United States Government Printing Office

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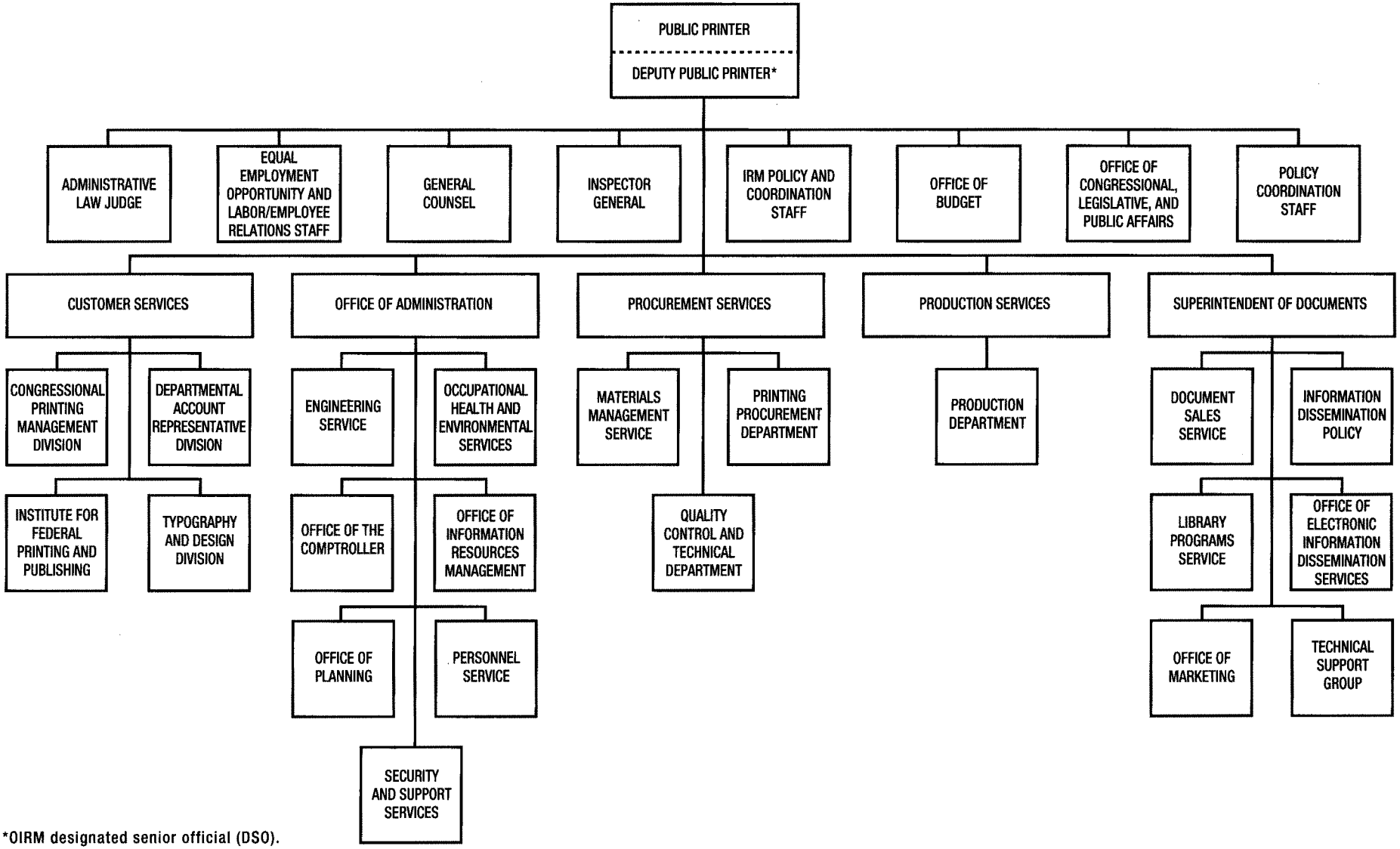
Annual Report

GPO Organization
(as of September 30, 1993)



*OIRM designated senior official (DSO).

United States Government Printing Office

Annual Report

PRODUCTION AND DISTRIBUTION NOTES

This publication was printed in vegetable ink on alkaline recycled paper.

Paper copies have been distributed to approximately 1,400 Federal depository libraries nationwide where they are available for the free use of the public. Contact GPO's Library Programs Service at (202) 512–1119 to find the Federal depository library nearest you.

Printed copies are also available on request without charge from GPO's Office of Congressional, Legislative, and Public Affairs at (202) 512–1991.

The electronic text of this publication is available free of charge from GPO's Federal Bulletin Board. Telnet federal.bbs.gpo.gov 3001 (Internet port 3001), or dial-in (202) 512–1387. From the main menu, type: s annual report <enter>.

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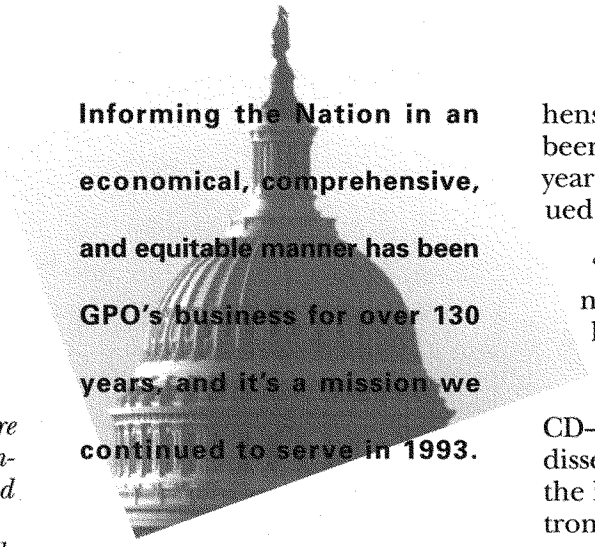
A Message from the Public Printer

Last year, when the White House wanted to inform the Nation about the President's health care bill, it turned to the Government Printing Office (GPO). Just 48 hours after getting the manuscript, print and electronic versions of the 1,342-page Health Security Act *and the 148-page explanatory booklet* Health Security: The President's Report to the American People *were available from GPO's bookstores nationwide by phone, fax, and mail order, and online over GPO's electronic Federal Bulletin Board. Copies also went to Federal depository libraries around the Nation, where these and other Government documents are used free of charge by more than 167,000 persons each week. The health care documents quickly became GPO's hottest dissemination items for the year.*

Every 6 years, GPO prints the U.S. Code, *the compilation of all codified Federal laws. Each printed set comprises 30,000 typeset pages in 24 bound volumes, weighs over 150 pounds, occupies 5 feet of shelf space, and costs over $1,200. In 1993, working with the Law Revision Counsel in the House of Representatives, GPO converted this publication to an electronic format. Now, in addition to paper, the entire* Code *can be found on one CD–ROM with user-friendly search and retrieval capabilities. With a 24-page user manual, each* Code *disc weighs half a pound in its mailing carton and occupies about a half-inch of shelf space. And at $34 per set, the price is a lot more user-friendly, too.*

In a situation that's common for GPO, an agency faxed in a printing requisition after 3 p.m. on a Friday afternoon for the partial delivery of 1,000 copies of a 60-page, two-color product by that Sunday. GPO was asked to buy the product from a commercial printer named by the agency and to double check the quality of the job while it was still on the contractor's press. Three GPO staffers stayed late to write the specifications, develop a bid list, advertise and award the job, schedule the press inspection, and remain available to troubleshoot any problems that might arise. As a result, the job was delivered on time, reflecting GPO's overall on-time delivery rate of 95.1 percent in 1993. And it was done for less than the agency was prepared to spend: the contractor suggested by the agency submitted a bid of $34,000. GPO procured the job for $16,900—a saving to the taxpayers of over 50 percent.



Informing the Nation in an economical, comprehensive, and equitable manner has been GPO's business for over 130 years, and it's a mission we continued to serve in 1993.

These stories represent only a fraction of the work GPO performed in 1993, a year when GPO produced or procured over 279,000 printing and other publication orders for Congress and Federal agencies and distributed more than 103.9 million copies of Government publications to the public. Yet they typify the job that GPO—among all Federal agencies—is best equipped to perform: the timely provision of cost-effective, high-quality products to meet the information needs of the Government and the public. Informing the Nation in an economical, comprehensive, and equitable manner has been GPO's business for over 130 years, and it's a mission we continued to serve in 1993.

"Printing" is still GPO's middle name, but increasingly that term has come to include the new electronic digital products of the Information Age: CD–ROMs, diskettes, and online dissemination. For GPO, making the leap from ink-on-paper to electronic technology was the logical way to go. For several years, GPO's printing system has depended on electronic typesetting from computerized databases. As information technologies have matured, it's become feasible to utilize these databases for other purposes—to premaster them, for example, for CD–ROM replication, or to upload them for online dissemination. We now take the view that the most basic form of a Government publication is its electronic form, which can be the basis for generating that publication in multi-media range of both electronic and print formats.

This was the view taken by Congress and President Clinton when the GPO Electronic Information Access Enhancement Act (P.L. 103–40) was enacted into law on June 8, 1993. Under this farsighted legislation, GPO was required to provide, within a year, a system of online access to the *Congressional Record,* the *Federal Register,* and other appropriate documents; maintain a directory of Federal electronic information; and operate an electronic storage facility for Federal electronic information.

With GPO's Access service, people from all walks of life will be able to go into most Federal depository

libraries and get immediate, user-friendly, no-fee access to online versions of the *Congressional Record* so they can stay current with the latest action on Capitol Hill. They will be able to get the same kind of access to the most current *Federal Register,* to find out if new or proposed Government regulations will affect them. And for those who want to log onto the Access service from their own computers at home or at work, this information and other information to be added will be available in a standardized range of formats, and at a standardized set of low prices. GPO's Access service represents a remarkable new development in improving access by the public to Government information, positioning GPO as a major contributor to the information highway envisioned by President Clinton and Vice President Gore.

P.L. 103–40 was the first major amendment to GPO's authorizing legislation—Title 44 of the U.S. Code—in many years. But this long-term legislative stability was not because of Congressional and Presidential inattention. Instead, it was because Title 44 undergirds an extraordinarily well thought-out system of printing and documents distribution, a system that achieves substantial benefits for taxpayers and Government information users every day.

With GPO, the Government avoids the needless overcapitalization of inplant printing resources by maintaining only the capability to produce work that cannot be cost-effectively procured from the private sector. Comparatively little printing sent to GPO is produced inplant. Instead, the vast majority—more than 73 percent—is procured from commercial printing firms nationwide. For the executive branch of the Government, over 93 percent of its commercially procurable work is purchased from the private sector.

While ink-on-paper formats will be used for the foreseeable future, the old ways of doing business—of getting Government documents printed and distributed—are changing with the growing use of electronic information systems, especially in response to the technology leadership of the Clinton Administration.

In the private sector, over 10,000 firms with about 200,000 employees—representing a quarter of the printing industry—compete for GPO printing contracts in an open bidding system. This system holds down printing prices dramatically: GPO routinely procures work for half of what it would cost agencies to produce themselves, representing a saving for taxpayers of over half a billion dollars in 1993. At the same time, GPO printing contracts regularly generate thousands of jobs in one of the most important small business sectors of the economy, as well as substantial Federal, State, and local tax revenues.

When printing is produced or procured through a centralized structure like GPO's, there is a broad range of other benefits for the taxpayers as well. For example, compliance with Governmentwide printing standards can be assured and a standard system of printing quality can be maintained. As the largest single consumer of printing and writing papers in the Government, GPO ensures the Government's increased use of recycled paper, especially under President Clinton's Executive Order on recycling issued in October 1993. GPO also ensures the use of alkaline and permanent papers to prevent the deterioration of important Government documents having enduring value. And GPO is the best place to grow the Government's utilization of vegetable-based inks as an environmentally-sound alternative to petroleum-based inks.

The most important feature of GPO, however, lies in the link between its printing and distribution operations. This link enables GPO's Superintendent of Documents to make selections for distribution from the total body of publications we print or procure each day. The ability to make comprehensive selections is critical to the operation of the Depository Library Program, which disseminates Government publications to 1,400 libraries nationwide for the free use of the public, ensuring an equitable foundation for broad-scale access to Government information. Dating back to 1813, the Depository Library Program remains one of the Government's most visible commitments to the proposition that a public informed about the activities of its Government is essential to maintaining our democracy. The link also supports GPO's Sales Program, which sells millions of copies of low-priced Government publications every year. Unlike most other Government efforts, our Sales Program covers all of its costs out of the revenues it earns and doesn't receive a penny in taxpayer-supported appropriations.

The Government is undergoing a significant transition today in terms of information technology. While ink-on-paper formats will be used for the foreseeable future, the old ways of doing business—of getting Government documents printed and distributed—are changing

with the growing use of electronic information systems, especially in response to the technology leadership of the Clinton Administration. GPO is taking advantage of these changes, incorporating new electronic information technologies into existing operations and creating new systems—such as the GPO Access service—in response to the public's growing demand for improved information access. At the same time, GPO itself is undergoing a marked transition. Since the mid-1970's, when GPO converted its prepress operations to electronic photocomposition, its workforce has been reduced by nearly 50 percent. As GPO continues to move from a workload associated primarily with printing to the mixed provision of ink-on-paper and electronic products, there will be similar organizational adjustments.

During this transitional era, there will also be a period of financial adjustment. For fiscal 1993, due to a declining printing workload and a continuing freeze on prices, GPO experienced a consolidated net loss of $14.1 million, compared to a $5.2 million loss in 1992. Measures were implemented during the year to offset the loss. Constraints on hiring, promotions, travel, and other costs—especially in administrative overhead areas—were initiated. At the end of the calendar year, GPO ran a separation incentive program targeted at administrative employees and supervisory ranks. The program resulted in the voluntary separation of more than 350 employees and will yield a substantial reduction in GPO's overall costs in coming years.

Cost reduction measures during the current technology transition are indeed necessary, but such measures alone will not fully meet the requirements of GPO's future. Other steps must be taken to ensure the continued viability of GPO's mission. There is at present far too much printing capacity throughout Federal agencies. Far from having a monopoly on Government printing, GPO instead has been sharing printing responsibility with more than 200 other Federal printing plants for many years, as well as a large number of smaller printing and duplicating facilities. Most of these operations are expensive and inefficient, resulting in a net transfer of taxpayer assets from the private sector—where most Government printing should most efficiently and appropriately be performed—to the public sector. Their continued existence is also interfering with the coordination of the Government's printing program, impeding Governmentwide objectives concerning printing standards and quality, recycled paper, and related measures. Finally, by operating outside the system established by Title 44, these plants contribute significantly to the loss of Government information to the Depository Library and other GPO distribution programs, thereby depriving public users of access to essential Government documents. Effective measures for limiting the costs of these operations and encouraging their cooperation with GPO need to be devised.

Near the end of 1993, Congress took up consideration of alternatives for GPO's future, resulting principally from the reports of the National Performance Review and the Joint Committee on the Organization of Congress. GPO fully supports the objective of creating a Government that works better and costs less. But caution needs to be exercised regarding proposals to change the current system of printing and information dissemination. Printing—along with electronic measures—is the means by which the Government keeps the public informed. GPO performs this function in a highly practical way. Thus, proposals to change GPO would substantially affect not just GPO, but the goals and objectives of our basic national policy to provide public access to Government information in an economical, effective, and equitable manner. This is the context within which proposals to reinvent GPO need to be carefully appraised.

When GPO was established, it represented the "institutional realization of a panoply of reforms regarding public printing," in the words of an astute observer. The kinds of success stories that began this message represent only a fraction of the successes GPO achieved in 1993, but they are the product of this "panoply of reforms," and they more than adequately demonstrate the capabilities of GPO today and the future. In my view, the Government will continue to need GPO in order to guarantee economy, comprehensiveness, and equity in the provision of Government information. These were the objectives of GPO's founders, and regardless of the impact of new technology, they remain as the vital core of GPO's mission today.

Michael F. DiMario

MICHAEL F. DiMARIO
Public Printer

Financial Highlights

The public printing and documents chapters of Title 44 of the U.S. Code require GPO to fulfill the printing needs of the Federal Government and distribute Government publications to the public. In addition, an amendment to Title 44 enacted in 1993 requires GPO to provide a number of dissemination and related services in electronic online format.

GPO fulfills its printing responsibility by producing publications inplant or procuring them from private sector printers. GPO's printing production and procurement activities are performed at a Central Office facility in Washington, DC, and by 5 regional printing plants, 14 regional procurement offices, and 6 satellite procurement facilities around the Nation.

Publications distribution activities are overseen by GPO's Superintendent of Documents, and include sales of publications, distribution to depository and international exchange libraries, agency and statutory distribution, and the cataloging and indexing of Government documents. These activities are performed from centrally located operations in Washington, DC; distribution centers in Laurel, MD, and Pueblo, CO; from a Congressional Sales Office in Washington, DC; and from 23 GPO bookstores nationwide.

GPO FINANCING

All GPO activities are financed through a business-like Revolving Fund, which is reimbursed by payments from customer agencies, sales to the public, and transfers from the Congressional Printing and Binding Appropriation and the Salaries and Expenses Appropriation of the Superintendent of Documents.

Appropriated Funds

The Congressional Printing and Binding Appropriation and the Salaries and Expenses Appropriation of the Superintendent of Documents are used to reimburse GPO for actual costs incurred in performing congressional work and to fulfill statutory requirements associated with the distribution of Government publications. The reimbursements from these appropriations are included in GPO's total revenue.

For fiscal 1993, due to a declining printing workload and a continuing freeze on prices, GPO experienced a consolidated net loss of $14.1 million, compared to a $5.2 million loss in 1992.

Annual Budget

For 1993, the total operating expenses charged against GPO's budget (after intraprogram eliminations) were $830.7 million. Appropriated funds from Congress provided a total of $106.2 million of this amount, or about 13 percent. These funds included $80 million from the Congressional Printing and Binding Appropriation and $26.2 million from the Salaries and Expenses Appropriation of the Superintendent of Documents. All other GPO activities, including inplant printing, procured printing, sales of publications, agency distribution services, and all administrative support functions, were financed through the Revolving Fund by revenues generated by payments from agencies and sales to the public.

The single largest component of GPO's annual expenses is for procured printing. In 1993, procured printing totaled $469.2 million, or about 57 percent of total expenses (after intraprogram eliminations). The second largest component was personnel compensation and benefits. In 1993, these components totaled $235.8 million, or about 28 percent of all expenses.

GPO PRICING

General Scale of Prices

All GPO inplant printing, including congressional printing, is priced according to all-inclusive hourly rates. These rates combine the costs of labor, machine time, and "overhead"—which includes the costs of direct production support as well as general and administrative support costs—into standard rates for each production operation and class according to the kinds of work performed. The time spent on each operation and class is logged into an automated system called PROBE—Production Reporting of Operations Budgeting and Expenditures. Production rates are subsequently applied to the PROBE data and added to materials costs to determine final job costs. Ordinarily, inplant rates in the General Scale of Prices are adjusted periodically to ensure they are set at full cost-recovery levels. However, the General Scale of Prices has not been adjusted since 1990 in an effort to hold the line on prices to customer agencies.

Procurement Surcharge

Procured work is billed at the contractor's cost of the procured job plus a 6 percent surcharge (there is a $10 minimum for small orders; the surcharge is applied up to a job cost of $100,000, after which the rate decreases to 3 percent, with a dollar maximum of $10,000). The surcharge covers all of the costs of contracting work, such as drafting specifications and bidding, awarding, and administering contracts, plus all other associated work, such as certifying the vouchers submitted by contractors and pay ing them, and billing the agencies for the work performed. Other services covered are the provision of legal advice to contracting officers and dispute resolution through GPO's Board of Contract Appeals. Occasionally, a rush job through GPO's Printing Procurement Program may be billed a 9 percent surcharge for expedited work. In reality, however, few procured jobs are billed at 9 percent since most existing contracts are capable of handling expedited work on a routine basis.

Publication Sales Prices

Under section 1708 of Title 44, publications offered for sale by the Superintendent of Documents are to be sold at "cost, as determined by the Public Printer, plus 50 percent." Costs include the cost of printing and binding, handling, and postage. The 50 percent factor covers the costs of reprints, statutorily authorized 25-percent discounts to bookdealers and quantity purchasers, unsalable publications, and related expenses. The typical publication ranges in price from 50 cents to $17.00, with the average price of about $11.00. This compares favorably with the average prices for similar books in the private sector bookdealing industry. Even at these low prices, the Sales Program has fully recovered its cost in every fiscal year since 1982.

The *Congressional Record* and the *Federal Register* are priced under different sections of Title 44. Section 910 limits the price of subscriptions and individual issues of the *Record* to the cost of printing and distribution. There is no 50 percent increment. The current price of an annual subscription to the *Record* is $225. The price of subscriptions and individual issues of the *Federal Register* is determined by the Administrative Committee of the Federal Register, pursuant to section 1506. An annual subscription to the *Register* today—including the daily *Register*, the *Federal Register Index*, and *List of Sections Affected*—is priced at $490.

Under P.L. 103–40, the GPO Access service is provided without charge to Federal depository libraries. The libraries, in turn, provide free public access to the service. Fees for other users are priced without regard to section 1708 of Title 44 and are set so as to recover the incremental cost of dissemination.

GPO EMPLOYMENT

During 1993, GPO utilized 4,761 full-time equivalents (FTE's), less than the level of 4,950 FTE 's established by the FY 1993 Legislative Branch Appropriations Act.

On September 30, 1993, there were 4,785 employees on board. Over 61 percent were devoted to printing and binding operations, 19 percent to Superintendent of Documents operations, and the remaining 20 percent to administrative and executive operations. GPO's gross payroll in 1993 was $7.7 million per payday.

GPO recognizes 16 labor unions which represent employees in 21 bargaining units throughout the Nation. Under the provisions of the Federal Service Labor-Management Relations Statute, GPO deals with unions on all personnel policies, practices, and matters affecting working conditions other than wages. Wages are negotiated under the provisions of section 305 of Title 44, known as the Kiess Act, with 13 unions representing 18 bargaining units containing approximately 4,000 employees.

BREAKDOWN OF GPO BILLINGS BY BRANCH OF GOVERNMENT FOR FY 1993*
(as of September 30, 1993)

INPLANT PRINTING	
GPO Central Plant Printing	
Legislative Branch**	$105,829,072
Executive Branch	95,165,661
Judicial Branch	594,357
Total GPO Central Plant Printing	201,589,090
Regional Printing	
Executive Branch	6,013,142
Legislative Branch**	2,063,771
Judicial Branch	97,940
Total Regional Printing	8,174,853
TOTAL INPLANT PRINTING	209,763,943
PROCURED PRINTING	
Executive Branch	548,478,400
Legislative Branch	26,330,380
Judicial Branch	1,877,587
TOTAL PROCURED PRINTING	576,686,367
TOTAL GPO BILLINGS, FY 1993	$786,450,310

*Billings data show the breakdown of workload by branch of Government. Billings data is not equivalent to revenue data.

**Includes printing for other legislative branch agencies and orders for the Superintendent of Documents distribution programs.

RESULTS OF GPO OPERATIONS FOR FISCAL YEAR 1993

GPO experienced a consolidated net loss of $14.1 million in 1993, compared with a net loss of $5.2 million in 1992. The change was attributable to a reduced congressional workload, an overall decline in printing requisitions submitted by Federal agencies, a continued freeze on GPO prices, and increased costs due to negotiated and mandatory payraises.

Consolidated revenue decreased by $107 million, or 12 percent, from $923.6 million in 1992 to $816.6 million. Total expenses decreased also, but by only $98.1 million, or 11 percent, from $928.8 million in 1992 to $830.7 million.

Printing and Binding Operations

In 1993, printing and binding operations generated revenue of $741.8 million compared with $852.9 million in 1992, a decrease of 13 percent. Printing and binding revenue represented approximately 91 percent of GPO's consolidated revenue.

Revenue from commercially procured printing was $530 million compared with $629.3 million in 1992, a decrease of 16 percent. Excluding revenues from sales of blank paper and other operations, which were $19.4 million in 1993 as compared with $20.6 million in 1992, printing procurement revenue represented approximately 73 percent of total printing and binding revenue.

During the year, GPO received nearly 279,000 printing orders, an average of approximately 1,100 orders per day. This compares with 311,900 orders received in 1992, a reduction of 11 percent.

GPO used or sold 40,200 metric tons (44,300 short tons) of paper in 1993, compared with 40,100 metric tons (44,200 short tons) in 1992. Of the amount used or sold in 1993, 55 percent was used for inplant printing and 45 percent was sold to Government agencies. In 1992, 57 percent was used for inplant printing and 43 percent was sold to agencies.

Central Office Plant Printing Operations: In 1993, revenues from printing produced in the Central Office plant were $157.6 million (exclusive of paper issued to plant work and intraprogram eliminations, or $27 million), compared with $164.6 million in 1992, due to a reduced congressional workload. Expenses were $165.1 million, compared with $163.2 million the previous year, due primarily to increased labor costs, yielding a loss of $7.5 million, compared with a net income of $1.4 million in 1992.

Materials Handling Operations, which directly support plant operations, recorded a loss of $5.6 million compared with a loss of

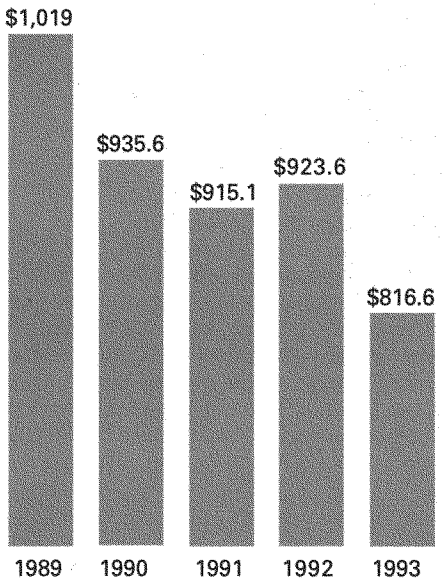
$3.8 million in 1992, due to less paper issued to inplant work and increased labor costs.

Congressional Printing and Binding Operations: For 1993, reimbursements to the Revolving Fund from the Congressional Printing and Binding Appropriation were $80 million compared with $89.6 million in 1992. Included were funds authorized to pay down the cumulative shortfall in the appropriation incurred in prior fiscal years. The shortfall resulted because Congress ordered printing that cost more than was appropriated for congressional printing and binding.

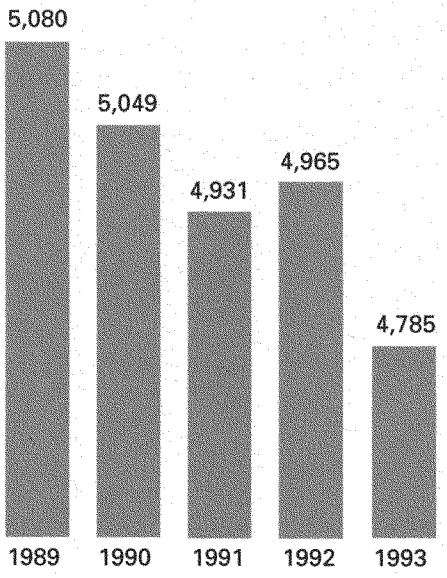
Other Operations: Other Operations consist of nonoperating income including the sale of retired fixed assets and the GPO Parking Program. Other Operations had a net income of $671,000 in 1993 compared with a net income of $794,000 in 1992, as the result of less revenues from the sale of fixed assets. Sales of fixed assets in 1992 included the sale of surplused equipment from the closing of the printing operation at GPO's Rapid Response Center, located at the Washington Navy Yard, in May 1992.

Regional Plant Printing Operations: Regional printing operations generated revenues of $7.3 million in 1993 compared with $8.7 million in 1992. Expenses were $8.5 million compared with $14.3 million the previous year. As a result, these operations sustained a combined net loss of $1.2 million compared with a net loss of $5.6 million in 1992. The reductions in revenue, expense, and net loss were attributable to the closing of the printing operation at the Rapid Response Center.

GPO Consolidated Revenues
(In Millions of Dollars)



GPO Staffing Levels
(Onboard as of September 30)



Printing Procurement Operations: Central Office and regional printing procurement operations sustained a loss of $4.2 million in 1993 compared with net income of $1.3 million in 1992. Total revenues were $530 million compared with $629.3 million the previous year. Total expenses were $534.2 million compared with $628 million in 1992.

Revenue from Central Office printing procurement activities was $326.5 million compared with $399 million in 1992. Expenses, comprising primarily the cost of purchased printing, were $324.8 million compared with $394 million the previous year. These activities generated net income of $1.7 million compared with net income of $5 million in 1992.

Regional printing procurement revenues were $203.5 million compared with $230.3 million in 1992. Expenses decreased to $209.4 million from $234.1 million the previous year. The loss in regional printing procurement was $5.9 million in 1993 compared with $3.8 million the previous year.

Superintendent of Documents Operations

Sales Program: The Sales Program generated net income of $3.6 million in 1993 compared with net income of $537,000 in 1992. Sales revenue increased to $84.1 million from $79.9 million in 1992. Expenses were $80.5 million compared with $79.4 million the previous year.

Revenue from sales of Government publications in electronic formats more than doubled in 1993, to $1.8 million compared with $875,000 in 1992. For the second consecutive year, bookstore revenue increased, to $15.5 million from $14.2 million in 1992.

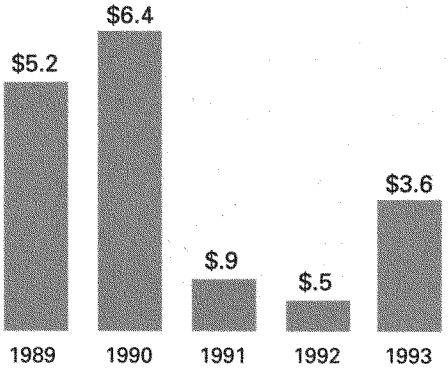
Agency Distribution Services: On behalf of certain Federal agencies, GPO distributes publications to recipients they designate and charges for the cost of services performed. In 1993, this program generated $5.5 million in revenue on $5.4 million in costs, yielding net income of $114,000.

Salaries and Expenses Programs: Salaries and expenses associated with the operation of the Depository Library Program, the Statutory Distribution Program, the Cataloging and Indexing Program, and the International Exchange Program were $26.2 million in 1993, compared with $29 million in 1992.

GPO Capital Expenditures

Capital expenditures for all GPO operations and programs in 1993 were $8 million compared with $9.1 million in 1992.

Net Income from Sales of Publications
(In Millions of Dollars)



Major expenditures included Central Office construction for the relocation of employees from leased space at Union Center Plaza in Washington, DC; inhouse software development; a bundler; elevator renovations; and renovating the Atlanta Bookstore.

CASH AND DEBT MANAGEMENT PERFORMANCE MEASURES

Payment Performance

In 1993, GPO continued its strong payment performance by taking prompt payment discounts when it was to the Government's advantage. GPO's total purchased printing expense for 1993 was $492.3 million after taking prompt payment discounts of $7.3 million. The ratio of discounts to net purchased printing was 1.48 percent. This compares favorably with the goal for 1993 of a 1.4 percent prompt payment discount ratio. It also compares favorably with the 1992 prompt payment discount ratio of 1.34 percent, based on $585.9 million in purchased printing expense and $7.9 million in discounts. Discounts lost decreased to $178,000 in 1993 from $302,000 the previous year, and was well within the goal of $275,000 for discounts lost for the year.

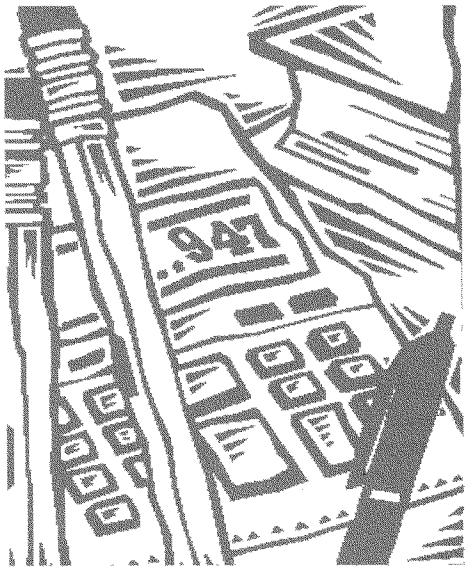
Electronic Payments

Since 1988, GPO has been using electronic funds transfer (EFT) for payments to commercial printing contractors. GPO expanded its use of EFT in 1989 to include payroll and savings allotments. The use of electronic payments results in a savings to GPO and the U.S. Treasury, since paper checks do not have to be produced and processed. Each month in 1993, GPO made approximately 23,400 EFT payments, or nearly 71 percent of all payments. This compares with 23,700 EFT payments per month, or 68 percent of all payments, in fiscal 1992. GPO's goal for 1993 was to average 24,000 monthly EFT transactions. The goal was not met due to the overall decline in printing orders during the year.

Federal Receivables

In 1993, GPO billed the Government $786.5 million for printing and binding services. Of this amount, $440.4 million, or 56 percent, was collected using the Treasury Department's Online Payment and Collection System (OPAC). GPO's receivables turnover—the number of days it takes to collect accounts receivable from customers—was 186 times per year, or 2 days to collect, from civilian customer agencies. It was 4.8 times per year, or 76 days to collect, from Department of Defense (DOD) installations.

The average monthly delinquent receivables in 1993 were $12.7 million, or 28 percent of the average outstanding receivables. DOD was GPO's largest delinquent account, with a monthly average delinquent receivable balance of $11.4 million, or 90 percent of all delinquent receivables. DOD was also GPO's largest delinquent customer in 1992. GPO has been working with DOD management to resolve this problem, and a special task force has been established in DOD to research and pay GPO invoices. Another goal of the task force is to convert DOD's payment process from a manual to an electronic system.



Printing for Congress

Information is the lifeblood of the congressional process. Bills, amendments, resolutions, hearings, committee reports, committee prints, and most importantly, the record of floor proceedings and debate—all are essential to the conduct of legislative business on Capitol Hill. Without them, congressional business would grind to a halt.

It was to print congressional information that GPO was originally created in 1860. Serving this mission today remains GPO's primary duty. In recent years, technology and the demands of the legislative process have expanded that mission to include the provision to Congress of information products and services in both print and electronic formats.

In 1993, GPO processed approximately 22,800 congressional orders for products and services. These products and services were produced at GPO's Central Office plant, located four blocks north of the U.S. Capitol in Washington, DC. The plant employs approximately 1,900 production personnel on three shifts and is the largest manufacturing facility in the District of Columbia.

The Central Office plant produced work valued at $157.6 million in 1993 compared with $164.6 million in 1992. Of this amount, approximately $80 million was for work reimbursed by the Congressional Printing and Binding Appropriation. All work produced for Congress is funded by this appropriation.

Along with other legislative branch work (including work produced for the Superintendent of Documents), congressional printing comprised approximately 52.5 percent of total Central Office plant billings in 1993. The balance was for the *Federal Register* and U.S. passports and postal cards, and other executive and judicial branch work (primarily books, pamphlets, and forms) totaling $74.6 million in 1993.

Central Office plant revenues also included revenues from sales of blank paper to Federal agencies in the Washington, DC, area, totaling $17.3 million in 1993, as well as the revenues from materials handling operations, which totaled $27.5 million.

While overtime is a useful tool to meet critical printing production schedules, especially for congressional work, GPO has an on-going effort to minimize overtime use to absolutely necessary levels. In 1993, overtime hours decreased to 438,000 from 519,000 in 1992, or 16 percent.

PRODUCTION CHARGEABLE HOURS

GPO's inplant production inputs, including those used for congressional work, are measured as "chargeable hours" against which the all-inclusive rates are applied. In 1993, chargeable hours decreased to 1,356,000 from 1,410,000 in 1992, or 4 percent. These results did not meet management's goal of equalling or exceeding the chargeable hour target that was necessary to achieve breakeven operations. The decrease in chargeable hours was due principally to reduced congressional workload in 1993.

OVERTIME MANAGEMENT

While overtime is a useful tool to meet critical printing production schedules, especially for congressional work, GPO has an on-going effort to minimize overtime use to absolutely necessary levels. In 1993, overtime hours decreased to 438,000 from 519,000 in 1992, or 16 percent. The cost of overtime decreased to $12.4 million from $14.6 million in 1992, or 15 percent. During the year, GPO successfully met its goal of constraining the use of overtime within the maximum of 467,000 hours, which was the amount of overtime used in 1991.

THE *CONGRESSIONAL RECORD*

The most important congressional publication produced in GPO is the *Congressional Record,* which contains the daily proceedings of the Senate and the House of Representatives. The *Record* is printed and bound overnight at the Central Office plant and delivered the next morning every day Congress is in session.

Approximately 18,300 copies of the *Congressional Record* are printed daily. About 12,600 of these copies are charged to the Congressional Printing and Binding Appropriation for distribution to recipients designated by Title 44, including 5,800 copies for congressional use; the other 6,800 are distributed without charge to correspondents, former Members of Congress, and other recipients designated by law. The remaining 5,700 copies which are not charged to the Congressional Printing and Binding Appropriation are delivered and charged to Federal agencies and to the Superintendent of Documents for GPO's Sales and Depository Library Programs.

The size of an average issue of the *Congressional Record* in 1993 was 214 pages, and contained about the same amount of type as four to six metropolitan daily newspapers. Actual issue size varied significantly from day to day, depending on the amount of business Congress transacted. In 1993, GPO printed 30,000 original pages of the daily *Record,* compared with 42,200 pages in 1992, a reduction of 29 percent. The largest issue was 688 pages.

Congressional Record Program Costs

Total billings to Congress for the Congressional Record Program were $17.6 million in 1993 compared with $22.5 million the previous year. This program funds the production of the daily *Record,* the permanent edition or bound *Record,* the *Congressional Record Index,* and the costs of the *Record* indexers. The program also funds any premastering costs for production of the bound *Record* CD–ROM and work associated with putting the daily *Record* online, as required by P.L. 103–40.

GPO charges Congress for production of the daily *Congressional Record* via a rate for the production of each original page. This page rate includes labor costs for prepress, press and binding operations, materials and machine time costs, and any assigned overhead costs. The page rate for the daily *Record* was $466 in 1993. Approximately two-thirds of this cost is for prepress work, including marking up the copy submitted by Congress, keying in the manuscript and processing the work through GPO's automated composition system, proofreading

and revising the composed text, and preparing the work for the pressroom. Once manufactured, each original page is printed approximately 18,300 times, reducing the actual per-page unit cost to slightly more than 2.5 cents.

Congressional Record *Delivery*

A significant measure of GPO's plant performance is the percentage of time the *Congressional Record* is delivered on time. The required delivery time is by 9 a.m. the following day, regardless of whether the Senate or House of Representatives is in session.

In 1993, GPO's goal was to deliver the *Congressional Record* on schedule at least 94 percent of the time. This allowed for instances when late-evening congressional sessions and other reasons caused the copy to be furnished to GPO later than the scheduled time (midnight). Actual delivery performance during the year was 94.2 percent, an improvement over the previous year, when on-time deliveries were achieved percent of the time.

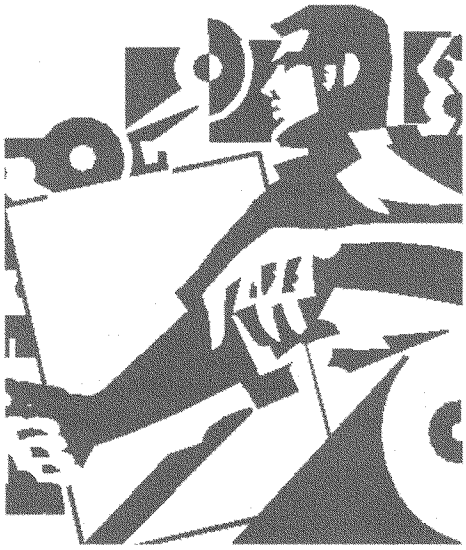
Congressional Record Index

The Congressional Record Index Office creates an index of the proceedings and debates published in the daily *Congressional Record*. The Office also prepares indexes for publication in the bound *Record*.

During 1993, approximately 32,700 pages of the *Congressional Record* were indexed, compared with 35,600 pages in 1992. The Office finished final review and released the 1986 and 1987 Indexes for publication. In addition, work was begun on the 1988, 1992, and 1993 Indexes.

Bound Congressional Record

After the close of each session of Congress, the daily proceedings are consolidated, indexed, and printed as the permanent, or bound, edition of the *Congressional Record*. Of the 530 bound sets printed, approximately 140 are for congressional use while another 140 are distributed to Federal agencies and other recipients designated by law. The remaining sets are requisitioned by the Superintendent of Documents for GPO's Sales and Depository Library Programs. Along with printed sets of the bound *Record*, additional sets are produced on microfiche and CD–ROM for distribution through the Sales, Depository Library, and International Exchange Programs. In 1993, work continued on the production of the indexes for 1986–1988, and on back issues of the bound *Record* for 1989–1991.



OTHER CONGRESSIONAL PRODUCTS AND SERVICES

Bills, Resolutions and Amendments

GPO prints congressional bills, resolutions, and amendments as they are introduced, referred, reported, and finally passed. In 1993, GPO printed 139,500 original pages of bills, resolutions, and amendments, compared with 179,000 pages in 1992. Total billings to Congress for this work were $11.4 million, compared with $12.7 million in 1992.

Hearings

GPO prints hearings conducted before congressional committees. In 1993, 493,700 original pages of hearings were printed, compared with 528,000 pages the previous year. Total billings were $14.7 million, compared with $15.5 million in 1992.

Business and Committee Calendars

This production category covers the printing of Senate and House of Representatives business and committee calendars that list action on pending and completed legislation. In 1993, GPO printed 25,500 original pages of business and committee calendars, compared with 36,900 pages in 1992. Total billings were $1.4 million, compared with $2.4 million in 1992.

Committee Reports

GPO prints reports of congressional committees, including conference reports. In 1993, 53,700 original pages of committee reports were printed, compared with 67,200 pages the previous year. Total billings were $4.3 million, compared with $4.3 million in 1992.

Committee Prints

These include publications printed for the internal use of committees. In 1993, GPO printed 78,700 original pages of committee prints, compared with 42,500 pages in 1992. Total billings were $2.7 million, compared with $2.5 million in 1992.

Documents

This category of publications includes all classes of Senate and House of Representatives documents ordered printed by Congress which carry a congressional number, such as annual reports, engineers' reports, special reports made by Federal agencies in response to congressional resolutions, and supplementary and deficiency estimates of appropriations. In 1993, GPO printed 35,500 original pages of documents compared with 33,200 pages the previous year. Total billings were $2.2 million, compared with $1.8 million in 1992.

Miscellaneous Publications

These documents include the *Congressional Directory*, which is printed every 2 years; the Journals of the Senate and House of Representatives; memorial addresses for Members; nominations; the *United States Code*, which is printed every 6 years, and annual *Code* supplements; serial sets of congressional publications; and publications that do not carry a document or report number, such as laws and treaties. In 1993, GPO printed 50,600 original pages of these publications, compared with 38,500 pages in 1992. Total billings were $4.6 million, compared with $4.1 million in 1992.

Miscellaneous Printing and Binding

This production category includes congressional letterheads, envelopes, blank paper, wall calendars, miscellaneous services, blank forms, and binding for the Senate and House of Representatives. In 1993, GPO produced 204.2 million units of this work compared with 241.6 million units in 1992, generating total billings of $16.1 million, compared with $16.7 million in 1992.

Document Envelopes and Document Franks

GPO provides document envelopes to Senators and Representatives for the mailing of speeches and documents. Document franks are printed individually or in sheets with perforations and are furnished to Members of Congress. In 1993, GPO provided 24.8 million envelopes and 2.4 million franks to Congress, compared with 39.7 million envelopes and 3.1 million franks in 1992, generating total billings of $1 million, compared with $1.3 million in 1992.

Details to Congress

GPO details experts in the printing crafts to congressional committees and offices to assist in the preparation of congressional printing. Sixty-eight GPO personnel were detailed to 39 congressional sites in 1993, generating total billings of $3.9 million, compared with $4.9 million in 1992. In 1992, 75 GPO personnel were detailed to 43 congressional sites. After meetings with congressional staffs in 1993, there was a reduction in the amount of overtime worked by the details. In addition, GPO installed software to permit the reporting of overtime electronically, eliminating costly reporting errors.

NEW PRODUCTS AND SERVICES FOR CONGRESS

Inaugural Work

Under the direction of the Joint Committee on Inaugural Ceremonies, GPO designed and produced all of the materials used in the inauguration of President Clinton and Vice President Gore on January 20, 1993. To accomplish this, GPO worked directly with the Joint Committee, the Capitol Police, the Architect of the Capitol, the Secret Service, and the commanders of the various military services.

In concept, the materials created for the inaugural ceremonies were similar to those in previous years, except this time the Great Seal of the President of the United States served as the central design element. The real challenge was in maintaining design continuity throughout more than 100 different pieces, including photographs of the President-elect and Vice President-elect; a 7-color map; luncheon invitation, menu, and program; stationery and 25 varieties of envelopes; more than 40 different types of tickets; 23 assorted vehicle passes; and 32 18″ x 18″ directional weather-resistant signs. All of these products were produced or procured on schedule.

Two unique aspects of the materials were the addition of a new large Mall standing area ticket to allow an additional 80,000 citizens to participate in the inaugural ceremony, and the use of 50-percent recycled paper on most pieces.

Congressional Pictorial Directory

For the first time, the *Congressional Pictorial Directory* was produced electronically and output to film negatives. A combination of contractor- and GPO-scanned photographs of Members of the 103d Congress were retouched, masked, and scaled to size on the Typography and Design Division's Macintosh system, using Adobe Photoshop. All text and images were imported into page layouts using Quark XPress. The entire 212-page directory, with 571 screened images in position, was output on GPO's Linotronic 300 film imagesetter.

By scanning all of the photographs and retaining this image database, the rephotographing of Members of Congress should not be necessary for future congressional pictorial directories. Additional scanned images can be added to the existing database and stored digitally for use at any time.

New Technology Services

In a pilot program jointly coordinated among GPO, Congress, and the Office of Management and Budget (OMB), electronic files of enrolled bills are now disseminated to OMB after release by the enrolling clerks. This process enables OMB to receive and redistribute the enrolled bill in less time. In addition, as a result of meetings involving GPO and Senate officials, the Senate now submits approximately one-third of its *Congressional Record* proceedings in electronic format, reducing the amount of keyboarding required by GPO.

At the end of 1993, there were 49 committees utilizing 114 systems with dial-up composition capabilities, an increase of 2 committees over 1992. Three committees updated their systems to MICROCOMP, and there were 27 committees that leased printers capable of furnishing camera-ready copy to GPO, decreasing their printing costs.

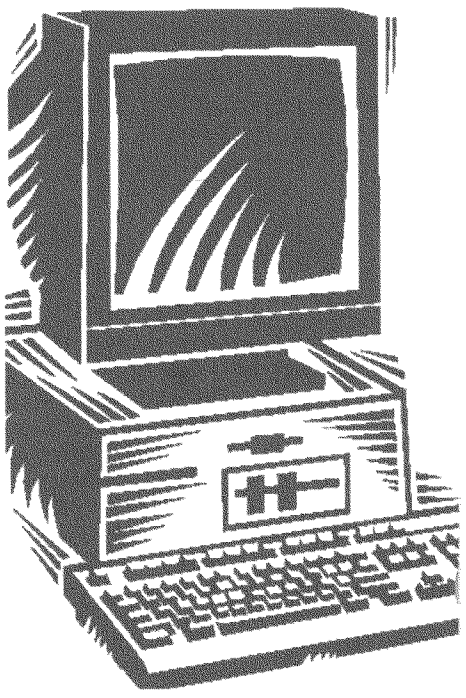
GPO ACCESS SERVICE

Early in the 103d Congress, two similar bills (S. 564 and H.R. 1328) were submitted, leading to the enactment of the GPO Electronic Information Access Enhancement Act of 1993 (P.L. 103–40). The legislation had broad bipartisan support. It was signed into law by President Clinton on June 8, 1993. In a statement on the signing of the bill, the President noted, "This important step forward in the electronic dissemination of Federal information will provide valuable insights into the most effective means of disseminating all public Government information."

P.L. 103–40 Requirements

Under the new law, GPO is required to provide a system of online access to the *Congressional Record*, the *Federal Register*, and other appropriate publications; maintain an electronic directory of Federal electronic information; and operate an electronic storage facility for Federal electronic information. To the extent practicable, GPO is required to accommodate requests by department or agency heads to disseminate their information via the GPO Access service.

GPO is authorized to charge reasonable fees for the use of the GPO Access service, except that depository libraries are to have



access at no charge. Fees must be set so as to recover the incremental cost of dissemination. Depository library access will be paid from the depository library portion of the Salaries and Expenses Appropriation of the Superintendent of Documents. P.L. 103–40 required the GPO Access service to be implemented 1 year from the date of enactment, by June 8, 1994.

Online Access: Initial Services

By the end of 1993, work was proceeding to provide full-text search and retrieval for the *Congressional Record* and the *Federal Register* via a Wide Area Information Server (WAIS) located at GPO. In designing the WAIS server applications, GPO specified that the service should utilize existing equipment in order to minimize costs; be compatible and work with the Internet, as well as be accessible through asynchronous communications (telephone and modem); and satisfy publisher and public requirements that online access to the *Record* and the *Register* include the complete publications, including all tables and other graphics. These features were incorporated into Phase I of the online dissemination features of the GPO Access service, to become operational in June 1994.

Online Access: SGML Implementation

To meet a broader spectrum of depository library and public needs, GPO also began work on defining requirements for an enhanced online interactive Access service based on the use of Standard Generalized Markup Language (SGML), prescribed by Federal Information Processing Standard (FIPS) 152. This phase is scheduled for implementation during the 104th Congress.

With the SGML database structure, it will be possible to:

- create databases at the authoring stage that are suitable for publication via conventional printing methods, online interactive access, and CD–ROM, without the need for GPO to manipulate the data, and with online and CD–ROM versions capable of employing the same user interface;
- incorporate data from one publication into another with a different printed format (such as congressional bills into the *Record* or the *Register* into the *Code of Federal Regulations*) without manipulation;

With GPO's Access service, people from all walks of life will be able to go into most Federal depository libraries and get immediate, user-friendly, no-fee access to online versions of the Congressional Record *so they can stay current with the latest action on Capitol Hill.*

- print-on-demand data extracted from electronically disseminated databases in the same format as the official printed publication, or in formats chosen by the user;
- accept validated machine-readable data from agencies, eventually eliminating the need for GPO to rekey and proofread publication data; and
- increase the amount of Government information made available electronically, as SGML requirements become part of more printing and publishing contracts.

During the year, work proceeded on the conversion of the production of the *Congressional Record* and the *Federal Register* using SGML. In August 1993, GPO published a notice in the *Commerce Business Daily* announcing its intention to procure an off-the-shelf build engine and retrieval software site license for use in electronically disseminating Government publications. The software will be used to produce online interactive databases. Work on the development of a Request for Proposal for the software procurement was underway by the end of the year.

Locator Service

P.L. 103–40 makes GPO responsible for providing a locator of electronic information available from the Federal Government. In 1993, GPO established a contract to develop a prototype Federal electronic directory that provides the public, either directly or through a depository library, with free online access to a variety of applications that identify selected Federal information products and services. The prototype then either directs or connects the users to the referenced information.

Two major GPO information sources, the *Monthly Catalog of U.S. Government Publications* and the *Publications Reference File*, are the core applications for the prototype locator. However, in developing the prototype locator, GPO also sought to design a system that permits and encourages Federal agencies to make data about their electronic information available locally, in a distributed system, under the control of the participating agencies. The result will not be a single, central locator, but rather a series of interrelated, individual locator applications in several different locations. One such application uses the Congressional Bill Digest database, prepared by the Library of Congress. GPO and its contractor are also working with the National Cancer Institute and the Department of Energy's Office of Scientific and Technical Information on additional locator applications.

Electronic Storage Facility

P.L. 103–40 requires GPO to establish and operate "an electronic storage facility for Federal electronic information to which online access is made available." The storage facility will provide immediate remote access to the source data files for Federal information that have been made available through the Access service's online services, thus assuring that these files are never "out of print." It will also be used as the original point for storing and providing public access to data files that are anticipated to have limited use and/or are not appropriate for dissemination through the other online services. Work began on the establishment of the storage facility during 1993.

Printing for Federal Agencies

Federal agencies are major producers of information in the United States. In our increasingly information-driven age, Government information is vital to our economy and society. The business and financial communities, the agricultural community, scientists and engineers, students and teachers, health care workers—these and a wide range of other professions rely every day on information generated by Federal agencies with a diverse range of missions.

GPO serves as an important conduit between Federal publishing agencies and the publics they serve. Today the vast majority of the work performed by GPO is on behalf of approximately 135 agencies throughout the Federal Government. Altogether, in 1993 GPO billed Federal agencies in the executive and judicial branches $652.3 million, representing 83 percent of GPO's total printing and binding billings.

GPO'S PRINTING PROCUREMENT PROGRAM

Most of the printing requisitioned from GPO is procured from the private sector printing industry. GPO historically has retained for inplant production only work which cannot be procured on a controlled, timely, and cost-effective basis. This has been the case ever since World War II when, instead of building extra Government printing capacity to meet the crush of wartime demand, the Government turned to the private sector for assistance. In the 1960's, that approach was made official policy. In 1993, 27 percent of GPO's printing and binding revenue (excluding sales of blank paper and other operations) was generated by work produced inplant. By comparison, 73 percent was generated by work performed by private sector contractors.

The vast majority of the work procured by GPO from the private sector is for Federal agencies in the executive branch. In 1993, printing procurements for executive branch agencies represented 95 percent of all such procurements. Of all the executive branch work sent to GPO, proportionally little is held for production inplant. Excluding the agency work which has historically been produced inplant—core production jobs such as the *Federal Register,* the *Code of Federal Regulations,* the *Budget of the U.S. Government,* passports, postal cards, and related work—over 93 percent of all executive branch work over which GPO exercises make/buy decision-making is actually contracted out to the private sector.

The work going into the private sector generates employment, tax revenues, and a broad variety of other economic and social benefits nationwide. Most importantly, it saves money for the taxpayers. . . . Repeated studies have shown that procured printing on the average costs half of what it would cost if produced in agency plants.

Contracting work out to the private sector is a sound policy. In the United States today, according to industry estimates, there are 42,000 printing firms employing over 800,000 workers, making the printing industry one of the largest elements of the U.S. manufacturing sector. At an average of 20 employees per establishment, the printing industry is also one of the most important components of the Nation's small business sector. With an industry this large and diverse, there is an enormous amount of printing capacity. It makes more sense for the Government to utilize this capacity on a competitive basis for its printing needs than to invest in additional Government-owned and operated capacity.

The work going into the private sector generates employment, tax revenues, and a broad variety of other economic and social benefits nationwide. Most importantly, it saves money for the taxpayers. GPO's Printing Procurement Program operates on a highly competitive basis, driving prices down. Approximately 10,000 firms—or about a quarter of the industry, representing nearly 200,000 employees—are registered on GPO's Master Bid List according to their equipment, staffing, and production capabilities. About 3,500 of these firms do business with GPO on a regular basis, ensuring intense competition for Government printing contracts. Repeated studies have shown that procured printing on the average costs half of what it would cost if produced in agency plants.

GPO's centralized printing procurement authority provides a number of advantages to Federal agencies. It would be very difficult for every entity in the Government (represented by approximately 4,500 billing address codes distributed among more than 135 different departments, bureaus, and agencies) to maintain individual printing procurement systems large enough and sophisticated enough to obtain the same level of competitive printing procurement that GPO achieves. Moreover, in a decentralized system of procurement, the Government would lose the ability to group together orders for similar products from different sources to achieve better prices. By consolidating the Government's printing procurement specialized skills and resources in GPO, agencies save money in their printing programs. And they achieve these savings without giving up essential controls. Most of GPO's printing procurements are conducted through direct deal term contracts, permitting agencies to place their printing orders directly with the contractor. Thus, GPO's centralized program utilizes a decentralized service infrastructure that allows agencies to directly control the vast majority of their printing needs from the point of origination.

FY 1993 Financial Performance

The Printing Procurement Program generated revenues of $530 million in 1993, a decrease of 16 percent compared with revenues of $629.3 million in 1992. The decreased revenues were attributable to a reduced volume of agency orders and reduced prices for paper, which constitutes a substantial part of the cost of an average order. The Program sustained a loss of $4.2 million for the year, compared with net income of $1.3 million for 1992.

During the year, 447 Printing Procurement Department personnel processed 244,000 procured printing orders, compared with 275,400 orders in 1992. Approximately 87 percent of the orders were for jobs valued at $2,500 or less.

Central Office printing procurement orders shipped decreased from 88,800 in

1992 to 74,300 in 1993, with a decrease in dollar value of $72.5 million to $326.5 million. Regional printing procurement office order activity also decreased, from 186,600 orders to 169,900. The total dollar value of regional orders dropped from $230.3 million in 1992 to $203.5 million.

Delivery of Procured Printing

For 1993, management's goal was to have at least 95 percent of procured printing orders delivered on time and a quality acceptance rate of at least 99 percent. GPO attained a 95.1 percent on-time delivery rate and a 99.2 percent quality acceptance rate for the year.

IRS Program Work

One of the largest single groups of procured work includes tax packages, forms, instructions, and related materials for the Internal Revenue Service (IRS). In 1993, this work was procured on 307 contracts, with a total value of $39.5 million. The average cost to each taxpayer to print a standard IRS Form 1040 tax package—including the instructions, forms, and return envelope—was about 14 cents per copy.

Printing Procurement Program Highlights

Most printing is procured through term contracts established for Federal agencies. However, as a result of a reduced workload, there was a net reduction in the number of term contracts by the end of 1993, from 2,751 to 2,699. The number of print orders processed against these contracts was also down, from 200,192 in 1992 to 177,267.

During the year, 4 new term contracts were established for CD–ROM replication, bringing the number of CD–ROM term contracts to 14. One of these was a general usage contract allowing GPO to provide replication services to any customer within as little as 5 work days.

The pilot program on firm estimating procurement jobs, begun in 1992, was expanded in 1993 to include 44 contracts.

Since FY 1989, pursuant to the Defense Authorization Act, GPO has set aside a percentage of Department of Defense (DOD) printing contracts for competitive procurement to small disadvantaged business (SDB) printing firms, owned by minorities.

For 1993, management's goal was to have at least 95 percent of procured printing orders delivered on time and a quality acceptance rate of at least 99 percent. GPO attained a 95.1 percent on-time delivery rate and a 99.2 percent quality acceptance rate for the year.

Since 1992, GPO has also administratively included at least one SDB firm on each solicitation for bids. These efforts have provided cost-effective, timely, and quality products to serve the printing needs of DOD and other Federal agencies while increasing opportunities for business development and economic growth in the minority community. During the year, GPO processed $1.4 million in contract awards under the SDB program, representing 429 awards out of a potential 1,100 set-asides.

GPO made a number of improvements in 1993 to significantly reduce the amount of administrative handling of small purchase requirements. These included the acceptance of contractor quotes via fax machine and the ability to key small purchase telephone and fax quote information directly into a computer format.

GPO continued to expand customer agency access to the Procurement Information and Control System (PICS) in 1993. This system allows agencies to see the status of their jobs and provides other information. Fifteen additional agency sites were linked to PICS during the year.

INPLANT WORK FOR FEDERAL AGENCIES

In addition to procuring printing for Federal agencies, GPO billed approximately $101.9 million for agency work that was produced inplant by GPO's Central Office plant and regional printing plants during 1993. Most of this work, such as the *Federal Register,* the *Code of Federal Regulations,* passports, postal cards, the *Budget of the U.S. Government,* and the *Commerce Business Daily,* are repetitive printing jobs that traditionally have been performed inplant by the GPO.

During the year, GPO printed 4 million passports at the Central Office plant, compared with 4.8 million in 1992. A total of 458 million postal cards were also produced, compared with 439 million in 1992.

Approximately 66,000 original pages of the *Federal Register*—the "newspaper of record" of the Government that is used by the executive branch to publish proposed and final rules and regulations, notices of meetings, Executive Orders, and other documents—were printed at the Central Office plant, compared with 63,200 pages in 1992. This publication is printed on the same presses used to print the *Congressional Record,* optimizing the utilization of this equipment. In 1993, the *Register* was produced in 250 issues and averaged 264 pages per issue. It generated billings of $26.6 million, compared with billings of $26.1 million in 1992.

GPO's regional plant workload decreased from 607 million equivalent units in 1992 to 513 million in 1993 (an equivalent unit is one side of printing on one sheet of 216 mm by 279 mm, or 8 ½ x 11 inch, paper). The Chicago Regional Printing Plant produces the *Commerce Business Daily* for the Commerce Department.

Cost Reductions for Inplant Work

During 1993, GPO billed $32.7 million for executive and judicial agency work produced in the Central Office plant over which it had make/buy authority. This work was produced inplant in order to maximize the efficient utilization of plant equipment and staffing during slow periods in congressional work. At the same time, GPO utilized a variety of options to control the costs of this work to customer Federal agencies.

GPO's negotiated price program allows the Central Office plant to take in additional agency printing and binding work to maximize plant utilization. Customer agencies are charged competitive prices that are comparable with commercial rates. The additional work that was produced inplant in 1993 under this program was valued at $10.8 million, an increase of $3.7 million over 1992. The average price discount was 28 percent below GPO's General Scale of Prices.

Typography and Design Services for Agencies

GPO's Typography and Design Division provides graphic design, illustration, consultation, photographic, video, and quality control services to customer agencies. During 1993, the demand for these services increased significantly. The Defense Printing Service requested the Division to prepare their *Marines in World War II Commemorative Series,* comprising 16 to 24 heavily illustrated magazines of 24 to 48 pages each. The Division added the new Joint Chiefs of Staff magazine, *Joint Forces Quarterly,* to its dated periodical workload. The first edition of this 120-page, 4-color magazine was printed and delivered in July 1993. The Division also created original art for the Department of Health and Human Services' *Clinical Guides for Patients,* and participated in the exhibit "From Mars to Main Street, 1965 to 1990," sponsored by the National Endowment for the Arts and the National Building Museum.

CUSTOMER SERVICES FOR FEDERAL AGENCIES

GPO's Customer Services coordinates all aspects of Federal agency printing and distribution requirements. As part of its ongoing efforts to make the customer "number one," Customer Services held an Open House to celebrate Customer Service Week in 1993. Attendees representing a number of Federal agencies heard remarks by the Public Printer, the Deputy Public Printer, and the Director of Customer Services. Presentations included an overview of GPO's online Federal Bulletin Board, a demonstration of the Typography and Design Division's computerized design capabilities and quality control facilities, and tours of various Production Department areas.

During the year, Customer Services management maintained close contact with the Interagency Council on Printing and Publications Services and the Federal Publishers Committee. These organizations, representing Federal printing and publishing officers, serve as valuable forums for listening to the ideas and concerns of GPO's customer agencies.

GPO's departmental account representatives were involved in over 400 meetings with customer agencies and commercial contractors in 1993, including 110 agency visits. Significant products resulting from these efforts were *Certain Victory: The U.S. Army in the Gulf War;* the *Federal Personnel Manual* for the Office of Personnel Management; an automated pricing program for the Congressional Budget Office for the pricing of their reports; and CD–ROM premastering and production of the Department of Agriculture's *Department Manual.*

Cost Savings for Agencies

Technical assistance provided by GPO's Customer Services personnel on printing requisitions allowed customer agencies to realize significant savings in 1993. One such suggestion saved a customer agency over $170,000. Several agencies requisitioned a reprint of the pamphlet, *Health Security: The President's Report to the American People,* published by the Executive Office of the President. The reprint was for over 500,000 copies. The requisition specified 60 lb. litho coated text for the stock and a short delivery schedule. By suggesting a change to 60 lb. offset book stock and negotiating an extension of the delivery by 5 days, the price of the reprint was lowered by $170,200. Savings for agencies were also achieved through the identification and correction of errors on printing requisitions.

Institute for Federal Printing and Publishing

GPO's Institute for Federal Printing and Publishing coordinates the development and delivery of educational courses for GPO's customer agencies. In 1993, the Institute conducted 24 seminars which were attended by a total of 798 individuals representing more than 50 Federal agencies. Six sessions of the popular class, "CD–ROM Publication," attracted a total of 216 attendees during the year. The Institute's newest class is "GPO Procurement Process and Agency Contract Administration." Total revenue generated by these classes was $132,400, compared with $110,600 in 1992.

During the year, in partnership with the Interagency Council on Printing and Publications Services and the Federal Publishers Committee, the Institute sponsored an "Electronic Publishing Forum—Electronic Applications for Ink-on-Paper Publishing." Over 400 Federal employees attended this event, which combined GPO and agency presentations and exhibits by 30 vendors. In addition, the Institute sponsored a CD–ROM demonstration at the annual conference of the Special Interest Group for CD–ROM Applications and Technology (SIGCAT).

GPO and CD–ROM

GPO is in the CD–ROM business because CD–ROM offers not only a viable economical alternative to print and other dissemination media, but in many respects constitutes an improvement over those media in its ability to expand the public's low-cost access to Government information. GPO has designed its operations to support the growing use of CD–ROM by Federal agency publishers, and works with those publishers in partnership to provide CD–ROM services.

There has been a tremendous increase in CD–ROM publishing in recent years. According to the General Accounting Office (GAO), during the late 1980's Federal agencies were publishing about 20 titles. By 1993, that number had grown to over 180, and the growth has continued.

Information creators like CD–ROM technology because it cannot be erased, cannot be altered, and is suited to a wide range of information. For archival data, for data that can be updated at reasonable intervals, and for data files that are too big for easy distribution on floppy disks but not too big for storage on a few CD–ROMs this technology is perfect. Bibliographic databases, directories, reference books, legal and regulatory information, equipment and software manuals, maps and charts, statistical data, and training and educational materials—all of these are well-suited to CD–ROM.

Information managers are attracted by the economics of CD–ROM publishing. CD–ROM is inexpensive to produce, with a rapid turnaround from requisition to delivery. Once the premastering tape is prepared, GPO's experience is that CD–ROM runs about $850 or less per disc for mastering costs, and less than $1.50 for replication costs which include a silk-screened label in two or three colors, a jewel box, and insert card. These costs do not include other costs associated with data preparation, documentation, any retrieval software licensing, and distribution costs, all of which can vary significantly. Still, comparing these costs to similar pre-production and production costs for printing, most publishers will find them very competitive, particularly Federal publishers in this continuing era of tight agency budgets.

For turnaround, GPO is seeing an average time from premastering to delivery of about 2 weeks, with a best time, on rush service, of 5 days. This also assumes the completion of all data preparation work and documentation as well as premastering and verification of the disc. Current turnaround times are getting more equivalent to conventional publishing schedules.

In 1993, the GAO reported that GPO's CD–ROM prices are among the least expensive in the Government, running from a low of $13 to a high of $34 per disc for individual discs and from a low of $76 per year to a high of $274 per year for subscriptions.

Users like CD–ROM because it saves money and space. But most importantly, CD–ROM provides data integrity, a fixed price for unlimited use, and better access to and utilization of data than comparable paper publications.

Improving access and data utilization are challenges that continue to confront CD–ROM producers. Users today are confronted with a still-bewildering array of complex interfaces on CD–ROM. What they want is simple, self-instructing, intuitive retrieval software. GPO is helping Federal agencies work toward that goal by offering various commercial off-the-shelf software packages as well as public domain software.

GPO'S CD–ROM SERVICES

Because of its statutory role in information replication and dissemination, GPO offers the Federal CD–ROM publisher a number of advantages that work to the benefit of both the publishing agency and the public.

The key advantage is the distribution of CD–ROM publications that GPO makes to 1,400 depository libraries located throughout the Nation. GPO pays for the copies distributed to the libraries out of funds appropriated by Congress for that purpose—there is no cost to the agency for those copies. CD–ROM publications distributed to depository libraries must be made available to the public by the libraries free of charge, ensuring equitable public access to this valuable information resource. Depository distribution saves agencies money and reaches a broad public audience, all under the aegis of one of the Nation's oldest and most equitable information dissemination programs.

Another method to reach the public is through GPO's Sales Program. GPO acquires CD–ROM copies at its own cost and distributes them nationwide through its telephone and mail order system and bookstores. The Program is also augmented by a marketing effort that works with issuing agencies to develop and disseminate CD–ROM product promotional materials. This service is provided at no charge to the issuing agency. Moreover, the Program is entirely self-sustaining; it receives no funding from Congress, but is paid for solely by revenues from sales of its products. Where CD–ROM is concerned, these prices can be very reasonable. In 1993, the GAO reported that GPO's CD–ROM prices are among the least expensive in the Government, running from a low of $13 to a high of $34 per disc for individual discs and from a low of $76 per year to a high of $274 per year for subscriptions.

Dissemination services are only part of the comprehensive CD–ROM services GPO can provide to the agency publisher. These include support for the installation and execution of sample searches, format choices, and help in determining user expectations and probable usages. They include data preparation, premastering, document formatting, and preparation of data in the ISO 9660 format, as well as the manufacturing of write-once discs. Since 1989, over 130,000 individual discs have been produced from GPO-premastered data using licensed, off-the-shelf software.

GPO's services also include assuring disc quality as well as the design and production of disc labels, inlay cards, and jewel-box booklets. In addition, GPO provides contracting with commercial sources for premastering, mastering, replication, and dissemination. In 1993, GPO procured over 803,000 individual discs on behalf of Federal agencies, most of them through term contracts that are established annually for CD–ROM.

In addition to these services, GPO has personnel teaching CD–ROM courses for the Institute for Federal Printing and Publishing. For the past 2 years the Institute has offered the popular "CD–ROM Publication" course. Over 400 agency personnel have attended this 2-day course, which has been held both at GPO and at Federal agencies in the Washington metropolitan area. Personnel from the Special Interest Group for CD–ROM Applications and Technology (SIGCAT) have helped conduct the course.

CD–ROM AND THE GPO ACCESS SERVICE

GPO is utilizing CD–ROM both for standalone products and as a technology supporting the implementation of the Access service established under P.L. 103–40.

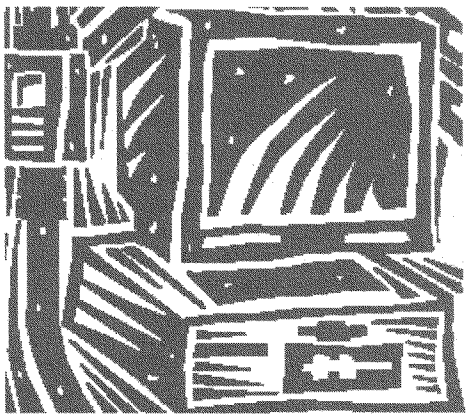
While the Access service is based on online technology, CD–ROM and optical disc technologies will play a critical role in the function of the electronic storage facility. The facility will be equipped with an optical disc jukebox with 88-disc capacity for nearline access. Other discs can be stored elsewhere and loaded as needed. The facility will also have a DEC 3000 Model 400 Alpha Workstation running OSF/1, with 9 gigabytes of hard disc capacity. Finally, it will have a CD–ROM jukebox with 100 discs. Altogether, the storage facility will have an online or nearline capacity of approximately 183 gigabytes of information.

The conversion of the databases for the *Congressional Record, Federal Register,* and other publications to SGML will also impact the Government CD–ROM community. The objective of this project is to use an SGML-based build/search/retrieval software system both for online files in a client/server environment and CD–ROM technology. There will be a common user interface for both the online and CD–ROM software. Acquisition of this software will also enable GPO to accept SGML-coded input files from agencies for CD–ROM development.

RESPONSE TO GPO'S CD–ROM SERVICES

GPO's efforts in support of CD–ROM publishing are being well received among Federal agencies. GPO is engaged in service provision designed to assist and support Federal agencies in performing their public information missions. This posture fits in well with the current "reinventing government" ethic, which is emphasizing service provision and customer satisfaction as the ultimate tests of Government agencies.

OMB portrays GPO's experience with CD–ROM as an example of what it would like to see GPO become. In remarking on the work GPO performed in support of the National Institutes of Health's Computerized Retrieval of Information on Scientific Projects, or CRISP, CD–ROM, OMB held up this effort as "a model for future cooperative relationships with executive branch agencies" by GPO. OMB has also remarked positively on GPO's production of the FAR and FIRMR CD–ROM for the General Services Administration, noting that "GPO is proving itself to be an important player in the area of electronic information management and dissemination."



Printing Papers and Inks

GPO has long been environmentally conscious in the utilization of natural resources in all its production processes, while at the same time providing its services in the most efficient and economical means possible. This applies especially to the utilization of papers and inks in Government printing.

GPO is the largest single consumer in the Government of printing and writing papers, purchasing or contracting for the purchase of approximately 40,800 metric tons (45,000 short tons) of paper for inplant production and sales to Federal agencies in 1993, compared with 37,400 metric tons (41,200 short tons) in 1992. For 1993, the total value of GPO's procurement activities for paper and paper products was $36.2 million compared with $34.2 million the previous year. In addition, GPO's printing contractors utilize an estimated 249,500 to 272,200 metric tons (275,000 to 300,000 short tons) of paper each year in producing Government printing work.

GPO buys paper by the pound and by the sheet. Paper purchased by the pound totaled 19,300 metric tons (21,300 short tons) in 1993, compared with 19,800 metric tons (21,900 short tons) in 1992. Paper purchased by the sheet—primarily copier paper—totaled 2.8 billion sheets compared with 1.9 billion sheets the previous year. GPO also purchased 84.6 million envelopes in 1993, compared with 92.9 million in 1992, and 2.1 million cartons and other containers compared with 2 million the previous year.

The monthly average inventory of paper in 1993 was 8,500 metric tons (9,400 short tons), with a high of 9,300 metric tons (10,300 short tons) in July 1993 and a low of 7,600 metric tons (8,400 short tons) in November 1992. On September 30, 1993, there were 8,300 metric tons (9,200 short tons) of paper in inventory.

GPO disposes of paper waste and spoilage by selling it to contractors for recycling. During 1993, GPO earned $394,200 from sales of wastepaper. This compared with $218,700 from sales of wastepaper in 1992.

RECYCLED PAPER

In 1989, GPO began buying recycled printing and writing papers under the Guidelines for the Federal Procurement of Paper and Paper Products Containing Recovered Materials issued by the Environmental Protection Agency (EPA) pursuant to the Resource Conservation and Recovery Act of 1976, as amended. The Guidelines were implemented at GPO by the Joint Committee on Printing (JCP), which has authority over Federal printing papers under Title 44.

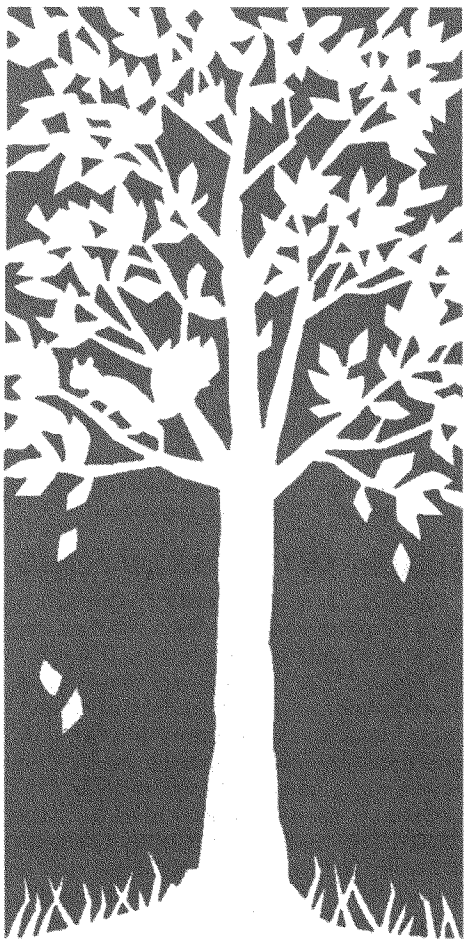
GPO's paper procurement program is among the most environmentally responsible procurement programs in the Federal Government today.

The EPA Guidelines establish minimum content standards for recovered materials in most grades of paper used in Government printing. For example, the Guidelines require newsprint purchased by the Government to contain 40 percent postconsumer recovered materials. Most offset printing papers are required to contain a minimum of 50 percent wastepaper, which may include cuttings and other wastepaper from the paper manufacturing process, with no minimum content standard for postconsumer recovered materials. When they were issued, the Guidelines did not establish any recycled content requirements for certain other grades of paper, including copier paper and forms bond, which were determined to be unavailable with recycled content.

Under the guidance of the JCP, however, GPO has expanded its requirements for recycled paper beyond those established by the EPA Guidelines. In 1990, the JCP implemented standards for the procurement of recycled copier paper, forms bond, and other papers not covered by the Guidelines. As a result, GPO has been purchasing more grades of paper with recycled content than are required by the Guidelines.

In addition, the requirements for recycled content established by the JCP also significantly exceed those established by the EPA Guidelines for the majority of printing papers used by GPO. For example, since 1991 GPO has been purchasing recycled newsprint with a content of 100 percent postconsumer recovered materials. This paper is used to print the *Congressional Record* and the *Federal Register*. For the six most frequently utilized offset printing papers used by GPO, in 1992 GPO began to move to a requirement for 50 percent wastepaper, of which 10 percent must be postconsumer recovered materials. In 1993, the requirement was changed to 50 percent wastepaper, of which 15 percent must be postconsumer recovered materials.

As a result of these initiatives, virtually all printing produced or procured by GPO is on recycled paper, and GPO's paper procurement program is among the most environmentally responsible procurement programs in the Federal Government today. Moreover, cost data for the printing papers most commonly used indicate that GPO's more stringent recycled content requirements are being fully met with no significant increase in cost.



Executive Order on Recycling

As a result of its positive experience with recycled paper, GPO assisted the White House in the preparation of Executive Order 12873 on "Federal Acquisition, Recycling, and Waste Prevention," which was signed by President Clinton on October 22, 1993. The order requires Federal agencies in the executive branch to increase the amount of recycled products they purchase, including paper.

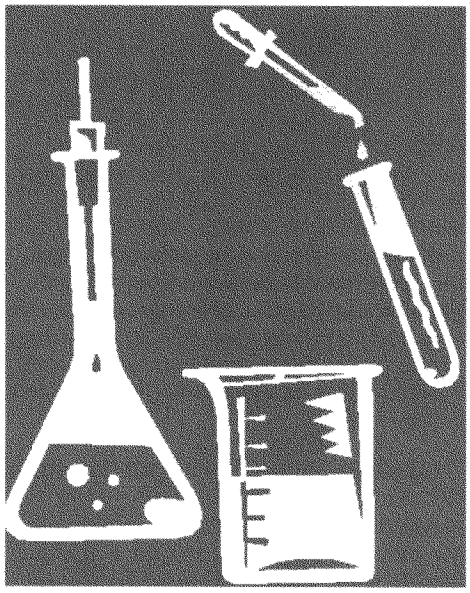
The order specifically directs Federal agencies to increase the postconsumer recovered materials content of high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes used by the Government to a minimum of 20 percent beginning December 31, 1994, and a minimum of 30 percent beginning December 31, 1998. For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, agencies are directed to purchase products with a minimum content standard of 50 percent recovered materials including 20 percent postconsumer materials beginning on December 31, 1994. This standard must also be increased to 30 percent postconsumer materials beginning on December 31, 1998.

GPO pledged to cooperate with the Executive order immediately, issuing the new specifications in the proposal for the quarterly contract for paper to begin January 1, 1994. As part of this commitment, GPO now offers 100 percent recycled plain copier paper for sale to agencies. The paper contains a minimum of 50 percent postconsumer waste and is less expensive than virgin paper.

ALKALINE AND PERMANENT PAPERS

In 1990, Congress passed P.L. 101–423, a Joint Resolution to Establish a National Policy on Permanent Papers, stating that it is the policy of the United States that Federal records, books, and publications of enduring research and educational value be produced on acid-free permanent papers. Otherwise, these valuable documents will deteriorate due to printing on acidic papers. The law specifies that the Librarian of Congress, the Archivist of the United States, and the Public Printer shall jointly monitor the Federal Government's progress in implementing this policy and report to Congress periodically.

The group's first report to Congress recommended that records and publications that are clearly permanent at the time of creation should be printed on permanent paper, using the specifications for such paper established by the JCP. These specifications are contained in the paper standard JCP A270, which was designed to meet the requirements of American National Standards Institute (ANSI) standard Z39.48-1984. In fact, JCP A270 is more stringent than the ANSI standard in some of its durability requirements and is the recommended permanent paper standard for the Federal Government. The group further recommended that all other documents should be recorded on alkaline papers. There are currently several specific JCP paper standards for alkaline paper.



Prior to the enactment of P.L. 101–423, the House of Representatives Committee on Appropriations directed GPO to prepare a report and plan on the use of alkaline paper in Government printing. At that time, GPO disclosed that the majority of the paper it was buying on quarterly term contracts was alkaline. A high rate of alkaline paper utilization was also present in the papers used by commercial printers. The presence of alkaline paper in these proportions is due to the ongoing conversion of many segments of the paper industry to alkaline-based manufacturing methods. GPO also reported that it was possible to obtain alkaline papers meeting the requirements for recycled fiber content. The report and plan, submitted to Congress in April 1990, contained a variety of recommendations and strategies for increasing the utilization of alkaline papers in Government printing.

Since that time, the majority of papers purchased in bulk shipments by GPO have been alkaline. For the four quarterly contract periods between October 1, 1992, and September 30, 1993, 83 percent of the paper purchased by the pound was alkaline.

In 1993, GPO's Quality Control and Technical Department developed a scanning electronic microscope method to measure the alkaline reserve in the base sheet of coated papers as well as the filler content of the coating. This technique improves laboratory efficiency by eliminating the difficult task of separating coating from the base sheet for testing purposes. In addition, the Department collaborated with the Library of Congress laboratory in a research study on paper preservation.

PRINTING INKS

For inplant production in 1993, GPO used 93 metric tons (102 short tons) of printing inks. These included 40 metric tons (44 short tons) of news ink to print the *Congressional Record* and the *Federal Register,* 32 metric tons (35 short tons) of heatset inks, and 21 metric tons (23 short tons) of sheetfed inks. GPO's printing contractors used an estimated 998 metric tons (1,100 short tons) of various inks on work procured by GPO.

GPO manufactured 47 metric tons (52 short tons) of inks in 1993 for use in printing at the Central Office plant and for use by other printing entities, such as the Senate Service Department, compared with 53 metric tons (59 short tons) during 1992. An additional 45 metric tons (50 short tons) of inks were purchased for inplant use during the year, primarily news inks for the *Congressional Record* and the *Federal Register,* compared with 48 metric tons (53 short tons) in 1992.

The cost of ink is minimal compared to the major cost components of any printing job, such as labor, paper, and machine

time. For example, the cost of ink to produce the *Congressional Record* and the *Federal Register* (which use a relatively inexpensive ink) is approximately one-tenth of one percent of the total cost of these two printing programs. The estimated cost of the ink consumed in Government printing performed or procured by GPO was $4 million for 1993, or one-half of 1 percent of GPO's total printing and binding revenues.

Vegetable Ink Legislation

Vegetable oil-based inks are attracting increased interest because they help reduce dependence on foreign oil, rely on a domestically produced renewable resource, and contain properties that improve performance, make them economical to use, and environmentally friendly. In 1993, legislation was introduced in the Senate and the House of Representatives to increase the use of these inks in Federal Government printing. This legislation would require all Federal lithographic printing to use vegetable oil-based inks in the printing process, and would specify the minimum content percentage of vegetable oil to be included in various printing inks.

Hearings on S. 716, the Vegetable Ink Printing Act of 1993, were conducted by the Senate Committee on Rules and Administration in May 1993. GPO supports this legislation. Currently, vegetable oil is in 22 percent of the ink used for inplant production, primarily in sheetfed inks. This includes linseed oil which is in the varnishes of many inks. Soybean oil is in about 5 percent of the inks used by GPO, primarily in colored inks. There are no data available on the presence of vegetable oil-based inks in printing performed by GPO's contractors, but it is estimated that these inks are used widely due to their general presence in the commercial ink market today.

Vegetable oil-based inks are attracting increased interest because they help reduce dependence on foreign oil, rely on a domestically produced renewable resource, and contain properties that improve performance, make them economical to use, and environmentally friendly.

There is no vegetable oil in the inks currently used in the production of the *Congressional Record* and the *Federal Register,* due to the incompatibility of these inks with GPO's aging web letterpresses. However, vegetable oil inks will be used to produce these publications on the new web offset presses that GPO is acquiring to replace the old presses. The new presses will be delivered in 1994.

GPO had 15 term contracts in place in 1993 requiring the use of vegetable oil-based inks. Several Federal agencies requested that these inks be used, including the Internal Revenue Service, which requisitioned the use of vegetable oil-based inks on all tax packages. GPO found that commercial printers are capable of using vegetable oil-based inks at no additional cost to the Government and that many printers are already using such inks. The requirement to use vegetable oil-based inks would add little, if any, additional cost to Government printing contracts.

GPO testified that there would be an increase in the amount of vegetable oil-based ink used by the Government as a result of S. 716. For Central Office printing, the increase would be approximately 6 to 8 short tons annually. This is a conservative estimate, however, and is based solely on the presence of vegetable oil in heatset inks; the increase could be greater if GPO uses inks that exceed the minimum standards established by the legislation. It is not possible to develop a similar estimate for procured printing because of the absence of data on the kinds of inks used by contractors.

S. 716 was passed by the Senate in November 1993. During the year, GPO's Quality Control and Technical Department developed an analytical method to identify the presence of vegetable oil in printing ink. This test will be essential to enforcement if a law mandating the use of vegetable ink is enacted.

GPO was created not just to provide printing services, but so that those services would be employed in the broader purpose of getting Government information to the public. James Madison said:

A popular Government, without popular information, or the means of acquiring it, is but a prologue to a farce or a tragedy, or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own governors, must arm themselves with the power that knowledge gives.

Informing the Nation has been a fundamental responsibility of our Government since its founding. For example, Article I of the Constitution calls on Congress to keep and publish a journal of its proceedings, a function that GPO still assists. By linking GPO's printing operations with the distribution function, Congress ensured that the comprehensive body of information printed at public expense would be made available for public use. GPO thus became the popular "means of acquiring" Government information that Madison spoke of.

PROGRAMS AND FUNDING

GPO's Superintendent of Documents provides public access to Government information through several different mechanisms, including the sale of publications, the compilation of catalogs and indexes, the distribution of publications to depository and international exchange, libraries, the distribution of publications as required by law, and the distribution of publications for other Federal agencies on a reimbursable basis.

In 1993, Superintendent of Documents received $115.8 million in funding. Of that amount, $84.1 million, or 73 percent, was from revenue earned from the sales of publications to the public. No taxpayer-provided funds were included in this revenue.

Another $5.5 million, or 5 percent, was earned as reimbursements from Federal agencies for distribution services performed for those agencies.

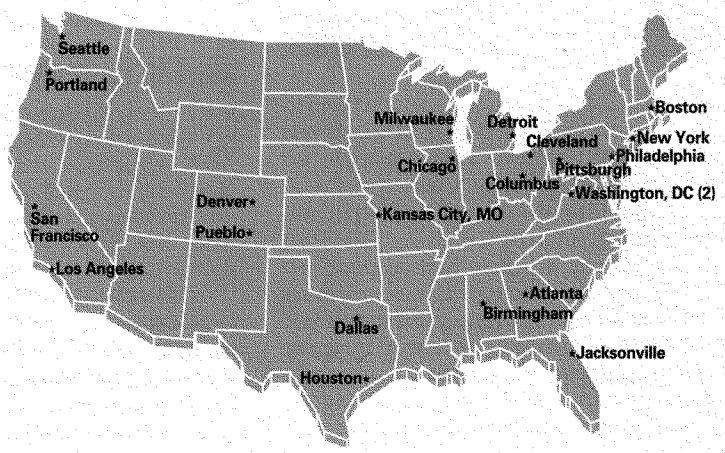
The remaining $26.2 million, or 22 percent of all Superintendent of Documents revenues, was derived from appropriated funds. These funds were made available by the Salaries and Expenses Appropriation of the Superintendent of Documents to operate programs mandated by Title 44, including the Depository Library Program, the Cataloging and Indexing Program, the International Exchange Program, and the Statutory Distribution Program.

Employing 895 personnel, the Superintendent of Documents distributed a total of 103.9 million Government publications in 1993, compared with 118.5 million publications in 1992.

SUPERINTENDENT OF DOCUMENTS RELOCATION

Throughout 1993, the various Superintendent of Documents operations housed in leased space in Union Center Plaza, at the corner of North Capitol and K Streets, NE, Washington, DC, worked closely with GPO's Engineering Service to prepare for relocation to GPO's Central Office complex in 1994. These operations moved from the Central Office to Union Center Plaza in 1974 because of space shortages. A 20-year lease on the Union Center Plaza space proved economical to the Government. However, renewal of the lease would be at significantly increased rates. Moreover, space availability in the Central Office complex offered the opportunity to achieve savings through consolidated operations, and to install new automated systems to improve services to customers. The move to the Central Office, scheduled for mid-1994, will relocate 335 personnel.

GPO Bookstores



SALES PROGRAM

The provisions of chapter 17 of Title 44, authorize the Superintendent of Documents to sell Government publications to the public and establish the pricing mechanism under which publications are to be sold.

The Sales Program operates primarily by telephone, fax, and mail order, but publications are also sold through the Retail Sales Outlet at GPO's warehouse in Laurel, MD; the Congressional Sales Office at GPO's Central Office in Washington, DC; the Public Documents Distribution Center in Pueblo, CO; through a network of 23 GPO bookstores nationwide; and by 18 consigned sales agents in other Federal agencies.

Significant Sales Publications

In 1993, GPO's sales inventory contained more than 12,000 titles. In terms of revenue, the best selling publications included the *1994 Budget of the United States Government,* the *Cumulated Index Medicus, Vol. 33,* the *Dictionary of Occupational Titles,* revised 4th edition, the *1993 Statistical Abstract,* the *1993 U.S. Industrial Outlook,* and the *U.S. Government Manual.* Sales of 83,300 copies of these publications generated an estimated $3.3 million in revenue.

Other popular titles included the *1993 Economic Report of the President;* the report of the Vice President's National Performance Review, *From Red Tape to Results: Creating a Government that Works Better and Costs Less;* and the *1993 National Five-Digit Zip Code Directory.* These three publications alone sold approximately 40,000 copies, generating about $600,000 in revenue.

Some of the best revenue-generating subscriptions were the *Code of Federal Regulations,* the *Commerce Business Daily,* the *Federal Register,* and the *Official Gazette of Patents.*

These subscription services generated approximately $26.3 million in revenues.

In terms of the number of subscriptions, some of the best sellers were the *Catalog of Federal Domestic Assistance,* the *Commerce Business Daily,* the *Export Administration Regulations,* the *Federal Register,* and the *Harmonized Tariff Schedules.* These accounted for approximately 71,500 subscribers.

Financial Performance

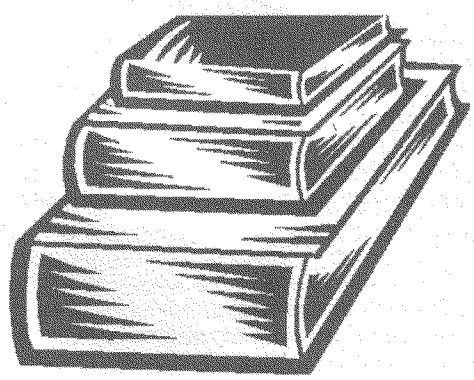
The Sales Program generated revenue of $84.1 million at a cost of $80.5 million in 1993, resulting in net income of $3.6 million. Bookstore revenue increased to $15.5 million from $14.2 million in 1992. Sales of publications in electronic formats generated $1.8 million in revenue, compared with $875,000 the previous year.

Receipts from Sales of the Congressional Record *and the* Congressional Directory

As required to be reported by section 910 of Title 44, revenue from sales of *Congressional Record* subscriptions, individual copies, and bound sets in all formats was approximately $542,000 in 1993, compared with $743,000 in 1992. Revenue from sales of the *Congressional Directory* was approximately $93,000, compared to $94,000 the previous year.

Order Activity

The Sales Program processed over 1.6 million orders in 1993, compared with 1.2 million orders in 1992. Of the 1993 orders, approximately 75 percent were from the business community. The remainder were from private individuals and various government and academic institutions. During the year, 57 percent of Central Office mail orders were for single copy publications and 43 percent were for subscriptions. Mail, fax, and telephone orders made up approximately 86 percent of all orders. The remaining 14 percent were walk-in purchases at the bookstores, the Congressional Sales Office, and the Retail Sales Outlet.



The total number of copies sold by the Sales Program decreased from 27.4 million in 1992 to 26.8 million in 1993.

Electronic Information Products

While total sales volume decreased, sales of electronic information products increased dramatically. GPO's list of electronic product offerings on CD–ROM, magnetic tape, and personal computer diskette grew substantially in 1993, rising to over 700 titles from the 236 titles made available for sale in 1992. These titles included the *U.S. Code,* the *Federal Acquisition Regulation,* the *Toxic Release Inventory,* and the *Federal Information Resources Management Regulation* on CD–ROM, in addition to the *Congressional Record* and *Federal Register* on magnetic tape.

Federal Bulletin Board

In September 1992, GPO inaugurated the Federal Bulletin Board (FBB), an online electronic bulletin board service. The FBB enables immediate self-service public access to Federal information in an online format at reasonable rates. It permits users to identify, select, and transfer electronic files to their own personal computers quickly and easily, offering Federal agencies the opportunity to expand the dissemination of their publications in an online format. Users can access the FBB through an Internet Telnet session or by using a phone modem to dial directly into GPO. A variety of standard off-the-shelf communications software can be used to access the FBB.

The FBB includes files on subjects such as the Federal budget, the General Agreement on Tariffs and Trade (GATT), health care reform, human rights, the Iran-Contra report, the North American Free Trade Agreement (NAFTA), the National Information Infrastructure, and the National Performance Review. This information is available in a variety of formats, including ASCII, PostScript, Lotus 123, Executable Software, WordPerfect, Acrobat PDF, and dBase.

In addition to files offered for a fee, the FBB offers a number of free services, including a telephone help service, a user's manual available for downloading, browsing functions for the various menus and libraries on the board, online ordering for free GPO sales catalogs and other sales items, reference files to assist users in locating and using files, subject bibliographies for sales publications, and forums that provide information on a variety of subject areas, including implementation of the GPO Access service under P.L. 103–40.

Depository libraries have access to the fee-based services of the FBB without charge. Fees for other users are set so as to recover the incremental cost of dissemination. Users do not pay a minimum fee or any charge for the time spent online. All charges are based on the size of the file downloaded. The minimum charge is $2.00 per file. The average price of a file downloaded from the FBB is $5.00.

Payment methods include MasterCard, VISA, or GPO Deposit Account. Users are charged only when a fee-based file is downloaded.

During 1993, the FBB grew from an initial 600 files to 4,800 files. Approximately 7,200 customers used the FBB and more than 207 million bytes of data were sold. A major software upgrade is currently underway to make the FBB an even more flexible, capable, and easy-to-use tool for accessing Government information.

GPO Access Service

P.L. 103–40 makes it the statutory responsibility of the Superintendent of Documents to provide the system of online access and operate the electronic directory and electronic storage facility. During 1993, the Superintendent worked jointly with other GPO operations, including the Production Department and the Office of Information Resources Management, to establish the system required by law to become operational on June 8, 1994 (see PRINTING FOR CONGRESS and GPO AND CD–ROM).

Bookstore Activity

For the second year in a row, there was a significant increase in bookstore revenue, increasing from $14.2 million in 1992 to $15.5 million in 1993. Twenty of the 23 bookstores reported an increase in sales.

Construction and relocation efforts continued to improve bookstore operations. The Milwaukee bookstore was relocated to commercial space. The new location is on the ground floor with higher public visibility and easier accessibility. Work continues on the relocation of the San Francisco bookstore.

By the end of 1993, all GPO bookstores were connected by modems to GPO's mainframe computer, allowing them to connect immediately with databases on stock status, deposit account balances, and related information, improving customer service for bookstore users.

Sales Program Enhancements

In 1993, Federal Express service was implemented for Sales Program customers. The installation of Federal Express tracking software in the Publication Service Section has made it possible to fully research customer inquiries about their orders. This service will be expanded to subscription orders and potentially to international mail.

Another improvement was the establishment of a Telephone Service Improvement Group to identify problems and propose solutions in the area of telephone orders, inquiries, and claim operations. The group's recommendations resulted in the acquisition of a new automated call distribution system to be installed in the Order Division when it relocates to the Central Office complex in 1994.

Marketing

GPO's Office of Marketing expanded its efforts during 1993 to reach an increased number of targeted markets for Government information. A total of 26 special mailers, flyers, and direct mail letters promoting a broad range of publications were produced and distributed to 393,200 potential customers. In addition, the ongoing Priority Announcement Service notified 133,000 prospects of 738 new titles through 173 mailing announcements.

Other marketing efforts were aimed at spreading the word about Superintendent of Documents products into specific information communities. For the business community, Marketing produced new editions of two specialty catalogs: *Selling to the Government,* for people who want to contract with the Federal Government, and *Business,* featuring publications in a variety of business categories. The environmental sciences market was also tapped with the premiere edition of a catalog of publications on Environmental Sciences and Methods. Marketing also introduced a catalog of 1990 Census Track/Block Maps and Reports.

Marketing began a new campaign in 1993 to inform congressional staff members about the Sales Program. The response has been highly favorable: requests for catalogs have been received from scores of Members' offices and some Members have included information on how to order GPO publications in their constituent newsletters.

Sixty-nine Product Publicity Releases were produced and distributed to editors of newsletters in fields such as business, agriculture, health care, science and technology, world affairs, banking and finance, and industry. Marketing's newsletter database included 10,000 listings and these Product Publicity Releases continue to be an effective, low-cost way to reach specialized audiences.

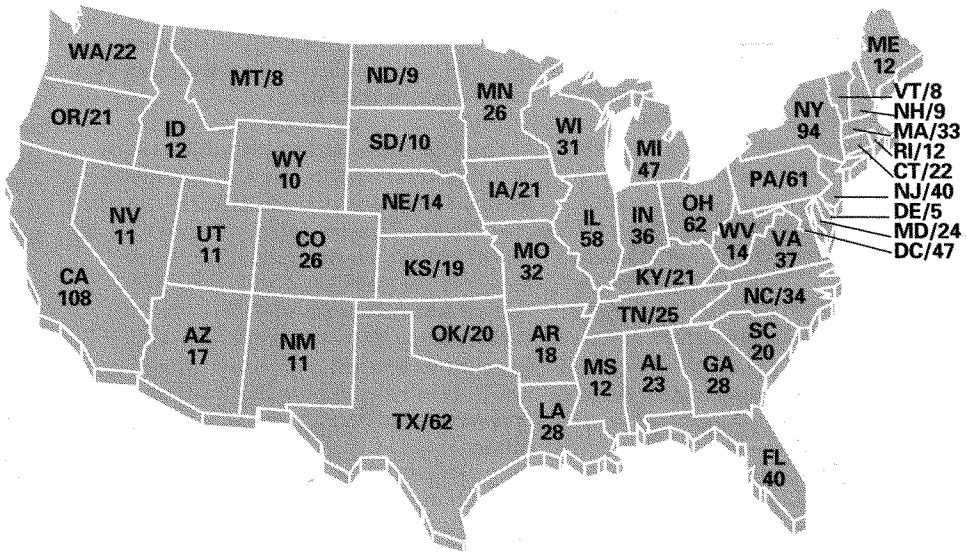
DEPOSITORY LIBRARY PROGRAM

The Depository Library Program is one of the Nation's oldest programs for providing the public with access to Government information. Its antecedents date to 1813 when Congress ordered the distribution of congressional publications to State historical and antiquarian societies. As codified in the provisions of chapter 19 of Title 44, today the Program distributes Government publications to Federal depositories in approximately 1,400 public, academic, law, and Federal agency libraries nationwide.

Federal Depository Libraries, by State and Territory, as of September 30, 1993 (total=1,404)

Alaska/9
Hawaii/11

American Samoa/1
Panama Canal Zone/1
Guam/2
Micronesia/1
Puerto Rico/5
Virgin Islands/2
Northern Mariana Islands/1



Libraries are designated as depositories for Government publications by Senators and Representatives as well as by law. GPO sends the libraries copies of all Government publications that are not purely of an administrative nature, cooperatively sponsored, or classified for reasons of national security.

The majority of the depository libraries are selective depositories which tailor their Government publications acquisitions to local needs, choosing from among 7,000 organizational and series categories. Fifty-three libraries, or roughly one per State (depending on size and resources, some States have no regionals while others have more than one), are regional depositories and receive every publication distributed by the Program. They are required to retain indefinitely every Government publication they receive. These libraries also provide inter-library loan and related services to other depositories in their regions.

Four libraries were added to the Program in 1993, while 10 relinquished their depository status. By the end of the year, there were 1,404 libraries in the Program.

Over 167,000 persons utilize Federal depository library collections nationwide each week.

Program Funding

The publications printed for depository libraries are paid for by the Salaries and Expenses Appropriation of the Superintendent of Documents. The appropriation also covers the cost of distributing the publications, as well as all administrative costs associated with Depository Library Program operations.

The libraries that receive the publications are required to make them available for the free use of the public, ensuring equitable access to Government information. In 1993, funding for the Program totaled $25.1 million, of which $15.7 million, or 63 percent, was for printing publications.

Distribution to Depository Libraries

During 1993, GPO distributed 22.5 million copies of 55,000 titles to depository libraries. Including distributions to depository libraries performed on behalf of GPO by the Department of Energy and the U.S. Geological Survey, a total of 26.7 million copies of 76,400 titles were distributed in 1993, compared with overall totals of 34.5 million copies of 90,000 titles during 1992.

In 1993, the average cost of printing, cataloging, and distributing each publication shipped to depositories was approximately $1.00. This level of efficiency was achieved through the centralization and specialization of the Depository Library Program.

The decline in the number of copies and titles distributed to depositories was attributable to two factors. There was a return to historical workload levels once the microfiche distribution backlog from previous years was eliminated. The elimination of this backlog created a surge in distribution activity in recent years. In addition, there was a reduction in procured printing entering GPO. The reduced workload led to reductions in depository printing. Nevertheless, during 1993 GPO shipped approximately 662,000 cartons of depository materials to the libraries, an average of 317 cartons every hour.

Fifty-six percent of the copies distributed by GPO were in microfiche format while 43 percent were in paper format. Less than 1 percent were in electronic format. However, GPO continued to increase the distribution of Government publications in electronic formats. During the year, approximately 167,000 copies of 292 titles in electronic formats were distributed to depository libraries, compared with the distribution of 95,400 copies of 180 titles in 1992.

Program Efficiencies

In 1993, the average cost of printing, cataloging, and distributing each publication shipped to depositories was approximately $1.00. This level of efficiency was achieved through the centralization and specialization of the Depository Library Program.

If the Program were to operate on a decentralized basis, its costs could triple. The increased costs would arise from the need to fund additional personnel throughout the hundreds of publishing entities in the Government to perform depository duties. The cost of depository printing would also increase if it were to be performed on a decentralized basis rather than through GPO.

Most importantly, the cost of distribution would rise significantly through the loss of economies of scale made available to GPO. Under GPO's depository distribution system, publications from multiple agencies are combined into single shipments, which receive economical shipping rates. Individual agencies would lack the capability to combine shipments and instead be forced to rely on single shipments that would be far more expensive, even if the minimum USPS 4th class rate were used. In addition, agencies would be more likely to ship hard copy formats, rather than utilizing microform formats as GPO does, since individual microform conversion contracts would be expensive. Overall, therefore, the current Depository Library Program ensures the taxpayers the lowest possible cost for making essential Government information available for their use.

Program results in 1993 were marked by extensive reductions to shipping costs and the elimination of the microfiche backlog. In May 1993, GPO began use of the Roadway Package System (RPS), in addition to the U.S. Postal Service (USPS) and the United Parcel Service (UPS) to deliver publications to depository libraries. Increased competition led to favorable rates from both commercial shippers. Nearly all depository libraries are now served by RPS or UPS, resulting in an annual savings of $129,000 in distribution costs. In addition to reduced costs, GPO has benefitted from improved accountability for shipments. Libraries are also reporting that they are receiving their shipments faster.

Since 1992, GPO has committed itself to the elimination of the microfiche backlog. The depository community was consulted about this effort and advised that the concentration of resources to achieve this goal would impact service provision in other operational areas, including claims processing. However, once the microfiche conversion and distribution backlog was cleared, Program efforts turned to the

claims backlog. By yearend, GPO eliminated the claims backlog for paper copies. Today, the processing of these claims is current and up-to-date.

Inspections

Under section 1909 of Title 44, GPO inspects the Government documents collections of depository libraries to ensure that standards of accessibility, maintenance, and publications retention are upheld. In 1993, 254 depository libraries were inspected, a 24 percent increase over 1992. The increase was the direct result of hiring and training two additional full-time inspectors. Of the libraries inspected, nine were placed on probation as the result of deficiencies, while seven which made significant improvements and complied with Program standards were removed from probationary status.

Depository Library Council

The Public Printer and the Superintendent of Documents are advised on the operation of the Depository Library Program by the Depository Library Council, composed of Government documents librarians and other professionals working in the Government information field. The Council has a membership of 15, appointed by the Public Printer. Each year, one-third of the group is appointed for a 3-year term. The Council holds public meetings twice a year usually for 2 or 3 days, in the spring in Washington, DC, and in the fall at different locations around the Nation. The Council provides recommendations and other direct input on library programs operations. In fiscal 1993, the Council met in Chicago and in Washington, DC.

Federal Depository Conference

In April 1993, GPO sponsored the second annual Federal Depository Seminar, "Effective Library Networking." The seminar was attended by 362 depository librarians from around the Nation. Speakers included the Public Printer and Superintendent of Documents, the Director of GPO's Library Programs Service, and guest speakers from other Federal agencies and the depository community. The "information exchange" sessions were especially well received because they gave the participants an opportunity to discuss operational issues directly with GPO's Depository Library Program managers.

Interagency Depository Seminar

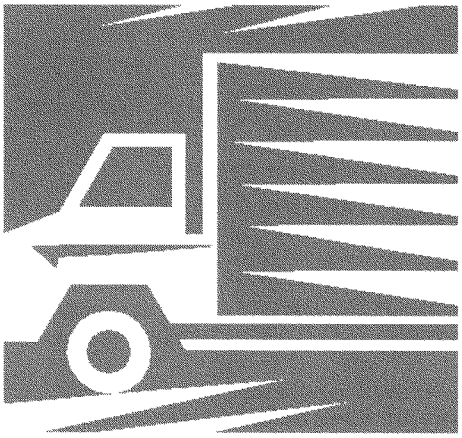
To maintain the visibility of the Depository Library Program among Federal agencies, and to expose librarians to the activities of Federal publishers, GPO coordinated the sixth annual Interagency Depository Seminar in 1993. The seminar drew librarians from 65 institutions, who met with managers from the Library of Congress, the Patent and Trademark Office, the Office of the Federal Register, the U.S. Geological Survey, the Bureau of the Census, the Bureau of Labor Statistics, and other agencies.

CATALOGING AND INDEXING PROGRAM

The Superintendent of Documents is required by sections 1710 and 1711 of Title 44 to index and classify Government documents and prepare the *Monthly Catalog of U.S. Government Publications,* which contains authoritative descriptions of Government documents. The program is funded by the Salaries and Expenses Appropriation of the Superintendent of Documents. In 1993, Program funding was $2.8 million, compared with $2.6 million in 1992.

During 1993, approximately 36,700 items were cataloged, compared with 31,800 items in 1992. The increase resulted from improved staff productivity and utilization of the PRISM cataloging software. Receipts of new cataloging work totaled 47,400 titles, down slightly from the 50,600 titles received in 1992.

The backlog of titles awaiting cataloging decreased from 19,600 to 15,500 in 1993. Approximately 2,000 titles were cataloged on contract.



Cataloging staff continued their efforts in 1993 to identify areas for cooperative cataloging with the Library of Congress and other libraries. A cooperative cataloging effort would enhance GPO's cataloging productivity while eliminating duplicative Government work in this area.

STATUTORY DISTRIBUTION PROGRAM

Under various sections of Title 44, the Superintendent of Documents is required to distribute certain publications free of charge to recipients designated by law. These publications include the *Congressional Record,* the *Commerce Business Daily,* and the *Official Reports of the Supreme Court.* The Statutory Distribution Program is funded by the Salaries and Expenses Appropriation of the Superintendent of Documents. Program funding was $600,000 in 1993, compared with $741,000 in 1992.

During 1993, the Superintendent of Documents received 3.5 million copies of publications which were distributed free in accordance with statutory requirements, compared with 4.3 million copies received and distributed in 1992.

AGENCY DISTRIBUTION PROGRAM

Section 1701 of Title 44 authorizes the Superintendent of Documents to distribute publications on behalf of Federal agencies to recipients designated by those agencies. This is a reimbursable operation. In 1993, the Agency Distribution Program generated $5.5 million in reimbursement revenues on costs of $5.4 million, yielding a net income of $114,000. This compared with revenues of $5.9 million on costs of $5.7 million in 1992, resulting in a net income of $243,000.

In 1993, GPO received and mailed approximately 43.7 million copies of publications on behalf of other agencies, compared with 48.4 million copies in 1992.

Consumer Information Center

The largest reimbursable operation is located at GPO's Public Documents Distribution Center in Pueblo, CO. The Center is nationally known for its "Pueblo, CO 81009" mailing address. Approximately half of the Center's work is performed on behalf of the Consumer Information Center of the General Services Administration, for whom GPO distributes low-cost and free consumer-oriented publications. Other work is performed

for the Department of Energy and the U.S. Postal Service. In 1993, approximately 24.6 million free and paid consumer publications were distributed by the Center, an increase of approximately 840,000 over 1992.

INTERNATIONAL EXCHANGE PROGRAM

Pursuant to the convention concluded at Brussels on March 15, 1886, and proclaimed by the President on January 15, 1889, and subsequently codified at section 1719 of Title 44, U.S. Government publications such as the *Congressional Record* are distributed to foreign libraries in exchange for publications produced by their governments, which are shipped to the Library of Congress. The Library administers this Program while the Superintendent of Documents distributes the publications. The International Exchange Program is funded by the Salaries and Expenses Appropriation of the Superintendent of Documents. Program funding was $592,000 in 1993, compared with $727,000 in 1992.

Approximately 779,000 copies of U.S. Government publications were distributed to libraries in 69 countries by this Program in 1993, compared with 1.4 million copies distributed to 66 nations in 1992. The 1993 workload reflects a return to historical workload levels following the elimination of the microfiche conversion and distribution backlog, which affected this Program as well as the Depository Library Program.

Administrative Operations

GPO's primary services—inplant printing, printing procurement, and publications distribution—are supported by several organizations which administer GPO's facilities, materials and supplies, employee programs, information systems, and financial resources.

FACILITIES AND EQUIPMENT IMPROVEMENTS

GPO's Central Office complex in Washington, DC, comprises approximately 34.4 acres of owned space in three contiguous buildings and a paper warehouse across the street. An additional 11.9 acres of parking space are owned or leased. GPO also leases four buildings in the Washington metropolitan area for office and warehouse space (in Laurel, MD; Springbelt, VA; and at Union Center Plaza in Washington), totaling 16.4 acres. GPO will vacate the Union Center Plaza (1.4 acres) lease in 1994, when personnel from that area are consolidated in renovated space in the Central Office complex.

In 1993, the acquisition value of all land, buildings, and building improvements was $68.4 million. These facilities and GPO's regional facilities house plant machinery and equipment with a 1993 book value of $15.2 million ($65.7 million acquisition cost less $50.5 million depreciation).

During the year, GPO continued efforts to improve the utilization of facilities and equipment. A total of 18 engineering projects were completed, including the replacement of five elevators, the installation of automatic roll splicing equipment on the Group 86 presses, and the completion of exterior repairs to the Building 4 warehouse (which has historical value as a New Deal-era Federal building).

Other projects were initiated. Drawings and specifications were prepared for installation of the new Congressional Record presses on the fourth floor of the Central Office complex. The project will include the installation of a new concrete floor, a 480-volt electrical substation, an exhaust stack and pollution controls, and a roll lift to bring paper from the basement to the fourth floor. The project is expected to be completed by late 1994.

Work also began on the renovation of the fifth floor of the Central Office to accommodate the relocation of Superintendent of Documents and Office of Information Resources Management employees from Union Center Plaza in 1994. New floors were installed and several asbestos abatement projects were completed in the relocation area. Plans were also developed for the installation of energy-efficient light fixtures that use about 40 percent as much energy as regular fixtures. The lights also produce less heat than regular fixtures, lowering the load on air-conditioning units. The new fixtures will generate substantial savings for GPO. The facilities conversion process will transform former industrial space into highly usable office space that can easily accommodate new computer and telecommunications technologies.

MATERIALS AND SUPPLIES MANAGEMENT

The total value of GPO's 1993 procurement activities, other than for printing, was $94.5 million, compared with $83.4 million in 1992. Of this, $36.2 million was for paper, envelopes, and cartons; $30.7 million was for services, transportation, communications, and travel; $10.3 million was for materials and supplies; and $15.3 million was for machinery, equipment, and building appurtenances.

During the year, a pilot program for using commercial credit cards was implemented. The cards were used for low-dollar procurements and repairs in the bookstores and regional offices. The program reduced the number of purchase requests and purchase orders by 10 percent, cutting costs and improving service.

An Automated Surplus Property System was activated and placed in service in 1993. The system replaces antiquated manual procedures. The system is designed to facilitate the receipt, categorization, forms generation, and online processing of all accountable property.

Further enhancements to the Materials Management Procurement Control System (MMPCS) were made in 1993. The Accounts Payable Interface System was automated in two phases to provide a process for the examination and payment of all materials, supplies, paper, rentals, leases, utilities, services, maintenance, subscriptions, and equipment. It will further permit the payment of invoices by check or electronic payment. The system will eliminate manual processes and save over $120,000 annually.

The Materials Management Service Inventory Team, working with the Office of the Comptroller, conducted yearend inventories in the Central Office and the Springbelt, VA, paper warehouse, placing the accuracy rate of the paper inventory at 100 percent. The materials inventory achieved an inventory accuracy rating of 99.9 percent.

HUMAN RESOURCES

Employment and Training

GPO reduced overall employment in 1993, beginning the year with 4,951 employees on board, and ending it at a level of 4,785. Overall FTE utilization was 4,761. A hiring freeze was implemented during the year for all administrative areas and all manager/supervisory positions.

GPO's Voluntary Leave Transfer Program continued during the year. Under this program, employees who need extra leave due to medical or family emergencies can accept voluntary donations of leave from fellow employees at GPO or in other Federal agencies. Approximately 450 individual offers to contribute leave to 35 participants were processed and approved.

There were over 3,400 instances of training for GPO employees during 1993. Costs were minimized by having GPO employees conduct many of the training courses, or by having training contractors conduct courses on site. Apprenticeship training also continued during the year. Under these programs, 15 employees graduated from the 4-year Engineering Program, 10 employees graduated from the Offset Press Program, and 6 employees began the Offset Press Program.

Following coordination with the JCP and the Office of Personnel Management (OPM), GPO implemented an Early-Out Retirement Program in 1993. The option was offered to a group of 331 nonbargaining unit employees and supervisors. Twenty-four employees elected to retire under this authority. Preliminary work was performed to establish a retirement incentive program for FY 1994. This included obtaining the necessary authority from Congress, which approved a limited retirement incentive authority for GPO, along with the Library of Congress and other legislative branch agencies, in the Legislative Branch Appropriations Act for FY 1994.

A Federal Employees Group Life Insurance (FEGLI) Open Enrollment Period was conducted at GPO for the first time since 1985. As a result, 480 employee changes were processed.

Health and Safety

GPO continued to emphasize health issues for employees in 1993, conducting the Sixth Annual Health Fair, which provided a wide range of medical screening services to over 2,000 employees. A number of HIV/AIDS workshops were also conducted for employees, and GPO participated in World AIDS Day. In addition, a new Health Promotion Program was made available to all employees.

During the year, GPO designed, negotiated, and implemented a GPO Smoke-Free Workplace Program whereby smoking in GPO facilities is limited to five outside-vented rooms. Smoking Cessation Clinics are also provided for the benefit of individual employees. An Alcohol-Free Workplace Program was also implemented during the year.

According to OPM, GPO is the only agency to have an Alcohol-Free Workplace Program that is not mandated by law. GPO is also the first agency in the Federal Government to be a totally "drug-free workplace" by choice, rather than statute, and is the only agency to have policies which allow all employees to be tested for on-the-job use of alcohol or illegal drugs.

Work was begun during the year to acquire a hazardous materials shed. The shed is needed to comply with Federal, District of Columbia, and agency hazardous waste regulations.

Labor and Employee Relations

GPO administers labor relations policies in accordance with the pertinent laws, rules, and regulations issued by OPM, the Merit Systems Protection Board (MSPB), and the Federal Labor Relations Authority (FLRA).

In 1993, GPO's Labor Relations Branch received 87 grievances at the third step of the negotiated grievance procedure. GPO's position was sustained in seven out of eight cases which were arbitrated. The FLRA settled or dismissed all 44 Unfair Labor Practice Charges which were filed.

The Alcohol-Free Workplace Program was negotiated with GPO's Joint Council of Unions (JCU) and the International Association of Machinists (IAM), Franklin Lodge 2135. Employees of the Central Office received literature outlining the program at an orientation given to all employees, as well as supervisors and managers. Employees may now be tested for alcohol impairment if a supervisor has a reasonable suspicion that the employee is under the influence of alcohol. According to OPM, GPO is the only agency to have an Alcohol-Free Workplace Program that is not mandated by law. GPO is also the first agency in the Federal Government to be a totally "drug-free workplace" by choice, rather than statute, and is the only agency to have policies which allow all employees to be tested for on-the-job use of alcohol or illegal drugs.

GPO's Smokefree Workplace Program was also negotiated with the JCU and the IAM, Franklin Lodge 2135. The policy prohibits smoking in all Central Office facilities except designated smoking rooms.

The Combined Federal Campaign (conducted in November 1992) raised $170,700, or 85 percent of GPO's goal. The 1993 Savings Bond Campaign attracted the participation of 1,500, or 31 percent, of GPO's employees.

During the year, GPO's Employee Relations Branch received 199 corrective actions. Thirty-six employees were removed as a result of these actions, while 74 were suspended.

Equal Employment Opportunity

GPO maintains a work environment which promotes equal employment opportunity without regard to race, color, religion, sex, national origin, age, or physical or mental disability.

During 1993, 27 discrimination complaints were closed. GPO issued final decisions on nine cases, dismissed nine, settled seven, and two were withdrawn.

GPO is covered by the Americans with Disabilities Act. GPO's Equal Employment Opportunity Service has established procedures for employees to file complaints based on disability discrimination under the Act. In 1993, the GPO Disabilities Employees Advisory Committee was established. The Committee consists of eight employees, including a union representative. An interagency agreement to have the Equal Employment Opportunity Commission conduct hearings on complaints based on disability discrimination was also negotiated.

The District of Columbia Summer Youth Employment Program and In-School Program, both community outreach efforts which have been constructive resources over the years for entry-level job recruitment, were reduced in 1993 due to budget constraints.

SECURITY AND SUPPORT SERVICES

Incident reports generated by GPO's uniformed police officers decreased from 109 in 1992 to 101 in 1993, and reports of loss or theft decreased from 58 to 50. The reported loss of personal property also decreased, from approximately $10,300 to $5,200. The reported loss of Government property increased from $475 to approximately $2,200.

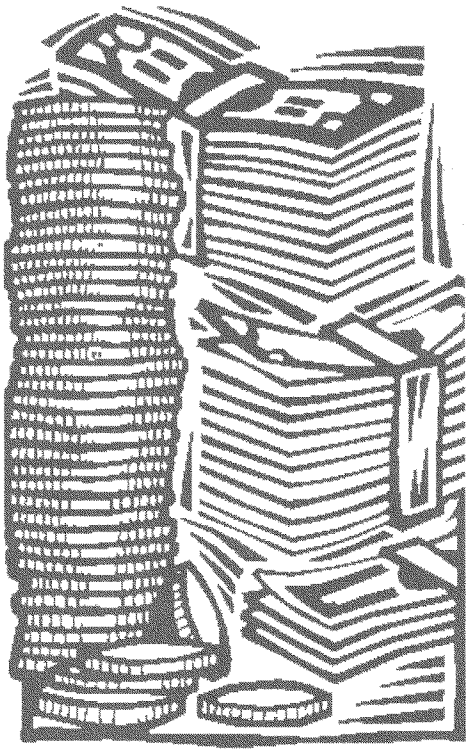
GPO's officers responded to 95 smoke/fire detector alarms and 210 medical emergencies in the Central Office complex in 1993, as well as 20 fire and intrusion alarms at the Springbelt and Laurel warehouses. They also issued 1,200 Metropolitan Police Department parking citations and over 400 GPO parking violation tickets.

A total of 53 personnel security investigations, including National Agency Checks, Limited Background Investigations, and Single Scope Background Investigations, were processed and forwarded to OPM during the year. The majority of these investigations were for employees responsible for handling national security information.

Computer security awareness training was provided to all new employees during their orientation, and 145 employees received advanced computer security awareness training. Four incidents of computer viruses within GPO were reported. However, no damage was done to any of GPO's computer systems or data.

Security personnel administered drug tests to 38 GPO job applicants. Eighty-six random drug tests were administered to employees participating in GPO's Drug Assistance Program. Three drug tests and five alcohol breath tests based on reasonable suspicion were also administered during the year.

GPO's Support Services operates a wide range of functions that facilitate daily operations at GPO. In 1993, GPO's self-sustaining employee parking program involved 2,300 participants and an annual budget of over $836,000. The GPO Directives Program involved the maintenance, coordination, and updating of 550 instructions and notices. Records management involved the storage, retrieval, and disposition of over 1,000 cubic feet of GPO records. The Travel Management Program processed travel arrangements and managed travel expenses of $442,200. The Internal Printing and Publications Program involved the management of printing worth $864,000. The Subscriptions Management Program oversaw $71,700 worth of GPO subscriptions. The Copier Program produced 66.9 million copies, the majority of them production copies. The Mail Management Program oversaw a 1993 GPO postage bill of approximately $16.5 million and an incoming correspondence workload of over 7,500 pieces of mail daily.



INFORMATION SYSTEMS

In 1993, GPO's Office of Information Resources Management (OIRM) implemented or revised information systems involving a wide range of programs and organizations. The Jacket Billing System was revised to enable agencies to receive billing data on diskettes or tape, automatically downloaded from the GPO mainframe computer. The Voucher Payment and Processing System was revised to permit faster and easier access to data needed by voucher examiners. The PROBE system was revised to permit personal computer applications to enter PROBE data.

OIRM continued to work with the legislative branch in the development of a high-speed fiber optic data network to connect all Capitol Hill offices. A fiber optic cable was installed between GPO and the Postal Square Building at the corner of North Capitol Street and Massachusetts Avenue, NE. The network, called CAPNET, will serve as a highway for the transmission of legislative information. CAPNET is projected to be operational in FY 1994.

OIRM also continued work on the development of the GPO corporate database. This project will improve data management and data sharing in all GPO areas, regardless of end-user platform.

FINANCIAL MANAGEMENT

In 1993, progress was made in automating labor intensive operations within the Office of the Comptroller. The Accountable Equipment System was converted to a PC-based system, greatly improving flexibility in entering, maintaining, and querying data in the system. Personal computers were also installed in each of the five regional printing offices for use in the entry of job completion and billing data.

Automation of the materials and supplies payment function was approximately 75 percent completed by the end of the year.

Software was acquired to improve the delivery of financial reports via the GPO Banyan Network. The new software will automatically extract and place data directly into predesigned formats, eliminating redundant data entry and providing reports in the desired form.

During the year, GPO worked closely with financial managers at the DOD to encourage them to use the Treasury Department's automated billing and collecting system. Virtually all agencies use this system to bill and collect funds electronically. Since 1992, the volume and amount of delinquent DOD invoices has increased significantly.

Progress was made during 1993 on GPO's "firm price" project. By yearend, firm prices were being used in 44 term contracts. Most of the estimates and billings are within 1 percent of the cost.

The Office of the Comptroller is working with the regional printing procurement offices to develop their capability to provide firm prices. When fully implemented, firm pricing will eliminate approximately $750,000 in administrative overhead.

The Office assisted Arthur Andersen & Co. in its audit of GPO's FY 1992 financial statements. GPO received an unqualified, or "clean," opinion on the statements. Few Federal agencies have achieved this status.

PLANNING

In response to an external review conducted previously by the General Services Administration (GSA) on GPO's information resources management activities, the Office of Planning developed and forwarded to GSA a plan of action with milestones to correct discovered deficiencies. The Office drafted a GPO instruction on the development of an IRM strategic plan, guidelines on the acquisition of Federal Information Processing (FIP) resources, and another instruction covering the development and implementation of a FIP hardware/software modernization program at GPO.

A long-range strategic planning document, *GPO Moving Forward in the Electronic Age: A Strategic Outlook,* was released for review and comment in January 1993.

The Office of Planning also compiled GPO's annual proposed capital equipment and facilities requirements plan, which was transmitted to the JCP, and prepared the Semi-Annual Report of the Public Printer on management actions taken in response to the recommendations of the Inspector General.

Financial Statements

The consolidated financial statements are prepared in accordance with generally accepted accounting principles (GAAP) for Federal agencies. GAAP requires that financial statements be prepared on the accrual method of accounting, so the statements can provide reliable information prepared in a manner consistent with that of the previous year. Transactions of GPO are executed and recorded in conformity with established procedures. The financial statements are intended to provide information concerning events and other economic affairs of GPO. Furthermore, the statements supply information that demonstrates management's ability to use its resources effectively in achieving GPO's goals and objectives.

GPO's accounting system includes internal controls designed to provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition and that transactions are properly recorded. To ensure that adequate internal controls are maintained, management monitors the accounting system and initiates modifications or improvements deemed necessary to promote operational efficiencies and encourage adherence to prescribed managerial policies.

BUDGETARY ISSUES

GPO's mission is to assist Congress and Federal agencies in the cost-effective creation and replication of information products and services, and to provide an effective and economical conduit to the public for Government information products and services. GPO strives to operate and manage its resources as efficiently as any large corporation, although the Federal budget process presents a number of challenges not faced by the private sector.

Neither Congress nor GPO has control over the amount of printing that may be needed for the legislative process. Estimates of the funds required cannot precisely predict future workload for legislative printing. As a result, the costs of congressional printing have exceeded available appropriations for a number of years. While this did not occur in fiscal year 1993, and an agreement has been reached to fund the pre-fiscal year 1993 shortfall over future years, there is no assurance, considering tight budgetary constraints and overall Government deficit-reduction actions, that the necessary level of funds will be appropriated.

A decline in traditional printing and binding in the Federal Government has occurred and is expected to continue. GPO plans to respond to these reductions by obtaining a larger share of the market, and by offering new products and services using more cost-effective electronic information technology.

GPO is also faced with the need to invest in equipment modernization, new technology, and facilities improvements. While these expenditures will be capitalized and depreciated over as long as twenty years, funds will be necessary to finance these investments. GPO has reported financial losses for the past three years, making it difficult to generate investment capital through operations.

FISCAL YEAR 1993 RESULTS

The public printing and documents chapters of Title 44 of the U.S. Code require GPO to fulfill the printing needs of the Federal Government and distribute Government publications to the public. All GPO activities are financed through a Revolving Fund which is reimbursed by payments from client agencies, sales to the public, and transfers from the Congressional Printing and Binding Appropriation and the Salaries and Expenses Appropriation of the Superintendent of Documents. These annual appropriations are used to reimburse GPO for costs incurred in performing congressional work and to fulfill statutory requirements associated with the distribution of Government publications. Reimbursements from these appropriations are included in GPO's total revenues.

GPO experienced a consolidated net loss before amounts due the U.S. Treasury for fiscal year 1993 of $14.1 million, compared with a $5.2 million loss for fiscal year 1992. The increase in the loss from fiscal year 1992 to 1993 is attributable to increases in expenses (primarily negotiated wage increases for GPO employees), a freeze on prices to GPO customers (since January 1990), and a continuing decline in printing and binding work. Consolidated revenue decreased by $107.0 million to $816.6 million in 1993 and total expenses decreased by $98.1 million to $830.7 million, primarily as a result of a decline in demand for GPO printing and binding work. A summary, in thousands, of revenue and net income or loss in the major operations of GPO is shown below.

PRINTING AND BINDING OPERATIONS

In fiscal year 1993, GPO's Printing and Binding Operations contributed revenue of $741.8 million, compared with $852.9 million in 1992. Printing and Binding Operations generated 76.1 percent of GPO's total revenue, compared with 77.9 percent last year. Revenue from commercially procured printing was $530.0 million, or 66.5 percent of total GPO revenue (excluding revenue from sales of blank paper and other operations). During fiscal year 1993, the procedure for estimating an allowance for potentially obsolete materials, supplies, and paper was changed to conform more fully with a recom-

	1993		1992	
	Revenue	Net Income or Loss	Revenue	Net Income or Loss
REVOLVING FUND:				
Printing and Binding Operations—				
Purchased Printing:				
Central	$326,474	$ 1,732	$399,006	$ 5,058
Regional	203,533	(5,943)	230,281	(3,800)
Subtotal	530,007	(4,211)	629,287	1,258
Plant printing	202,429	(13,052)	212,591	(2,412)
Regional printing	7,255	(1,217)	8,710	(5,575)
Other	2,110	671	2,324	794
Subtotal of Printing and Binding Operations	741,801	(17,809)	852,912	(5,935)
Information Dissemination—				
Sales of Publications	84,083	3,616	79,907	537
Agency Distributions	5,484	114	5,912	243
Subtotal	89,567	3,730	85,819	780
APPROPRIATIONS:				
Salaries and Expenses	26,247	—	28,990	—
Congressional Printing and Binding	80,044	—	89,580	—
Subtotal	106,291	—	118,570	—
ELIMINATIONS	(121,030)	—	(133,672)	—
Total	$816,629	$(14,079)	$923,629	$(5,155)

mendation from independent auditors. The new procedure resulted in an additional expense, primarily to Printing and Binding Operations, of approximately $1.0 million.

Purchased Printing

GPO's central and regional printing procurement operations contributed revenue of $530.0 million in fiscal year 1993 compared with revenue of $629.3 million in fiscal year 1992. The procurement operations experienced a net loss of $4.2 million compared with net income of $1.3 million in fiscal year 1992.

Central Office Printing Procurement

Revenue from Central Office printing procurement activities was $326.5 million, compared with $399.0 million in fiscal year 1992. Expenses for Central Office printing procurement activities were $342.7 million, compared with $394.0 million the previous fiscal year. Net income for the Central Office printing procurement was $1.7 million, a decrease from fiscal year 1992 net income of $5.0 million.

Regional Printing Procurement

Regional printing procurement revenue was $203.4 million, compared with $230.3 million the previous fiscal year, while expenses decreased to $209.5 million from $234.1 million in fiscal year 1992. The net loss in regional printing procurement increased to $5.9 million in fiscal year 1993 from $3.8 million in fiscal year 1992.

Plant Printing Operations

Plant Printing Operations showed a loss of $13.1 million in fiscal year 1993, compared with a net loss of $2.4 million in fiscal year 1992. The increase in the loss was due to a decline in congressional workload and an overall decline in demand for Government printing and binding services.

Regional Printing Operations

GPO's regional printing operations experienced a combined net loss of $1.2 million in fiscal year 1993, compared to a net loss of $5.6 million in fiscal year 1992. Most of the fiscal year 1992 loss ($3.9 million) was generated by the Rapid Response Center—National Capital Area. This facility was closed in May 1992 after many years of losses.

SUPERINTENDENT OF DOCUMENTS OPERATIONS

Sales of Publications Program

GPO's Sales of Publications Program generated net income of $3.6 million in fiscal year 1993, an increase from net income of $537,000 in fiscal year 1992. Total sales revenue increased to $84.1 million, compared with $79.9 million in fiscal year 1992, due primarily to small increases in the price of some subscriptions. Revenue from the sale of Government publications in electronic format was $1.1 million in fiscal year 1993, compared with $875,000 in fiscal year 1992. Bookstore revenue increased to $15.5 million, compared with $14.2 million in fiscal year 1992.

Agency Distribution Services

Under contract with customer agencies, GPO performs distributions of publications to recipients designated by those agencies and charges for the cost of services performed. This program earned $5.5 million and $5.9 million in revenue and yielded net income of $114,000 and $243,000 in fiscal years 1993 and 1992, respectively.

Salaries and Expenses Programs

Salaries and expenses associated with the operation of the Statutory Distribution Program, the Depository Library Program, the Cataloging and Indexing Program, and the International Exchange Program decreased to $26.2 million in fiscal year 1993, compared with $29.0 million in fiscal year 1992. The decrease is attributable to additional funds being used during fiscal year 1992 to distribute 1990 decennial census publications, and to reduce the backlog of microform copies of publications in the Depository Library Program.

CONGRESSIONAL PRINTING AND BINDING OPERATIONS

Printing and binding expenses for work performed for Congress are reimbursed to the Printing and Binding Operations Revolving Fund upon billing. For fiscal year 1993, reimbursements from the appropriation were $80.0 million, compared with $89.6 million in fiscal year 1992. Included in these appropriations are $3.5 million and $3.0 million, respectively, that had been authorized to fund the shortfall in appropriations resulting from prior years.

OTHER OPERATIONS

Other Operations consists primarily of the sale of retired fixed assets, pay parking program, and miscellaneous transactions. Other Operations generated net income of $671,000 compared with net income of $794,000 in fiscal year 1992.

ELIMINATIONS

Eliminations consist of revenues for publications sold, printing and binding, and other services provided to operations funded internally to GPO. Eliminations decreased to $121.0 million in fiscal year 1993 from $133.7 million in fiscal year 1992, primarily due to a $9.5 million decrease in printing and binding produced by GPO and reimbursed from the Congressional Printing and Binding Appropriation, and a $2.5 million decrease in the cost of printing and binding purchased by the Salaries and Expenses Appropriation from GPO's Printing and Binding Operations.

FISCAL YEAR 1994 PROJECTIONS

GPO's financial plan for fiscal year 1994 has been developed to satisfy the legal requirement of the GPO Revolving Fund to recover all costs for current operations and to fund capital improvements. At the beginning of fiscal year 1994, GPO offered a separation incentive payment program that spurred 357 employees to separate from GPO. As a result, in fiscal year 1994 GPO will net about $5.6 million in cost savings. This will more than offset cost of living increases granted to remaining employees. This is a major step in reducing our greatest controllable expense: personnel compensation. Even with this management action, the Agency's estimated loss will be about $22 million, including the incentive payments. Beginning in fiscal year 1995, the savings from this program will be approximately $17.6 million and, in concert with other efforts we are undertaking, it should enable GPO to be fully self-sustaining once again.

One effort that GPO is undertaking to expand business is to expand operations into electronic products and services. This includes providing gateways to Federal agency databases, disseminating an online version of the Congressional Record, the Federal Register, and other Government information, and creating a Federal information locator service.

These activities are required by the GPO Electronic Information Access Enhancement Act of 1993 (P.L. 103–40).

Another major step toward revitalizing GPO is our capital investment program. Capital investments that have been approved or are being considered by the JCP include new web presses, new publishing hardware and software, order processing software for the Superintendent of Documents, and a network publishing system that will enable GPO to be cost-competitive on low-volume documents.

CONSOLIDATED STATEMENTS OF REVENUES AND EXPENSES

For the Years Ended September 30, 1993 and 1992
(Dollars in Thousands)

	1993 (Unaudited)		1992 (Audited)	
	Amount	Percent of Revenues	Amount	Percent of Revenues
REVENUES				
Printing and binding	$621,584	76.1 %	$719,640	77.9 %
Sales of publications	84,083	10.3	79,907	8.7
Appropriations	105,478	12.9	118,170	12.8
Reimbursements	5,484	0.7	5,912	0.6
Total revenues	816,629	100.0	923,629	100.0
EXPENSES				
Printing and reproduction	469,214	57.5	562,175	60.9
Personnel compensation and benefits	235,772	28.9	237,165	25.7
Supplies and materials	50,651	6.2	52,802	5.7
Rents, communications and utilities	31,152	3.8	32,032	3.5
Publications sold	23,111	2.8	23,769	2.6
Depreciation and amortization	5,950	0.7	5,838	0.6
Other services	5,363	0.7	5,830	0.6
Surplus publications	5,253	0.6	4,918	0.5
Travel and transportation	4,242	0.5	4,255	0.5
Total expenses	830,708	101.7	928,784	100.6
NET LOSS	$ (14,079)	(1.7)%	$ (5,155)	(0.6)%

The accompanying notes are an integral part of these consolidated statements.

CONSOLIDATED BALANCE SHEETS

As of September 30, 1993 and 1992
(Dollars in Thousands)

ASSETS

	1993 (Unaudited)	1992 (Audited)
CURRENT ASSETS		
Funds with U.S. Treasury (Note 2D)	$176,180	$126,700
Accounts receivable (Note 4)	158,117	200,776
Inventories (Note 2E)	29,221	32,933
Prepaid expenses	234	148
Total current assets	363,752	360,557
PROPERTY AND EQUIPMENT (Note 2F)		
Land and buildings	18,633	18,633
Equipment and building improvements	136,468	132,653
Total Acquisition Value	155,101	151,286
Less: Accumulated depreciation and amortization	(97,900)	(96,091)
Total property and equipment	57,201	55,195
LONG-TERM ACCOUNTS RECEIVABLE (Note 5)	—	6,613
Total assets	$420,953	$422,365

The accompanying notes are an integral part of these consolidated balance sheets.

CONSOLIDATED BALANCE SHEETS

As of September 30, 1993 and 1992
(Dollars in Thousands)

LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT

	1993 (Unaudited)	1992 (Audited)
CURRENT LIABILITIES		
Accounts payable and accrued expenses (Note 6)	$ 80,556	$ 80,354
Deferred revenue (Note 7)	34,277	34,238
Due U.S. Treasury (Note 2L)	544	544
Total current liabilities	115,377	115,136
OTHER LIABILITIES		
Accrued annual leave	12,495	12,155
Total other liabilities	12,495	12,155
Total liabilities	127,872	127,291
COMMITMENTS AND CONTINGENCIES (Note 8)		
INVESTMENT OF U.S. GOVERNMENT (Note 9)		
Revolving Fund:		
Cumulative results of operations, beginning of year	165,919	171,074
Net loss	(14,079)	(5,155)
Cumulative results of operations, end of year	151,840	165,919
Invested capital	109,950	109,949
Total revolving fund	261,790	275,868
Appropriated Funds	31,291	19,206
Total investment of U.S. Government	293,081	295,074
Total liabilities and investment of U.S. Government	$420,953	$422,365

The accompanying notes are an integral part of these consolidated balance sheets.

CONSOLIDATED STATEMENTS OF CASH FLOWS

For the Years Ended September 30, 1993 and 1992
(Dollars in Thousands)

	1993 (Unaudited)	1992 (Audited)
CASH FLOWS FROM OPERATING ACTIVITIES		
Net loss	$ (14,079)	$ (5,155)
Adjustments to net loss:		
Depreciation and amortization	5,950	5,838
Loss on retirement of assets	35	10
Provision for losses on accounts receivable	(399)	427
Provision for obsolete inventory	1,339	300
Provision for losses on surplus publications	120	(922)
Changes in assets and liabilities:		
(Increase) decrease—		
Accounts receivable	49,670	(14,662)
Inventories	2,252	3,857
Prepaid expenses	(85)	(72)
Increase (decrease)—		
Accounts payable and accrued expenses	203	(5,792)
Deferred revenue	39	2,851
Accrued annual leave	340	1,432
Total adjustments	59,464	(6,733)
Net cash provided by (used in) operating activities	45,385	(11,888)
CASH FLOWS FROM INVESTING ACTIVITIES		
Capital expenditures	(7,990)	(9,112)
CASH FLOWS FROM FINANCING ACTIVITIES		
Increase (decrease) in unexpended appropriations	12,382	102
Funds returned to U.S. Treasury:		
From Salaries and Expenses Appropriation	(297)	(2,023)
From Sales of Publications Operations	—	—
From Congressional Printing and Binding Appropriation	—	—
Net cash provided by (used in) financing activities	12,085	(1,921)
NET INCREASE (DECREASE) IN FUNDS WITH U.S. TREASURY	49,480	(22,921)
FUNDS WITH U.S. TREASURY, beginning of year	126,700	149,621
FUNDS WITH U.S. TREASURY, end of year	$176,180	$126,700

The accompanying notes are an integral part of these consolidated statements.

STATEMENT OF BUDGET AND ACTUAL EXPENSES

For the Years Ended September 30, 1993 and 1992
(Dollars in Thousands)

	Budget			
		Obligations		
	Total Resources	Direct	Reimbursed	Actual Expenses
REVOLVING FUND	$831,368	$ —	$859,626	$845,447
CONGRESSIONAL PRINTING AND BINDING APPROPRIATION	89,591	89,591	—	80,044
SALARIES AND EXPENSES APPROPRIATION	29,082	29,082	—	26,247
TOTAL	$950,041	$118,673	$859,626	$951,738

BUDGET RECONCILIATION (Note 2l)

	Actual Expenses
TOTAL EXPENSES, accrual basis	$951,738
ADD	
Capital acquisitions	7,990
Other expended budget authority:	
Decrease in accounts receivable	(52,191)
Increase in prepaid expense	85
Decrease in accounts payable	2,127
Increase in deferred revenue	(39)
LESS	
Depreciation and amortization	5,950
Accrued annual leave	340
Other expenses	3,347
ACCRUED EXPENDITURES, budgetary basis	900,073
LESS: Revolving Fund revenue	831,368
ACCRUED EXPENDITURES, direct	$ 68,705

See accompanying Schedule of Budget and Actual Expenditures by Fund Type.

The accompanying notes are an integral part of this statement.

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

As of September 30, 1993 and 1992

1. ORGANIZATION

The U.S. Government Printing Office (GPO) is established by the public printing and documents statutes of Title 44 of the U.S. Code. Congress enacted this legislation to provide to the Federal Government with an economic and efficient means for the production and procurement of congressional and agency printing and binding and for the dissemination of information to the public. The Public Printer, appointed by the President with the advice and consent of the Senate, oversees the operations of the GPO. GPO carries out its responsibilities through the operation of a Revolving Fund and congressional appropriations.

2. SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The consolidated financial statements are prepared on the accrual basis of accounting following generally accepted accounting principles.

B. Basis of Consolidation

The accompanying consolidated financial statements of GPO include the accounts of all funds under GPO control that have been established and maintained to account for the resources of GPO. A discussion of these funds is included in the remarks immediately preceding the supplemental schedules.

General and administrative expenses have been distributed among the various expense categories. To the extent practicable, general and administrative expenses were allocated to the various programs based on the estimated level of effort associated with each program.

All significant intra-agency balances and transactions have been eliminated in consolidation. Revenue and expense eliminations for the years ended September 30, 1993 and 1992, consisted of the following:

	1993	1992
Printing and reproduction services	$117,569,000	$130,446,000
Data processing services	2,648,000	2,826,000
Miscellaneous services	813,000	400,000
Total	$121,030,000	$133,672,000

In addition to the above eliminations, there is an elimination within the Inhouse Printing Program of revenues and expenses for services and other internal transactions (e.g., internal-use forms, electronic repairs, spoilages) provided to and by the Inhouse Printing Program organizations. The eliminations are $4,720,000 and $6,034,000 for the years ended September 30, 1993 and 1992, respectively.

C. Revenue Recognition and Expended Appropriations

Revolving Fund revenue for printing and binding is recognized on the basis of work performed by GPO because all printing and binding work is required, by law, to be reimbursed on the basis of services rendered. Revolving Fund revenue from commercially procured printing and binding is recognized on the date the contract requirements are fulfilled (constructive-receipt concept). Revolving Fund revenue from distributing and selling publications to the public is recognized when publications have been shipped or when services have been performed. Appropriation revenue is recorded when expenses are accrued.

The amount of appropriations expended and the programs funded are presented in Note 10A. Unexpended appropriations are recorded as Investment of U.S. Government (see Note 10B).

D. Funds With U.S. Treasury

This total represents all undisbursed balances for GPO's accounts with the U.S. Treasury and cash and other negotiable instruments on hand and in transit for deposit. Funds are based on the balances recorded by the Treasury in their Government Online Accounting Link System (GOALS). A breakdown of items included in this category as of September 30, 1993 and 1992, is as follows:

	1993	1992
Revolving fund	$141,171,000	$105,315,000
Appropriations	32,461,000	20,568,000
On hand and in transit	2,548,000	817,000
Total	$176,180,000	$126,700,000

E. Inventories

Inventories of publications for sale are valued using the first-in, first-out (FIFO) cost method, and are shown net of an allowance for surplus publications. The allowance for surplus publications is established to estimate the value of potentially obsolete or excess publications held in inventory. As of September 30, 1993 and 1992, the components of inventories are as follows:

	1993	1992
Publications for sale	$16,556,000	$17,736,000
Allowance for surplus publications	(4,364,000)	(4,245,000)
Publications for sale, net	12,192,000	13,491,000
Paper	8,250,000	8,889,000
Materials and supplies	10,418,000	10,853,000
Allowance for obsolescence	(1,639,000)	(300,000)
Paper, materials and supplies, net	17,029,000	19,442,000
Inventories, net	$29,221,000	$32,933,000

Paper and materials and supplies include the cost of direct material (e.g., blank paper, book cloth) for use in the production of client products, as well as the cost of administrative-use supplies. They are valued using the weighted-average cost method and are shown net of a provision for obsolescence. During fiscal year 1993, GPO revised the procedure to estimate the allowance for the cost of potentially obsolete inventory. The effect of this change is discussed in Note 2K.

F. Property and Equipment

Property and equipment is valued at cost. Printing equipment transferred to GPO from other Federal agencies is valued in accordance with Regulation Number 26 published by the Joint Committee on Printing (JCP), which approximates historical cost. Ordinary repairs and other regular maintenance costs are expensed as incurred. Expenditures which substantially increase the useful lives of the assets are capitalized.

Depreciation and amortization of property and equipment is calculated on a straight-line basis. Plant machinery and equipment are depreciated in accordance with JCP guidelines, which approximates their useful lives. Leasehold improvements are amortized over the lesser of their useful lives or the lease term. A table of the ranges of depreciable and amortizable lives of GPO assets follows:

Category	Depreciable or Amortizable Life
Buildings and improvements	42 to 50 Years
Plant machinery and equipment	5 to 20 Years
Office machinery and equipment	5 Years
Computer software	3 Years
Computer hardware	5 Years
Furniture and fixtures	5 Years
Vehicles	3 to 6 Years

Property, plant, and equipment as of September 30, 1993, consisted of the following:

	Acquisition Value	Accumulated Depreciation and Amortization	Net Book Value
Land	$ 9,977,000	$ —	$ 9,977,000
Buildings	8,656,000	8,656,000	—
Building improvements	48,138,000	27,390,000	20,748,000
Leasehold improvements	1,619,000	1,100,000	519,000
Plant machinery and equipment	65,703,000	50,508,000	15,195,000
Office machinery and equipment	11,612,000	8,482,000	3,130,000
Computer software	1,468,000	984,000	484,000
Furniture and fixtures	644,000	119,000	525,000
Vehicles	1,143,000	661,000	482,000
Capital improvements in process	3,175,000	—	3,175,000
Software development in process	2,966,000	—	2,966,000
Total	$155,101,000	$97,900,000	$57,201,000

Property, plant, and equipment as of September 30, 1992, consisted of the following:

	Acquisition Value	Accumulated Depreciation and Amortization	Net Book Value
Land	$ 9,977,000	$ —	$ 9,977,000
Buildings	8,656,000	8,656,000	—
Building improvements	47,259,000	25,843,000	21,416,000
Leasehold improvements	1,509,000	989,000	520,000
Plant machinery and equipment	67,264,000	50,997,000	16,267,000
Office machinery and equipment	11,479,000	7,962,000	3,517,000
Computer software	1,414,000	731,000	683,000
Furniture and fixtures	573,000	239,000	334,000
Vehicles	982,000	674,000	308,000
Capital improvements in process	450,000	—	450,000
Software development in process	1,723,000	—	1,723,000
Total	$151,286,000	$96,091,000	$55,195,000

G. Annual, Sick and Other Types of Leave

Annual leave is accrued as it is earned, and the accrual is reduced as leave is taken. Each year, the balance in the accrued annual leave account is adjusted to reflect current pay rates.

Sick leave and other types of nonvested leave are expensed as taken.

H. Accounting for Interagency Activities

Other Federal agencies make financial decisions and report certain financial matters on behalf of the Federal Government as a whole, including matters in which individual agencies may be an indirect party in interest. This concept of having Federal agencies record

or report only those Government-wide financial matters for which they are directly responsible is consistent with the General Accounting Office's *Policies and Procedures Manual for Guidance of Federal Agencies,* Title 2, which seeks to identify financial matters with the agency having budgetary authority and resources to manage them.

Financial matters maintained or reported by other Federal agencies in which GPO is indirectly involved include employee pension plan benefits (see Note 3) and certain legal situations (see Note 8C).

I. Statement of Cash Flows

Beginning with the fiscal year 1992 consolidated financial statements, GPO has adopted the Financial Accounting Standards Board's Statement of Financial Accounting Standards No. 95, "Statement of Cash Flows." Under this standard, the former statement of changes in financial position is superseded by the new statement of cash flows. The statement of cash flows identifies cash receipts and payments and classifies them into operating, financing, and investing activities. This additional disclosure of information is intended to help assess the ability to generate funds from current operations, identify financing acquired from outside sources, and identify the major non-operating (investing) uses of funds. For the purposes of this statement, cash equals Funds with U.S. Treasury as defined in Note 2D.

J. Statement of Budget and Actual Expenses

The purpose of the statement of budget and actual expenses is to provide a reconciliation from the consolidated financial statements, which are prepared on an accrual basis, to related reports on budget execution, which are prepared on an obligational basis, as reported to the Office of Management and Budget (OMB).

"Total Resources" on this statement include new budget authority granted GPO for fiscal year 1993 for the Revolving Fund and for the Congressional Printing and Binding and Salaries and Expenses Appropriations, as discussed in Note 10. Expended amounts for these two appropriations from prior years are included in the "Actual Expenses" column and are shown in the supplemental "Schedule of Appropriated Funds."

"Obligations, direct" represents the amount of orders placed, contracts awarded, services received, and similar transactions incurred against appropriations which have resulted or will result in an outlay of funds.

"Obligations, reimbursed" represents the amount of orders placed, contracts awarded, services received, and similar transactions incurred against authority reimbursed to the Revolving Fund through the performance of services or sale of goods to others.

The "Budget Reconciliation" section provides a bridge between the accrual-based financial statements and OMB's cash-based budget execution report expenses, by adding cash outlays, such as capital acquisitions, that do not affect expenses shown on the financial statements and by reducing the accrued expenses, such as depreciation, that do not require cash outlays.

"Accrued Expenditures, direct" represents the excess of cash payments over reimbursements earned during fiscal year 1993 from GPO customers and congressional appropriations.

K. Change in Accounting Policy

The fiscal year 1993 consolidated balance sheet and statement of revenues and expenses include the effect of a change in estimating potentially obsolete inventories of production paper and materials and administrative-use supplies.

The effect of this change on the fiscal year 1993 consolidated balance sheet and statement of revenues and expenses was to decrease the value of GPO assets (inventory) by approximately $1.0 million and increase the loss in the Printing and Binding Revolving Fund by the same amount.

L. Funds Due U.S. Treasury

Prior to fiscal year 1992, GPO considered the net annual income of its Sales of Publications Program as constituting excess receipts and, as such, was by law payable to the Treasury. During fiscal year 1992, the Public Printer defined excess receipts as net annual income of the Sales Program adjusted for accrued depreciation less actual capital assets purchased or committed to during the fiscal year. Previously, the Sales Program was permitted to recover the cost of purchased capital assets through depreciation. "Funds Due Treasury" in fiscal year 1993 relate to excess receipts from fiscal year 1991 operations. They will be returned to the Treasury in fiscal year 1994. Beginning in fiscal year 1994, P.L. 103-69 removed the requirement that excess receipts from the Sales Program be returned to the Treasury. Excess receipts may be retained by the GPO Revolving Fund for operating and capital expenditures.

M. Reclassification of Fiscal Year 1992 Balances

Certain reclassifications have been made to fiscal year 1992 balances to present them consistently with fiscal year 1993 statements and schedules.

3. EMPLOYEE BENEFIT PLANS

GPO funds a portion of pension benefits for its employees under the Civil Service Retirement System and the Federal Employees Retirement System and also makes the necessary payroll deductions for employees for their pension contribution. GPO is not required to disclose the assets of the system or the actuarial data with respect to accumulated plan benefits of the unfunded pension liability relative to its employees. Reporting such amounts is the direct responsibility of the Office of Personnel Management (OPM). The cost of health care benefits for retired employees and the reporting of such amounts are also the direct responsibility of OPM.

A. Civil Service Retirement System

The majority of GPO's employees were covered by the Civil Service Retirement System (CSRS) during fiscal years 1993 and 1992. Total GPO matching contributions (7.5 percent for Congressional Record indexers, investigators, and law officers, and 7 percent for all other employees) to CSRS for all employees covered by CSRS were approximately $10.6 million and $10.7 million for the years ended September 30, 1993 and 1992, respectively.

B. Federal Employees Retirement System

On January 1, 1987, the Federal Employees Retirement System (FERS), a defined contribution plan, commenced pursuant to P.L. 99–335. Employees hired after December 31, 1983, were automatically covered by FERS and Social Security, while employees hired prior to January 1, 1984, were able to choose between joining this plan or remaining in CSRS. One difference between FERS and CSRS is that FERS offers the Thrift Savings Plan (TSP), which requires GPO to contribute 1 percent of an enrolled employee's base pay, and to match any enrolled employee's contribution up to 5 percent of base pay. For the years ended September 30, 1993 and 1992, total GPO (employer) contributions to FERS (18.8 percent for Congressional Record indexers, 27.3 percent for investigators and law officers, and 12.9 percent for all other employees) were $4.6 million and $3.9 million, respectively. Additional contributions of GPO's share to the TSP for the years ended September 30, 1993 and 1992, totaled $1.1 million and $800,000, respectively.

C. Social Security System

GPO also makes matching contributions to the Social Security Administration (SSA) under the Federal Insurance Contributions Act (FICA). For employees covered by FERS, GPO contributes matching amounts of 6.2 percent of gross pay (up to $57,600) to SSA's Old-Age, Survivors, and Disability Insurance (OASDI) Program. Additionally, GPO makes matching contributions for all employees of 1.45 percent of gross pay (up to $135,000) to SSA's Medicare Hospital Insurance Program. Payments to these programs for the years ended September 30, 1993 and 1992, amounted to $5.5 million and $5.2 million, respectively.

4. ACCOUNTS RECEIVABLE

Accounts receivable as of September 30, 1993 and 1992, comprised the following:

	1993	1992
Federal Agencies:		
Unbilled completed work	$ 98,546,000	$122,298,000
Unbilled work in process	27,793,000	62,194,000
Billed completed work	31,062,000	22,584,000
Subtotal	157,401,000	207,076,000
Other receivables:		
The public	1,611,000	1,812,000
GPO employees	1,223,000	1,018,000
Subtotal	2,834,000	2,830,000
Total accounts receivable	160,235,000	209,906,000
Allowance for doubtful accounts	(2,118,000)	(2,517,000)
Total accounts receivable, net	158,117,000	207,389,000
Accounts receivable—long term, net	—	(6,613,000)
Accounts receivable—current, net	$158,117,000	$200,776,000

The majority of GPO's accounts receivable are due from other Federal agencies for products or services provided. Unbilled completed work results from the delivery of goods or the performance of services for which bills have not been rendered. Included in this balance as of September 30, 1993, is unbilled commercial printing valued at $59.3 million, unbilled direct mill-to-customer agency paper shipments valued at approximately $700,000, finished work in the process of being billed valued at $19.2 million, and finished work for which invoices have not been prepared as of September 30, 1993, valued at $19.3 million.

Unbilled work in process represents the value of work performed on customer orders as of September 30 that, by law, must be reimbursed by GPO customers.

Employees accounts receivable for fiscal year 1993 includes $1,154,000 and $50,000 owed by current employees and former employees, respectively, who were advanced annual and sick leave. Both types of leave for current employees will be repaid by these employees in biweekly installments or by other GPO employees on their behalf through the donated leave program.

5. LONG-TERM ACCOUNTS RECEIVABLE— CONGRESSIONAL PRINTING AND BINDING APPROPRIATION CUMULATIVE SHORTFALL

At the end of fiscal year 1993 there was an estimated $8,737,000 cumulative shortfall in the Congressional Printing and Binding Appropriation. The shortfall represents the estimated cost to provide work ordered by Congress, related to 1992 and prior appropriations, which GPO has not initiated, and which was not adequately funded by appropriations from Congress initially. At the end of fiscal year 1992, the shortfall was estimated at $24.9 million. The decrease in the shortfall during fiscal year 1993 is attributable to an appropriation from Congress of $3.5 million to help pay down the shortfall, and congressional workload for the fiscal year being much less than anticipated, thereby allowing the cumulative shortfall to be paid down from funds available in the Congressional Printing and Binding Appropriation for fiscal year 1993. This is shown by the following:

	Accounts Receivable	Outstanding Obligations	Cumulative Shortfall
Balance, September 30, 1991	$19,783,000	$ 3,167,000	$22,950,000
Installment appropriation on shortfall	(3,019,000)	—	(3,019,000)
Congressional appropriation in excess of expenses	(6,651,000)	—	(6,651,000)
Increase in outstanding obligations	—	11,655,000	11,655,000
Balance, September 30, 1992	10,113,000	14,822,000	24,935,000
Installment appropriation on shortfall	(3,500,000)	—	(3,500,000)
Congressional appropriation in excess of expenses	(6,613,000)	—	(6,613,000)
Decrease in outstanding obligations	—	(6,085,000)	(6,085,000)
Balance, September 30, 1993	$ —	$ 8,737,000	$ 8,737,000

At the end of fiscal year 1993, even though an $8,737,000 cumulative shortfall existed, no accounts receivable was recorded. This was because the work associated with the shortfall had not been initiated as of September 30, 1993. In fiscal year 1992, out of the $24.9 million cumulative shortfall, $10,113,000 was recorded as accounts receivable. Of the $10,113,000, $3.5 million was recorded as short-term accounts receivable because the fiscal year 1993 appropriation included this amount to pay down the shortfall, and the remaining $6,613,000 was classified as a long-term account receivable. In fiscal year 1994, no funding has been specifically provided to pay down the shortfall. GPO's appropriation request for fiscal year 1995 includes $3.0 million to pay down part of the remaining $8,737,000 shortfall.

6. ACCOUNTS PAYABLE AND ACCRUED EXPENSES

Accounts payable and accrued expenses comprised the following as of September 30, 1993 and 1992:

	1993	1992
Accounts payable:		
Commercial printing	$58,708,000	$53,792,000
U.S. Government agencies	8,575,000	11,391,000
Other	4,049,000	5,458,000
Total accounts payable	71,332,000	70,641,000
Accrued salaries and wages	8,257,000	8,266,000
State and local payroll taxes	967,000	1,447,000
Total accounts payable and accrued expenses	$80,556,000	$80,354,000

7. DEFERRED REVENUE

As of September 30, 1993 and 1992, deferred revenue comprised the following:

	1993	1992
Deferred subscription revenue	$21,791,000	$22,032,000
Customer deposits—held on accounts	8,863,000	8,776,000
Customer deposits—unfilled orders	2,492,000	1,979,000
Advanced billings to customer agencies	1,131,000	1,451,000
Total	$34,277,000	$34,238,000

Deferred revenue results from the receipt of customer remittances for future products or services. Deferred subscription revenues for products such as the *Congressional Record*, the *Federal Register*, and the *Commerce Business Daily*, are recognized as revenue as the periodicals are delivered. Customer deposits for publication orders are recognized as revenue when customer orders against this account are filled.

8. COMMITMENTS AND CONTINGENCIES

A. Operating Leases

As of September 30, 1993, GPO was committed to various noncancelable operating leases primarily covering administrative office space, retail space, and warehouse space. Many of these leases contain escalation clauses and renewal options. The following is a schedule of future minimum rental payments (in thousands) required under operating leases by type, which have initial or remaining noncancelable lease terms in excess of one year. Rent expenses for the years ended September 30, 1993 and 1992, were $7,000,000 and $7,400,000, respectively. Rent expense decreased from fiscal year 1992 to fiscal year 1993 due to the cancellation of the GSA lease agreement for the Rapid Response Center printing facility in May 1992.

Fiscal Year	Warehouse	Office	Retail	Parking	Vehicles	Total
1994	$1,987	$ 637	$ 428	$ 27	$ 57	$3,136
1995	1,454	288	384	—	1	2,127
1996	182	200	319	—	—	701
1997	—	115	208	—	—	323
1998	—	11	46	—	—	57
1999 and thereafter	—	—	—	—	—	—
Total minimum lease payments	$3,623	$1,251	$1,385	$ 27	$ 58	$6,344

B. Commitments

GPO is committed under obligations for goods and services which have been ordered but not received (undelivered orders) at fiscal yearend. Aggregate undelivered orders for all GPO activities were $128.2 million and $100.3 million as of September 30, 1993 and 1992, respectively. Undelivered orders at the end of fiscal years 1993 and 1992 included approximately $10 million for the acquisition of land adjacent to the main building.

C. Contingencies

GPO is a party to various administrative proceedings, legal actions, and claims brought by or against it. In the opinion of GPO management and legal counsel, the ultimate resolution of these proceedings, actions, and claims will not materially affect the financial position or results of operations.

Occasionally, GPO may be the named party but another agency may administer and litigate the case. Amounts to be paid under any decision, settlement, or award pertaining thereto may be funded by those agencies. In most cases, tort claims are administered and resolved by the Department of Justice, and any amounts necessary for resolution are obtained from a special Judgment Fund maintained by the Treasury. Amounts paid from this fund on behalf of the GPO were $92,000 and $943,000 for the years ended September 30, 1993 and 1992, respectively, and are not reflected in GPO's consolidated financial statements.

9. INVESTMENT OF U.S. GOVERNMENT

Invested Capital and Fund Balances

Invested Capital represents Federal Government resources invested in certain GPO assets (principally land, buildings and equipment) and working capital. Increases to Invested Capital are recorded only when such assets are acquired with direct appropriations or with moneys transferred or when printing equipment is donated to GPO.

Investment of U.S. Government as of September 30, 1993, consisted of the following:

	Revolving Fund	Appropriations	Total
INVESTED CAPITAL:			
Beginning net worth when the Revolving Fund was established	$ 33,807,000	$ —	$ 33,807,000
Book value of contributed buildings and land	415,000	—	415,000
Appropriations for improvements to air conditioning and electrical systems	12,900,000	—	12,900,000
Appropriations for working capital and site acquisition	62,600,000	—	62,600,000
Donated equipment	228,000	—	228,000
Total	109,950,000	—	109,950,000
UNEXPENDED APPROPRIATIONS—			
Obligated	—	31,291,000	31,291,000
CUMULATIVE RESULTS OF OPERATIONS:			
Retained earnings	147,328,000	—	147,328,000
Designated for capital projects	4,512,000	—	4,512,000
Total	151,840,000	—	151,840,000
Total Investment of U.S. Government	$261,790,000	$31,291,000	$293,081,000

Investment of U.S. Government as of September 30, 1992, consisted of the following:

	Revolving Fund	Appropriations	Total
INVESTED CAPITAL:			
Beginning net worth when the Revolving Fund was established	$ 33,807,000	$ —	$ 33,807,000
Book value of contributed buildings and land	415,000	—	415,000
Appropriations for improvements to air conditioning and electrical systems	12,900,000	—	12,900,000
Appropriations for working capital and site acquisition	62,600,000	—	62,600,000
Donated equipment	227,000	—	227,000
Total	109,949,000	—	109,949,000
UNEXPENDED APPROPRIATIONS—			
Obligated	—	19,206,000	19,206,000
CUMULATIVE RESULTS OF OPERATIONS:			
Retained earnings	165,382,000	—	165,382,000
Designated for capital projects	537,000	—	537,000
Total	165,919,000	—	165,919,000
Total Investment of U.S. Government	$275,868,000	$19,206,000	$295,074,000

10. APPROPRIATIONS

A. Expended Appropriations

Total appropriations made available through congressional appropriations for fiscal years 1993 and 1992 were $89,591,000 and $91,591,000 for Congressional Printing and Binding and $29,082,000 and $27,082,000 for Salaries and Expenses of the Superintendent of Documents, respectively.

Descriptions of program activities funded by these appropriations are in the notes preceding the supplemental schedules. Expended appropriations for program operations for the years ended September 30, 1993 and 1992, were as follows:

	1993	1992
Congressional printing and binding:		
Congressional Record products	$ 17,599,000	$ 23,353,000
Miscellaneous publications and printing and binding	20,731,000	20,738,000
Hearings	14,688,000	15,510,000
Bills, resolutions, and amendments	11,439,000	12,664,000
Details to Congress	3,928,000	4,959,000
Other	11,659,000	12,356,000
Total congressional printing and binding	80,044,000	89,580,000
Salaries and expenses:		
Depository library distribution	22,188,000	25,022,000
Cataloging and indexing	2,799,000	2,597,000
By–law distribution	668,000	644,000
International exchange	592,000	727,000
Total salaries and expenses	26,247,000	28,990,000
Total expended appropriations	$106,291,000	$118,570,000
Reconciliation of expended appropriations to the consolidated statements of revenues and expenses:		
Total expended appropriations	$106,291,000	$118,570,000
Eliminations (Intra-agency)	(813,000)	(400,000)
Consolidated revenues from appropriations	$105,478,000	$118,170,000

For fiscal year 1994, P.L. 103–69 made available $88,404,000 and $29,082,000 for Congressional Printing and Binding and Salaries and Expenses of the Superintendent of Documents, respectively.

B. Unexpended Appropriations

As of September 30, 1993 and 1992, GPO had unexpended appropriations obligated for Salaries and Expenses and Congressional Printing and Binding services of $31,291,000 and $19,206,000, respectively, as shown in the supplemental "Schedule of Appropriated Funds."

11. RELATED-PARTY TRANSACTIONS—REFECTORY CAFE LIMITED

The GPO Cafeteria is operated by the Refectory Cafe Limited, a non-profit corporation chartered in the District of Columbia in 1985. The Board of Directors of the Cafeteria is composed of three senior level GPO managers as appointed by the Public Printer. Also, from July 1991 through the end of fiscal year 1993 a GPO employee was detailed to manage the Cafeteria. Since its incorporation in 1985 through September 30, 1993, the Cafeteria has incurred a cumulative operating loss of approximately $450,000. The cafeteria has working capital, as of September 30, 1993, of approximately $37,000. In order to keep the Cafeteria operating, GPO provided the Cafeteria funding of approximately $482,000 through the end of fiscal year 1992, with the approval of the JCP.

At September 30, 1992, GPO assumed, with the approval of the JCP, approximately $380,000 of the Cafeteria's current and long-term liabilities. GPO recorded an expense for this amount in the fiscal year 1992 consolidated financial statements. These items consisted of the following.

- GPO forgave approximately $163,000 in loans it made to the Cafeteria between 1985 and 1991.
- GPO paid approximately $135,000 which represented the Cafeteria's delinquent and paid past–due contributions to the Cafeteria employees' pension plan.
- GPO assumed approximately $82,000 in overdue trade payables and unfunded annual leave.

In addition, based on the latest actuarial report prepared by Massachusetts Mutual Life Insurance Company, the pension plan trustee, the Cafeteria had a projected unfunded pension liability of approximately $181,000 as of July 1, 1993. The projected unfunded pension liability represents an actuarial estimate of the future benefits to be paid to vested members after working to retirement age, and is changed when there is a new participant or a vested member dies. It does not represent a current liability to the Cafeteria or GPO.

SUPPLEMENTAL SCHEDULES

As of September 30, 1993 and 1992

The supplemental schedules present GPO's financial position, results of operations, and cash flows, by fund type and by program within the fund. A description of each fund type and the programs operated from the fund follows:

Revolving Fund accounts are established by law to finance a continuing cycle of operations with receipts derived from such operations usually available in their entirety for reuse without further action by Congress. The GPO Revolving Fund is used to finance the following two major operations:

Printing and Binding Operations include the transactions related to printing and binding and distribution services to Congress and Federal agencies. Printing and binding operations are reimbursed by payments from agencies and from the Congressional Printing and Binding and Salaries and Expenses Appropriations.

Sales of Publications Operations include the transactions related to sales of publications and distributing publications to the public. Sales of Publications Operations are reimbursed by receipts from sales of publications, and by agencies for distribution services provided.

Programs of note in this fund are Inhouse Printing Operations, which include one central and five regional printing plants; Printing Procurement Operations, which include 1 central, 14 regional, and 6 satellite procurement offices; and Sales of Publications Operations, which operate through the Central Office, 2 distribution centers, a congressional sales office and 23 GPO bookstores nationwide, and 18 consigned sales agents.

General Fund accounts are used to record financial transactions arising under congressional appropriations. Congress has authorized two general funds that GPO administers:

Salaries and Expenses Appropriation for necessary expenses incurred by the Superintendent of Documents for depository library distributions, international exchange, and other statutory distribution of publications, and for the cataloging and indexing of Government publications.

Congressional Printing and Binding Appropriation for printing and binding performed for Congress and for printing and binding publications authorized by law to be distributed without charge to recipients.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF REVENUES AND EXPENSES BY FUND TYPE

For the Year Ended September 30, 1993

(Dollars in Thousands)

	Revolving Fund		General Funds				
	Printing and Binding Operations	Sales of Publications Operations	Salaries and Expenses Appropriation	Congressional Printing and Binding Appropriation	Total Before Eliminations	Eliminations	Consolidated
REVENUES							
Printing and Binding	$741,801	$ —	$ —	$ —	$741,801	$(120,217)	$621,584
Sales of Publications	—	84,083	—	—	84,083	—	84,083
Appropriations	—	—	26,247	80,044	106,291	(813)	105,478
Reimbursements	—	5,484	—	—	5,484	—	5,484
Total revenues	741,801	89,567	26,247	80,044	937,659	(121,030)	816,629
EXPENSES							
Printing and reproduction	492,328	895	13,516	80,044	586,783	(117,569)	469,214
Personnel compensation and benefits	195,550	34,259	8,154	—	237,963	(2,182)	235,781
Supplies and materials	48,358	1,897	511	—	50,766	(118)	50,648
Rents, communication and utilities	11,161	17,946	2,321	—	31,428	(281)	31,147
Publications sold	—	23,111	—	—	23,111	—	23,111
Depreciation and amortization	5,457	378	115	—	5,950	—	5,950
Other services	4,478	968	796	—	6,242	(880)	5,362
Surplus publications	—	5,253	—	—	5,253	—	5,253
Travel and transportation	2,278	1,130	834	—	4,242	—	4,242
Total expenses	759,610	85,837	26,247	80,044	951,738	(121,030)	830,708
NET (LOSS) INCOME	$ (17,809)	$ 3,730	$ —	$ —	$ (14,079)	$ —	$ (14,079)

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF ASSETS, LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT BY FUND TYPE

As of September 30, 1993

(Dollars in Thousands)

	Revolving Fund		General Funds				
	Printing and Binding Operations	Sales of Publications Operations	Salaries and Expenses Appropriation	Congressional Printing and Binding Appropriation	Total Before Eliminations	Eliminations	Consolidated
ASSETS							
CURRENT ASSETS							
Funds with U.S. Treasury	$104,000	$39,719	$14,552	$17,909	$176,180	$ —	$176,180
Accounts receivable:							
From other Federal agencies	169,571	1,143	2	—	170,716	(14,389)	156,327
From the public	195	400	—	—	595	—	595
From employees	1,195	—	—	—	1,195	—	1,195
Inventories:							
Publications for sale, net	—	12,193	—	—	12,193	—	12,193
Paper	8,249	—	—	—	8,249	—	8,249
Materials and supplies, net	8,779	—	—	—	8,779	—	8,779
Prepaid expenses	234	—	—	—	234	—	234
Total current assets	292,223	53,455	14,554	17,909	378,141	(14,389)	363,752
PROPERTY AND EQUIPMENT							
Land and buildings	18,633	—	—	—	18,633	—	18,633
Building improvements	48,138	—	—	—	48,138	—	48,138
Leasehold improvements	1,619	—	—	—	1,619	—	1,619
Plant machinery and equipment	65,703	—	—	—	65,703	—	65,703
Office machinery and equipment	11,612	—	—	—	11,612	—	11,612
Computer software	1,468	—	—	—	1,468	—	1,468
Furniture and fixtures	644	—	—	—	644	—	644
Vehicles	1,143	—	—	—	1,143	—	1,143
Capital improvements in process	3,175	—	—	—	3,175	—	3,175
Software development in process	2,966	—	—	—	2,966	—	2,966
Less: Accumulated depreciation and amortization	(97,900)	—	—	—	(97,900)	—	(97,900)
Total property and equipment	57,201	—	—	—	57,201	—	57,201
LONG-TERM ACCOUNTS RECEIVABLE	—	—	—	—	—	—	—
Total assets	$349,424	$53,455	$14,554	$17,909	$435,342	$(14,389)	$420,953

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF ASSETS, LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT BY FUND TYPE

As of September 30, 1993

(Dollars in Thousands)

	Revolving Fund		General Funds				
	Printing and Binding Operations	Sales of Publications Operations	Salaries and Expenses Appropriation	Congressional Printing and Binding Appropriation	Total Before Eliminations	Eliminations	Consolidated
LIABILITIES AND EQUITY OF U.S. GOVERNMENT							
CURRENT LIABILITIES							
Accounts payable and accrued expenses	$ 80,829	$12,944	$ 1,172	$ —	$ 94,945	$(14,389)	$ 80,556
Deferred revenue	1,119	33,158	—	—	34,277	—	34,277
Due U.S. Treasury	—	544	—	—	544	—	544
Total current liabilities	81,948	46,646	1,172	—	129,766	(14,389)	115,377
OTHER LIABILITIES							
Accrued annual leave	12,495	—	—	—	12,495	—	12,495
Total liabilities	94,443	46,646	1,172	—	142,261	(14,389)	127,872
INVESTMENT OF U.S. GOVERNMENT							
Revolving Fund	254,981	6,809	—	—	261,790	—	261,790
Appropriated Funds	—	—	13,382	17,909	31,291	—	31,291
Total investment of U.S. Government	254,981	6,809	13,382	17,909	293,081	—	293,081
Total liabilities and investment of U.S. Government	$349,424	$53,455	$14,554	$17,909	$435,342	$(14,389)	$420,953

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF CASH FLOWS BY FUND TYPE

For the Year Ended September 30, 1993

(Dollars in Thousands)

	Revolving Fund		General Funds				
	Printing and Binding Operations	Sales of Publications Operations	Salaries and Expenses Appropriation	Congressional Printing and Binding Appropriation	Total Before Eliminations	Eliminations	Consolidated
CASH FLOWS FROM OPERATING ACTIVITIES							
Net (loss) income	$ (17,809)	$ 3,730	$ —	$ —	$(14,079)	$ —	$(14,079)
Adjustments to net (loss) income:							
Depreciation and amortization	5,950	—	—	—	5,950	—	5,950
Loss on retirement of assets	35	—	—	—	35	—	35
Provision for losses on accounts receivable	(604)	205	—	—	(399)	—	(399)
Provision for losses on inventory	1,339	—	—	—	1,339	—	1,339
Provision for losses on surplus publications	—	120	—	—	120	—	120
Changes in assets and liabilities:							
(Increase) decrease in accounts receivable	51,528	663	138	—	52,329	(2,659)	49,670
(Increase) decrease in inventories	1,073	1,179	—	—	2,252	—	2,252
(Increase) decrease in prepaid expenses	(85)	—	—	—	(85)	—	(85)
Increase (decrease) in accounts payable and accrued expenses	(548)	(1,579)	(329)	—	(2,456)	2,659	203
Increase (decrease) in deferred revenue	(320)	359	—	—	39	—	39
Increase (decrease) in accrued annual leave	340	—	—	—	340	—	340
Total adjustments	58,708	947	(191)	—	59,464	—	59,464
Net cash provided by (used in) operating activities	40,899	4,677	(191)	—	45,385	—	45,385
CASH FLOWS FROM INVESTING ACTIVITIES							
Capital expenditures	(7,990)	—	—	—	(7,990)	—	(7,990)
CASH FLOWS FROM FINANCING ACTIVITIES							
Increase (decrease) in unexpended appropriations	—	—	2,835	9,547	12,382	—	12,382
Funds returned to U.S. Treasury	—	—	(297)	—	(297)	—	(297)
Net cash provided by (used in) financing activities	—	—	2,538	9,547	12,085	—	12,085
NET INCREASE (DECREASE) IN FUNDS WITH U.S. TREASURY	32,909	4,677	2,347	9,547	49,480	—	49,480
FUNDS WITH U.S. TREASURY, beginning of year	71,091	35,042	12,205	8,362	126,700	—	126,700
FUNDS WITH U.S. TREASURY, end of year	$104,000	$39,719	$14,552	$17,909	$176,180	$ —	$176,180

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF BUDGET AND ACTUAL EXPENSES BY FUND TYPE

For the Year Ended September 30, 1993

(Dollars in Thousands)

	Budget			
		Obligations		
	Total Resources	Direct	Reimbursed	Actual Expenses
PRINTING AND BINDING	$741,801	$ —	$775,466	$759,610
SALES OF PUBLICATIONS	89,567	—	84,160	85,837
Total Revolving Fund	831,368	—	859,626	845,447
CONGRESSIONAL PRINTING AND BINDING	89,591	89,591	—	80,044
SALARIES AND EXPENSES	29,082	29,082	—	26,247
	$950,041	$118,673	$859,626	$951,738

BUDGET RECONCILIATION

	Revolving Fund		General Funds		
	Printing and Binding Operations	Sales of Publications Operations	Salaries and Expenses Appropriation	Congressional Printing and Binding Appropriation	Total
EXPENSES					
Printing and binding	$759,610	$ —	$ —	$ —	$759,610
Sales of publications	—	80,467	—	—	80,467
Agency distributions	—	5,370	—	—	5,370
Salaries and expenses:					
Fiscal year 1993	—	—	20,097	—	20,097
Prior fiscal years	—	—	6,150	—	6,150
Congressional printing and binding:					
Fiscal year 1993	—	—	—	71,682	71,682
Prior fiscal years	—	—	—	8,362	8,362
Total expenses	759,610	85,837	26,247	80,044	951,738
ADD					
Capital acquisitions	7,990	—	—	—	7,990
Other expended budget authority:					
Decrease in accounts receivable	(51,528)	(663)	—	—	(52,191)
Increase in prepaid expense	85	—	—	—	85
Decrease in accounts payable	548	1,579	—	—	2,127
Decrease (Increase) in deferred revenue	320	(359)	—	—	(39)
LESS					
Depreciation and amortization	5,950	—	—	—	5,950
Accrued annual leave	340	—	—	—	340
Other expenses	1,843	1,504	—	—	3,347
ACCRUED EXPENDITURES	708,892	84,890	26,247	80,044	900,073
LESS: Revenue	741,801	89,567	—	—	831,368
ACCRUED EXPENDITURES, direct	$ (32,909)	$ (4,677)	$26,247	$80,044	$ 68,705

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

SCHEDULE OF APPROPRIATED FUNDS

For the Year Ended September 30, 1993

With Comparative Totals for the Year Ended September 30, 1992

(Dollars in Thousands)

	Congressional Printing and Binding Fund	Salaries and Expenses Fund	Total Appropriated Funds	
			1993 (Unaudited)	1992 (Audited)
APPROPRIATIONS, beginning of year (On cash basis)	$ 8,363	$12,205	$ 20,568	$ 18,216
FUNDS PROVIDED—Appropriations	89,591	29,082	118,673	118,673
Total funds available	97,954	41,287	139,241	136,889
FUNDS APPLIED				
Obligated appropriations:				
Current year	71,682	18,926	90,608	102,212
Prior years	8,362	7,513	15,875	12,086
Funds returned to U.S. Treasury	—	297	297	2,023
Total funds applied	80,044	26,736	106,780	116,321
APPROPRIATIONS, end of year (On cash basis)	17,910	14,551	32,461	20,568
ADJUSTMENTS				
Intra-agency accounts receivable	—	2	2	10,253
Intra-agency accounts payable	—	(1,172)	(1,172)	(11,615)
APPROPRIATIONS, end of year (On accrual basis)	$17,910	$13,381	$ 31,291	$ 19,206

The accompanying notes are an integral part of this schedule.

U.S. GOVERNMENT PRINTING OFFICE

CONDENSED BALANCE SHEETS FOR REVOLVING FUND

As of September 30, 1993 and 1992

(Dollars in Thousands)

	Printing and Binding Operations		Sales of Publications Operations		Total Revolving Fund 1993 (Unaudited)			Total Revolving Fund 1992 (Audited)		
	1993 (Unaudited)	1992 (Audited)	1993 (Unaudited)	1992 (Audited)	Before Eliminations	Eliminations	Consolidated	Before Eliminations	Eliminations	Consolidated
ASSETS										
CURRENT ASSETS										
Funds with U.S. Treasury	$104,000	$ 71,091	$39,719	$35,042	$143,719	$ —	$143,719	$106,133	$ —	$106,133
Accounts receivable	170,961	215,271	1,543	2,413	172,504	(14,389)	158,115	217,684	(27,162)	190,522
Inventories	17,028	19,441	12,193	13,492	29,221	—	29,221	32,933	—	32,933
Prepaid expenses	234	148	—	—	234	—	234	148	—	148
Total current assets	292,223	305,951	53,455	50,947	345,678	(14,389)	331,289	356,898	(27,162)	329,736
PROPERTY AND EQUIPMENT										
Land and buildings	18,633	18,633	—	—	18,633	—	18,633	18,633	—	18,633
Building improvements	48,138	47,259	—	—	48,138	—	48,138	47,259	—	47,259
Leasehold improvements	1,619	1,509	—	—	1,619	—	1,619	1,509	—	1,509
Plant machinery and equipment	65,703	67,264	—	—	65,703	—	65,703	67,264	—	67,264
Office machinery and equipment	11,612	11,479	—	—	11,612	—	11,612	11,479	—	11,479
Computer software	1,468	1,414	—	—	1,468	—	1,468	1,414	—	1,414
Furniture and fixtures	644	573	—	—	644	—	644	573	—	573
Vehicles	1,143	982	—	—	1,143	—	1,143	982	—	982
Capital improvements in process	3,175	450	—	—	3,175	—	3,175	450	—	450
Software development in process	2,966	1,723	—	—	2,966	—	2,966	1,723	—	1,723
Less: Accumulated depreciation and amortization	(97,900)	(96,091)	—	—	(97,900)	—	(97,900)	(96,091)	—	(96,091)
Total property and equipment	57,201	55,195	—	—	57,201	—	57,201	55,195	—	55,195
LONG-TERM ACCOUNTS RECEIVABLE	—	6,613	—	—	—	—	—	6,613	—	6,613
Total assets	$349,424	$367,759	$53,455	$50,947	$402,879	$(14,389)	$388,490	$418,706	$(27,162)	$391,544

The accompanying notes are an integral part of these condensed balance sheets.

U.S. GOVERNMENT PRINTING OFFICE

CONDENSED BALANCE SHEETS FOR REVOLVING FUND

As of September 30, 1993 and 1992

(Dollars in Thousands)

	Printing and Binding Operations		Sales of Publications Operations		Total Revolving Fund 1993 (Unaudited)			Total Revolving Fund 1992 (Audited)		
	1993 (Unaudited)	1992 (Audited)	1993 (Unaudited)	1992 (Audited)	Before Eliminations	Eliminations	Consolidated	Before Eliminations	Eliminations	Consolidated
LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT										
CURRENT LIABILITIES										
Accounts payable and accrued expenses	$ 80,829	$ 81,378	$12,944	$14,523	$ 93,773	$(14,389)	$ 79,384	$ 95,901	$(27,162)	$ 68,739
Deferred revenue	1,119	1,439	33,158	32,799	34,277	—	34,277	34,238	—	34,238
Due U.S. Treasury	—	—	544	544	544	—	544	544	—	544
Total current liabilities	81,948	82,817	46,646	47,866	128,594	(14,389)	114,205	130,683	(27,162)	103,521
OTHER LIABILITIES										
Accrued annual leave	12,495	12,155	—	—	12,495	—	12,495	12,155	—	12,155
Due U.S. Treasury	—	—	—	—	—	—	—	—	—	—
Total other liabilities	12,495	12,155	—	—	12,495	—	12,495	12,155	—	12,155
Total liabilities	94,443	94,972	46,646	47,866	141,089	(14,389)	126,700	142,838	(27,162)	115,676
INVESTMENT OF U.S. GOVERNMENT										
Revolving Fund	254,981	272,787	6,809	3,081	261,790	—	261,790	275,868	—	275,868
Appropriated Funds	—	—	—	—	—	—	—	—	—	—
Total investment of U.S. Government	254,981	272,787	6,809	3,081	261,790	—	261,790	275,868	—	275,868
Total liabilities and investment of U.S. Government	$349,424	$367,759	$53,455	$50,947	$402,879	$(14,389)	$388,490	$418,706	$(27,162)	$391,544

The accompanying notes are an integral part of these condensed balance sheets.

U.S. GOVERNMENT PRINTING OFFICE

CONDENSED SCHEDULES OF REVENUES AND EXPENSES BY MAJOR PROGRAM

For the Years Ended September 30, 1993 (Unaudited) and 1992 (Audited)

(Dollars in Thousands)

	Printing and Binding Operations		Information Dissemination Operations		Congressional Printing and Binding		Other Operations		Total GPO Before Eliminations		Eliminations		Total GPO	
	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	FY 1992
REVENUES														
Printing and binding	$721,926	$832,060	$ —	$ —	$ —	$ —	$2,110	$2,324	$724,036	$ 834,384	$(120,217)	$(133,272)	$603,819	$701,112
Sales of blank paper	17,288	18,255	—	—	—	—	—	—	17,288	18,255	—	—	17,288	18,255
Sales of waste and scrap	477	273	—	—	—	—	—	—	477	273	—	—	477	273
Sales of publications	—	—	84,083	79,907	—	—	—	—	84,083	79,907	—	—	84,083	79,907
Appropriations	—	—	26,247	28,990	80,044	89,580	—	—	106,291	118,570	(813)	(400)	105,478	118,170
Reimbursements	—	—	5,484	5,912	—	—	—	—	5,484	5,912	—	—	5,484	5,912
Total revenues	739,691	850,588	115,814	114,809	80,044	89,580	2,110	2,324	937,659	1,057,301	(121,030)	(133,672)	816,629	923,629
EXPENSES														
Personnel compensation and benefits	195,024	197,933	42,404	41,033	—	—	526	527	237,954	239,493	(2,182)	(2,329)	235,772	237,164
Travel and transportation	2,278	2,295	1,964	1,958	—	—	—	2	4,242	4,255	—	—	4,242	4,255
Rents, communications and utilities	10,310	11,204	20,272	20,266	—	—	851	859	31,433	32,329	(281)	(296)	31,152	32,033
Printing and reproduction	492,328	585,945	14,411	17,096	80,044	89,580	—	—	586,783	692,621	(117,569)	(130,446)	469,214	562,175
Other services	4,461	4,244	1,765	2,021	—	—	17	42	6,243	6,307	(880)	(477)	5,363	5,830
Supplies and materials	48,316	50,269	2,411	2,560	—	—	42	97	50,769	52,926	(118)	(124)	50,651	52,802
Depreciation and amortization	5,454	5,427	493	408	—	—	3	3	5,950	5,838	—	—	5,950	5,838
Publications sold	—	—	23,111	23,769	—	—	—	—	23,111	23,769	—	—	23,111	23,769
Surplus publications	—	—	5,253	4,918	—	—	—	—	5,253	4,918	—	—	5,253	4,918
Total expenses	758,171	857,317	112,084	114,029	80,044	89,580	1,439	1,530	951,738	1,062,456	(121,030)	(133,672)	830,708	928,784
NET (LOSS) INCOME	$(18,480)	$ (6,729)	$ 3,730	$ 780	$ —	$ —	$ 671	$ 794	$(14,079)	$ (5,155)	$ —	$ —	$(14,079)	$ (5,155)

The accompanying notes are an integral part of these schedules.

U.S. GOVERNMENT PRINTING OFFICE

CONDENSED SCHEDULES OF REVENUES AND EXPENSES FOR PRINTING AND BINDING OPERATIONS

For the Years Ended September 30, 1993 (Unaudited) and 1992 (Audited)

(Dollars in Thousands)

	Plant Printing Operations		Regional Printing		Total In-House Printing				Purchased Printing				Total Printing and Binding Operations			
	FY 1993	FY 1992	FY 1993	FY 1992	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues
REVENUES																
Printing and binding	$184,664	$194,063	$ 7,255	$ 8,710	$191,919	92	$202,773	92	$530,007	100	$629,287	100	$721,926	98	$832,060	98
Sales of blank paper	17,288	18,255	—	—	17,288	8	18,255	8	—	—	—	—	17,288	2	18,255	2
Sales of waste and scrap	477	273	—	—	477	—	273	—	—	—	—	—	477	—	273	—
Total revenues	202,429	212,591	7,255	8,710	209,684	100	221,301	100	530,007	100	629,287	100	739,691	100	850,588	100
EXPENSES																
Personnel compensation and benefits	154,347	153,170	4,896	8,820	159,243	76	161,990	74	35,781	7	35,943	6	195,024	26	197,933	23
Travel and transportation	550	562	59	73	609	—	635	—	1,669	—	1,660	—	2,278	—	2,295	—
Rents, communications and utilities	6,538	6,352	1,263	2,363	7,801	4	8,715	4	2,509	—	2,489	—	10,310	1	11,204	1
Printing and reproduction	—	—	—	—	—	—	—	—	492,328	94	585,945	94	492,328	66	585,945	70
Other services	3,592	3,079	263	422	3,855	2	3,501	2	606	—	743	—	4,461	1	4,244	—
Supplies and materials	45,593	47,035	1,621	2,143	47,214	23	49,178	22	1,102	—	1,091	—	48,316	7	50,269	6
Depreciation and amortization	4,861	4,805	370	464	5,231	2	5,269	2	223	—	158	—	5,454	1	5,427	1
Total expenses	215,481	215,003	8,472	14,285	223,953	107	229,288	104	534,218	101	628,029	100	758,171	102	857,317	101
NET (LOSS) INCOME	$ (13,052)	$ (2,412)	$(1,217)	$(5,575)	$ (14,269)	(7)	$ (7,987)	(4)	$ (4,211)	(1)	$ 1,258	—	$ (18,480)	(2)	$ (6,729)	(1)

The accompanying notes are an integral part of these schedules.

U.S. GOVERNMENT PRINTING OFFICE

CONDENSED SCHEDULES OF REVENUES AND EXPENSES FOR INFORMATION DISSEMINATION

For the Years Ended September 30, 1993 (Unaudited) and 1992 (Audited)

(Dollars in Thousands)

	Sales of Publications Program				Agency Distribution Services				Salaries and Expenses Programs				Total Information Dissemination			
	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues	FY 1993	Percent of Revenues	FY 1992	Percent of Revenues
REVENUES																
Sales of publications	$84,083	100	$79,907	100	$ —	—	$ —	—	$ —	—	$ —	—	$ 84,083	72	$ 79,907	70
Appropriations	—	—	—	—	—	—	—	—	26,247	100	28,990	100	26,247	23	28,990	25
Reimbursements	—	—	—	—	5,484	100	5,912	100	—	—	—	—	5,484	5	5,912	5
Total revenues	84,083	100	79,907	100	5,484	100	5,912	100	26,247	100	28,990	100	115,814	100	114,809	100
EXPENSES																
Personnel compensation and benefits	31,474	38	30,417	39	2,785	51	2,781	46	8,154	31	7,835	27	42,413	37	41,033	35
Travel and transportation	1,065	1	1,190	1	65	1	96	2	834	3	672	2	1,964	2	1,958	2
Rents, communications and utilities	15,793	19	15,126	19	2,153	39	2,355	40	2,321	9	2,785	10	20,267	17	20,266	18
Printing and reproduction	802	1	841	1	93	2	161	3	13,516	52	16,094	56	14,411	12	17,096	15
Other services	889	1	1,057	1	79	1	55	1	796	3	909	3	1,764	2	2,021	2
Supplies and materials	1,737	2	1,752	2	160	3	190	3	511	2	618	2	2,408	2	2,560	2
Depreciation and amortization	343	0	300	0	35	1	31	1	115	0	77	0	493	0	408	0
Publications sold	23,111	28	23,769	30	—	—	—	—	—	—	—	—	23,111	20	23,769	21
Surplus publications	5,253	6	4,918	6	—	—	—	—	—	—	—	—	5,253	5	4,918	4
Total expenses	80,467	96	79,370	99	5,370	98	5,669	96	26,247	100	28,990	100	112,084	97	114,029	99
NET (LOSS) INCOME	$ 3,616	4	$ 537	1	$ 114	2	$ 243	4	$ —	—	$ —	—	$ 3,730	3	$ 780	1

The accompanying notes are an integral part of these schedules.