



## COPY MACHINE FUND, #730

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

Revenues and expenditures of \$27,900 are planned in 2017, up from \$15,500 in 2016. The large increase is due to additional machines being added to the fund, currently at 14. Of these 2 are depreciated (over 4 years old). Two machine replacements were made in 2016.

The Copy Machine fund is utilized for two key purposes.

1. As an internal service fund the copy fund charges on a copy basis, including machine depreciation. It allows small department to acquire machines.
2. Group discounts for multiple machines on one contract are available.
3. The Copy fund purchases multi-function machines allowing for office automation including color scanning.

Today's copiers are used for copies, scanning, printing and faxing. 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 is moving away from and discouraging individual printers as print costs can be five times higher.

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

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 as long as they continue to perform and the maintenance costs per copy do not go too high. Balances in the fund as of August 2016 are \$3494. Beginning of the year balances were \$7067.

### **COLOR COPIERS:**

Over the years the county has invested in several color copiers. At present seven color copiers spaced throughout the complex. Due to very high costs, 6-10 times the cost of a black white copy, usage is reserved for necessary documents. Any department can use these color machines. At the same time, county color copiers cost a fraction of what it would cost to outsource the color copying.

# 2017 Copy Machines

## Budget Year 2017



Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department	2017 Administrator	2017 Admin/2016 Adopted
<b>Fund 730 - Copy Machine</b>								
	<b>REVENUE</b>							
Department	<b>73 - Copy Machines</b>							
47412	Interdept Copy Chgs	14,057.09	20,937.25	15,500.00	30,000.00	27,900.00	27,900.00	180
49301	Fund Balance Applied	.00	.00	.00	7,067.00	.00	.00	
	Department	\$14,057.09	\$20,937.25	\$15,500.00	\$37,067.00	\$27,900.00	\$27,900.00	180%
	<b>REVENUE TOTALS</b>	\$14,057.09	\$20,937.25	\$15,500.00	\$37,067.00	\$27,900.00	\$27,900.00	180%
	<b>EXPENSE</b>							
Department	<b>73 - Copy Machines</b>							
50240	Repair & Maintenance	8,506.98	7,642.29	6,800.00	10,000.00	11,000.00	11,000.00	162
50310	Office Supplies	828.33	964.10	900.00	900.00	900.00	900.00	100
50313	Printing & Duplication	.00	5.12	.00	.00	.00	.00	
50540	Depreciation & Amortization	6,802.64	11,550.77	7,800.00	16,000.00	16,000.00	16,000.00	205
	Department	\$16,137.95	\$20,162.28	\$15,500.00	\$26,900.00	\$27,900.00	\$27,900.00	180%
	<b>EXPENSE TOTALS</b>	\$16,137.95	\$20,162.28	\$15,500.00	\$26,900.00	\$27,900.00	\$27,900.00	180%
Fund	<b>730 - Copy Machine Totals</b>							
	<b>REVENUE TOTALS</b>	\$14,057.09	\$20,937.25	\$15,500.00	\$37,067.00	\$27,900.00	\$27,900.00	180%
	<b>EXPENSE TOTALS</b>	\$16,137.95	\$20,162.28	\$15,500.00	\$26,900.00	\$27,900.00	\$27,900.00	180%
Fund	<b>730 - Copy Machine Totals</b>	(\$2,080.86)	\$774.97	\$0.00	\$10,167.00	\$0.00	\$0.00	+++
	<b>Net Grand Totals</b>							
	<b>REVENUE GRAND TOTALS</b>	\$14,057.09	\$20,937.25	\$15,500.00	\$37,067.00	\$27,900.00	\$27,900.00	180%
	<b>EXPENSE GRAND TOTALS</b>	\$16,137.95	\$20,162.28	\$15,500.00	\$26,900.00	\$27,900.00	\$27,900.00	180%
	<b>Net Grand Totals</b>	(\$2,080.86)	\$774.97	\$0.00	\$10,167.00	\$0.00	\$0.00	+++

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