b>	<b>1,434,857</b>	<b>1,561,050</b>
<b>EXPENDITURES</b>				
Printing Services & Mail Operations	1,362,265	1,310,211	1,319,811	1,371,477
<b>TOTAL EXPENDITURES</b>	<b>1,362,265</b>	<b>1,310,211</b>	<b>1,319,811</b>	<b>1,371,477</b>
<b>TRANSFERS OUT</b>				
Transfer to General Fund				
<b>BALANCE, JUNE 30</b>	<b>\$108,353</b>	<b>\$84,040</b>	<b>\$115,046</b>	<b>\$189,573</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 over expenditures.

(2) The FY 2007 RE-ESTIMATE is the current projection of expenses and revenues whereas the FY 2007 Revised shown in the Financial Summary portion of the narrative is the County Board FY 2007 Adopted Budget plus FY 2007 supplemental appropriations.