



COPY MACHINE FUND, #730

BUDGET SUMMARY AND HIGHLIGHTS:

Revenues and expenditures of \$26,900 are planned in 2018, down \$1000 from 2017.

FUND DESCRIPTION:

This fund was established to provide smaller departments with access to copy machines. At present this fund finances 14 multifunction machines. The key aspect of this fund is financing. As opposed to a \$4000 outlay, 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 some cases older machines are donated to other departments that need a lower volume copier.

The fund now has 14 machines. Of these 8 are depreciated (over 4 years old). Two replacements were made in 2017. Departments pay a copy, copy maintenance and depreciation fee, (usually around \$.025 per copy, for black/white copies) instead of the entire purchase cost. The copy fund works to reduce copy costs and encourage scanning by phasing out more expensive personal and office printers.

Today's copiers are called multifunction machines 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. Beginning of the year balances were \$14,621. Having a balance allows for an immediate purchase in case a depreciated machine breaks down.

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.



Copy Machine 730

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 730 - Copy Machine								
REVENUE								
Department 73 - Copy Machines								
47412	Interdept Copy Chgs	20,937.25	34,613.91	27,900.00	28,000.00	26,900.00	26,900.00	96
Department 73 - Copy Machines Totals		\$20,937.25	\$34,613.91	\$27,900.00	\$28,000.00	\$26,900.00	\$26,900.00	96%
REVENUE TOTALS		\$20,937.25	\$34,613.91	\$27,900.00	\$28,000.00	\$26,900.00	\$26,900.00	96%
EXPENSE								
Department 73 - Copy Machines								
State Account 51455 - Copy Machine Expenses								
50240	Repair & Maintenance	7,642.29	11,181.71	11,000.00	10,000.00	12,000.00	12,000.00	109
50310	Office Supplies	964.10	451.90	900.00	900.00	900.00	900.00	100
50313	Printing & Duplication	5.12	.38	.00	.00	.00	.00	
50540	Depreciation & Amortization	11,550.77	15,801.03	16,000.00	13,000.00	14,000.00	14,000.00	88
State Account 51455 - Copy Machine Expenses Totals		\$20,162.28	\$27,435.02	\$27,900.00	\$23,900.00	\$26,900.00	\$26,900.00	96%
Department 73 - Copy Machines Totals		\$20,162.28	\$27,435.02	\$27,900.00	\$23,900.00	\$26,900.00	\$26,900.00	96%
EXPENSE TOTALS		\$20,162.28	\$27,435.02	\$27,900.00	\$23,900.00	\$26,900.00	\$26,900.00	96%
Fund 730 - Copy Machine Totals								
REVENUE TOTALS		\$20,937.25	\$34,613.91	\$27,900.00	\$28,000.00	\$26,900.00	\$26,900.00	96%
EXPENSE TOTALS		\$20,162.28	\$27,435.02	\$27,900.00	\$23,900.00	\$26,900.00	\$26,900.00	96%
Fund 730 - Copy Machine Totals		\$774.97	\$7,178.89	\$0.00	\$4,100.00	\$0.00	\$0.00	+++
Net Grand Totals								
REVENUE GRAND TOTALS		\$20,937.25	\$34,613.91	\$27,900.00	\$28,000.00	\$26,900.00	\$26,900.00	96%
EXPENSE GRAND TOTALS		\$20,162.28	\$27,435.02	\$27,900.00	\$23,900.00	\$26,900.00	\$26,900.00	96%
Net Grand Totals		\$774.97	\$7,178.89	\$0.00	\$4,100.00	\$0.00	\$0.00	+++

358