



## COPY MACHINE FUND, #730

### **BUDGET SUMMARY AND HIGHLIGHTS:**

Revenues and expenditures of \$14,988 are planned in 2022 down from previous years due to a restructuring of this internal service fund. Once fully depreciated copiers are removed from the copy fund and billed direct to the departments they service.

The January 1, 2020 cash balance was \$11,096, a \$5000 drop from 2019. One Copy Fund copier purchase is planned in 2022 in the Human Services department.

### **FUND DESCRIPTION:**

This fund was established to provide all departments with access to copy machines without the up front cost. Machines are purchased by the fund then depreciated and charged on a per copy basis. At present this fund has nine multifunction machines that are in operation across all county departments. The key aspect of this fund is financing. Accounting has streamlined the process so that when a copier depreciates it is removed from the copier fund and the department is billed directly. Multi-Function machines are used as much for scanning as they are printing.

Older machines that are still working, are moved to departments that need a lower volume copier. This benefits smaller departments as the original purchase cost of the machine is already paid off.

The number of machines in the fund has decreased nearly by 50% from 17 machines a year earlier. Two new machines were purchased in 2020. In addition to depreciation, departments pay a copy and a copy maintenance fee, (usually about 2 cents per copy, for black/white copies and 5 cents a copy for color), these costs are significantly less than outsourced printing costs. The copy fund works to reduce copy costs and encourage scanning and by phasing out more expensive personal and office printers.

Today's copiers are multifunction machines and can copy, scan, print and fax. The machines are purchased with service agreements that have per copy cost far less than stand-alone printers. All of the newer copiers are networked allowing for printing directly to the copiers from multiple computers. **The county continues its move away from printers and discourages individual printers whenever possible as print/toner costs are much higher and printer maintenance is less predictable. A new machine costs in the \$3000-\$5000 range depending on speed and features.**

Scanning on the new copiers can be done at no cost and greatly reduces time and copy expenses by scanning and emailing. Newer copiers allow for color scanning as well, again at no cost.

Another new feature is duplex scanning with just one pass through the copier, this saves time and wear and tear on machines.

Most all copiers are now purchased directly through the Copy Fund and depreciated over time to departments. In some cases, an outright purchase is made by a department if there are specific funds available or department protocol makes this necessary, i.e.: Child Support. In these cases, the cost per copy is reduced as the cost of the machine is not depreciated over four years.

Since the county does depreciate machines and we maintain service contracts, it makes sense to hold onto machines if they continue to perform and the maintenance costs per copy do not go too high. Having a balance allows for an immediate purchase in case an older machine breaks down and cannot be serviced.

In late 2020 and early 2021 the County will be considering a fax server option. This could save on both fax phone lines and outfitting the multi-function machines with fax cards (\$400).