

Printing & Mailing Services

2024-2025 Division of Student Affairs Budget Hearings
February 15, 2024



MISSION STATEMENT

Western Carolina University's Print Shop is committed to supporting the educational mission of the university community with reliable, high-quality services to meet your printing and mailing needs.

REVENUE & FUNDING SOURCE

FUNDING SOURCE	2022-23	2023-24	2024-25
Printing Services	\$1,100,000	\$1,100,000	\$1,100,000
Mail Services	\$138,033	\$142,660	\$146,129
Total	\$1,238,033	\$1,242,660	\$1,246,129

- Projecting flat revenue
 - Certain workflows near shop capacity
 - Possible reduction in departmental printing budgets and uncertain economic environment
 - Attempt to keep prices as low as practicable to serve WCU
- Mail Services budget driven by personnel and benefits

STAFFING & PERSONNEL

	2022-23		2023-24		2024-25	
	FTE	Total Salary (+ fringe if applicable)	FTE	Total Salary (+ fringe if applicable)	FTE	Total Salary (+ fringe if applicable)
EHRA	-	-	-	-	-	-
SHRA	10	\$686,612	10	\$715,221	10	\$736,677
Hourly	-	-	-	-	-	-
Total	10	\$686,612	10	\$715,221	10	\$736,677

- Includes Printing and Mailing SHRA staff (funds 170506 & 321458)

STUDENT STAFFING

	2022-23				2023-24				2024-25			
	#Pos	Hrly/Cont.	Rate	Total	#Pos	Hrly/Cont.	Rate	Total	#Pos	Hrly/Cont.	Rate	Total
Work Study	-	Hourly	Varies	\$10,000	-	Hourly	Varies	\$10,000	-	Hourly	Varies	\$10,000
Non-work study	-	Hourly	Varies	\$40,000	-	Hourly	Varies	\$40,000	-	Hourly	Varies	\$40,000
Total	-	-	-	\$50,000	-	-	-	\$50,000	-	-	-	\$50,000

- Students provide a large amount of labor for the Printshop
- Students are paid \$10-12.50/hr. based on role and experience

GENERAL OPERATIONS

WHAT	2022-23	2023-24	2024-25
Supplies and COGS (Cost Of Goods Sold)	\$380,000	\$360,000	\$365,000
All Purchased Services	\$50,000	\$25,000	\$25,500
Total	\$430,000	\$385,000	\$390,500

- Printshop has made significant progress in COGS (Cost of Goods Sold) by restructuring equipment support costs/changing equipment
- COGs remain complex – material demands and pricing stabilizing but some availability issues

BUDGET REDUCTION PLAN

- Printing and Mailing Services is comprised of three distinct budgets:
 1. Sales receipts from printing and mailing operations
 2. State funding for faculty/staff mail delivery
- Most expenses occur in Printing Services. Roughly 60% of those expenses are recognized as fixed labor costs, 35% as COGS (Cost Of Goods Sold), and 5% as Auxiliary Assessment. State funding provides funding for two mail carrier positions, some supplies and services, and some temporary labor.
- Any reduction would affect staffing levels and would have an impact on service and shop capacity.

RESERVES

	AMOUNT
Ending 2023-24 Balance	\$296,658
Total Anticipated Expenditures 2024-25	\$1,237,677
Expected 2024-25 Ending Balance	\$305,110
EOY Operating Budget Reserve Coverage Ratio (6 months)	.49

- 6 Month Operating Costs: \$618,838
- Coverage Ratio: .49
- Note – coverage ratio is cause for concern but does not represent a realistic scenario. IE, if revenues were stopped, costs (COGS - Cost Of Goods Sold) would be altered as well.

SUMMARY

REVENUE/EXPENSES	2022-23	2023-24	2024-25	EXPLANATION OF DIFFERENCE
Printing Services	\$1,100,000	\$1,100,000	\$1,100,000	
Mail Services	\$138,033	\$142,660	\$146,129	
Total Revenue	\$1,238,033	\$1,242,660	\$1,246,129	
All Staffing/Personnel	\$736,612	\$765,221	\$786,677	
Supplies and COGS	\$380,000	\$360,000	\$365,000	
All Purchased Services	\$50,000	\$25,000	\$25,500	
Aux Admin	\$59,651	\$60,500	\$60,500	
Total Expenses	\$1,226,263	\$1,210,721	\$1,237,677	
Contribution to Reserves	\$11,770	\$31,939	\$8,452	



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