



## COPY MACHINE FUND, #730

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

Revenues and expenditures of \$24,260 are planned in 2020 up slightly from 2019. This is primarily due to additional machines on the depreciation schedule.

### **FUND DESCRIPTION:**

This fund was established to provide all departments with access to copy machines. At present this fund has purchased 17 multifunction machines that are in operation across all county departments. The key aspect of this fund is financing. As opposed to a \$5000 outlay per machine, the fund charges a depreciation fee over the life of the equipment, allowing expenses to be spread out over time.

Each department is charged a cost per copy. The machine is depreciated so that when it breaks down and cannot be serviced or it no longer meets the needs of the department, funds are available for the replacement. In addition, 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.

Of these 17 machines, 8 are fully depreciated. Five new machines were purchased in 2019. In a departure from past practice all of the new machines purchased were color. Departments pay a copy, copy maintenance and depreciation 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.**

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. August 2019 fund balances were \$12,600. Having a balance allows for an immediate purchase in case an older machine breaks down and cannot be serviced.



# 2020 Copy Machines-730

Budget Year 2020

Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Estimated Amount	2020 Department	2020 Administrator	2020Admin/2019Ad opt
<b>Fund 730 - Copy Machine</b>								
<b>REVENUE</b>								
<i>Intergovmt Charges for Services</i>								
<i>Local Departments</i>								
<i>General Government (Support)</i>								
47412	Interdept Copy Chgs	28,873.15	22,786.35	23,400.00	23,400.00	24,260.00	24,260.00	104
	<i>General Government (Support) Totals</i>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
	<i>Local Departments Totals</i>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
	<i>Intergovmt Charges for Services Totals</i>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
	<b>REVENUE TOTALS</b>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
<b>EXPENSE</b>								
<i>Contractual Services</i>								
50240	Repair & Maintenance	10,251.17	11,201.45	12,000.00	12,000.00	12,660.00	12,660.00	106
	<i>Contractual Services Totals</i>	\$10,251.17	\$11,201.45	\$12,000.00	\$12,000.00	\$12,660.00	\$12,660.00	106%
<i>Supplies and Expense</i>								
50310	Office Supplies	255.82	805.24	400.00	729.00	600.00	600.00	150
50320	Publication,Subscriptions & Dues	26.00	.00	.00	.00	.00	.00	
	<i>Supplies and Expense Totals</i>	\$281.82	\$805.24	\$400.00	\$729.00	\$600.00	\$600.00	150%
<i>Fixed charges</i>								
50540	Depreciation & Amortization	11,190.33	6,129.63	11,000.00	11,000.00	11,000.00	11,000.00	100
	<i>Fixed charges Totals</i>	\$11,190.33	\$6,129.63	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	100%
	<b>EXPENSE TOTALS</b>	\$21,723.32	\$18,136.32	\$23,400.00	\$23,729.00	\$24,260.00	\$24,260.00	104%
	<b>Fund 730 - Copy Machine Totals</b>							
	<b>REVENUE TOTALS</b>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
	<b>EXPENSE TOTALS</b>	\$21,723.32	\$18,136.32	\$23,400.00	\$23,729.00	\$24,260.00	\$24,260.00	104%
	<b>Fund 730 - Copy Machine Totals</b>	\$7,149.83	\$4,650.03	\$0.00	(\$329.00)	\$0.00	\$0.00	+++
	<i>Net Grand Totals</i>							
	<b>REVENUE GRAND TOTALS</b>	\$28,873.15	\$22,786.35	\$23,400.00	\$23,400.00	\$24,260.00	\$24,260.00	104%
	<b>EXPENSE GRAND TOTALS</b>	\$21,723.32	\$18,136.32	\$23,400.00	\$23,729.00	\$24,260.00	\$24,260.00	104%
	<b>Net Grand Totals</b>	\$7,149.83	\$4,650.03	\$0.00	(\$329.00)	\$0.00	\$0.00	+++

377