

**Schedule 9A: Cash Funds Reports**  
**Department of Personnel and Administration**

FY 2013-14 Budget Request  
Fund 601 - Central Services Fund  
24-30-1108, C.R.S. (2012)

	Actual FY 2010-11	Actual FY 2011-12	Appropriated FY 2012-13	Requested FY 2013-14
<b>Year Beginning Fund Balance (A)</b>	<b>\$652,150</b>	<b>\$527,225</b>	<b>\$503,735</b>	<b>\$503,735</b>
Changes in Cash Assets	\$13,855	-\$126,661	\$0	\$0
Changes in Non-Cash Assets	-\$79,847	\$297,327	\$0	\$0
Changes in Long-Term Assets	\$610,590	\$70,305	\$0	\$0
Changes in Total Liabilities	-\$669,522	-\$264,460	\$0	\$0
<b>TOTAL CHANGES TO FUND BALANCE</b>	<b>-\$124,925</b>	<b>-\$23,490</b>	<b>\$0</b>	<b>\$0</b>
<b>Assets Total</b>	<b>\$6,188,710</b>	<b>\$6,429,681</b>	<b>\$6,429,681</b>	<b>\$6,429,681</b>
Cash (B)	\$798,754	\$672,092	\$672,092	\$672,092
Inventory	\$635,562	\$823,274	\$823,274	\$823,274
Other Assets	\$18,448	\$11,401	\$11,401	\$11,401
Capital Assets	\$4,392,865	\$4,509,527	\$4,509,527	\$4,509,527
Other Assets(Detail as necessary)	\$0	\$0	\$0	\$0
Receivables	\$343,082	\$413,387	\$413,387	\$413,387
<b>Liabilities Total</b>	<b>\$5,661,485</b>	<b>\$5,925,946</b>	<b>\$5,925,946</b>	<b>\$5,925,946</b>
Cash Liabilities (C )	\$1,823,691	\$1,361,604	\$1,361,604	\$1,361,604
Long Term Liabilities	\$3,837,794	\$4,564,341	\$4,564,341	\$4,564,341
<b>Ending Fund Balance (D)</b>	<b>\$527,225</b>	<b>\$503,735</b>	<b>\$503,735</b>	<b>\$503,735</b>
<b>Logical Test</b>	<b>TRUE</b>	<b>TRUE</b>	<b>TRUE</b>	<b>TRUE</b>
<b>Net Cash Assets - (B-C)</b>	<b>-\$1,024,938</b>	<b>-\$689,512</b>	<b>-\$689,512</b>	<b>-\$689,512</b>
<b>Change from Prior Year Fund Balance (D-A)</b>	<b>-\$124,925</b>	<b>-\$23,490</b>	<b>\$0</b>	<b>\$0</b>
<b>Cash Flow Summary</b>				
Revenue Total	\$21,487,354	\$21,189,811	\$20,556,706	\$20,003,703
Fees	\$21,487,354	\$0	\$20,556,706	\$20,003,703
Interest	\$0	\$0	\$0	\$0
Expenses Total	\$21,612,280	\$21,213,301	\$20,556,706	\$20,003,703
Cash Expenditures	\$21,612,280	\$21,213,301	\$20,556,706	\$20,003,703
Change Requests (If Applicable)	\$0	\$0	\$0	\$0
Net Cash Flow	-\$124,925	-\$23,490	\$0	\$0

Cash Fund Reserve Balance	Actual	Actual	Estimated	Requested
	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$527,225	\$503,735	\$503,735	\$503,735
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$3,566,026	\$3,500,195	\$3,391,856	\$3,300,611
<b>Excess Uncommitted Fee Reserve Balance</b>	<b>(\$3,038,801)</b>	<b>(\$2,996,459)</b>	<b>(\$2,888,121)</b>	<b>(\$2,796,876)</b>
<b>Compliance Plan (narrative)</b>				

Cash Fund Narrative Information	
Purpose/Background of Fund	Charges to cover the cost of providing services to state agencies. Some of the services provided include centralized mail processing, messenger, copying, printing, graphic design, and data entry.
Fee Sources	Sales of services to State agencies recovered via direct billings.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Division of Central Services Administration, Reprographics, Document Solutions Group and Mail Services.