

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA**

**Tuesday May 24th, 2016
6:00 P.M. Sugar Creek Clubhouse**

1. Call meeting to Order
2. Roll Call
3. Additions and/or Corrections To Agenda
4. Approval of Minutes of April 26th, 2016 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report - May
- Superintendent Report - May

FINANCIAL REPORTS

- Income Statement for Period 4 – April 2016
- Review Golf Course Year-End Audit thru 12/31/15

Next Meeting

Tuesday June 28th, 2016

**MEETING LOCATED AT
SUGAR CREEK GOLF COURSE
500 E. VAN BUREN
VILLA PARK, ILLINOIS 60181**

**SUGAR CREEK ADMINISTRATIVE BOARD
MINUTES
APRIL 26, 2016**

Mr. Gola called the meeting at 6:02 P.M. The roll was called.

PRESENT: Greg Gola, Mark Exiner, Brian McDermott, Jim Rogers, Rob Taglia and Cheryl Tucker

ALSO PRESENT: Dave Anderson, Manager, Kevin Goss, Superintendent, and Jean Paprocki,
Recording Secretary

ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR MARCH 22, 2016

A motion to approve the minutes was made by Jim Rogers and seconded by Cheryl Tucker.

All were in favor and the motion was carried.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MANAGER'S REPORT

The inconsistent weather patterns have been responsible for the unusual rounds and revenues results for the month of April as shown in the following charts.

	Rounds	Revenues
4/1/15 - 4/10/15	541	\$23,675
<u>4/1/16 - 4/10/16</u>	<u>92</u>	<u>\$ 5,870</u>
Var. 2016 vs. 2015	-449	-\$17,805
4/11/15 - 4/25/15	1,100	\$47,716
<u>4/11/16 - 4/25/16</u>	<u>1,473</u>	<u>\$61,127</u>
Var. 2016 vs. 2015	+ 373	+ \$13,411

Although the beginning of the month and the rest of the month show obvious fluctuations, both rounds and revenues concluded being fairly consistent with the previous year. Strong numbers in several areas seem to indicate that participation levels are growing. Two Sundays with 80 degree temperatures resulted in 200 rounds of golf each day. It has been eight years since 200 rounds of golf have been played on a single Sunday in April, and there were two consecutive Sundays. Other good early indicators this year include

Resident card sales increase by 10% over 2015

Sr. discount card sales increase by 20% over 2015

Driving range season pass sales are equal to 2015

All 2016 leagues are returning with equal numbers of participants to 2015

Jr. program instruction revenue has achieved the targeted budget for 2016

Cart revenue is up 18% (\$8,168 vs. \$6,872) over 2015 despite 4 less playable days

Other activities included Dave updating his certification for B.A.S.S.E.T. (alcohol seller, server and safety training) and Food Handlers Safety programs from on-line courses, working with district web designer to update and rejuvenate the Sugar Creek web site, hosting the annual ladies leagues season opening breakfast/meeting followed by a free instruction clinic by Cory on the driving range. Cory started his instruction classes for both adults and youth. There were six banquets with diverse celebrations such as birthday parties for a 60 and 80-year-old, a first communion party and the Villa Park mother/son dance.

SUPERINTENDENT'S REPORT

April began with cold and wet weather following a relatively warm, pleasant March. On 10 of the first 12 days, there was precipitation with 6 of them either snow or a wintry mix resulting in ice damage to several areas in lower fairway areas. The positive side of this weather was that the lack of golfers allowed the maintenance crew to complete many projects without disrupting play. With the return of more seasonal weather, the crew has resumed the typical mowing and course preparation schedule. Several of this month's projects included aerating greens and tees, trimming the Cottonwood tree on the 4th hole, aerating and seeding fairways after the cold snap, applying appropriate fertilizer, and the removal of 4 more Ash trees. The crew is continuing to work on the project on and around the 7th tee, which has been affected by the removal of a large number of Ash trees.

FINANCIAL REPORTS**APPROVAL OF BUDGET COMPARISON REPORT**

The Board considered the Budget Comparison Report through Period 3. **Jim Rogers** gave a short recap of each area including revenues, wages, contractual services and expenditures which reinforced the positive trends which had been mentioned in the manager's report. A motion to accept the income statement was made by **Rob Taglia** and seconded by **Brian McDermott**. All were in favor and the motion passed.

NEXT MEETING

The next meeting will be scheduled for Tuesday, May 24, at 6:00 p.m.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Rob Taglia** and seconded by **Jim Rogers**. All were in favor and the meeting was adjourned at 6:30p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

April

	2016 Full Year Budget	2016 YTD through April	April Variance from Budget	2015 YTD through April
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3200.1813 Driving Range Instruction	16,050.00	7,948.00	8,102.00	11,003.00
80.00.3200.1816 Jr. Golf	86,300.00	110,573.00	(24,273.00)	109,185.75
80.00.3200.1818 Private Lessons	3,500.00	0.00	3,500.00	110.00
80.00.3300.1801 Pull Cart Rental	10,560.00	1,104.00	9,456.00	1,095.00
80.00.3300.1802 Club Car Rental	107,200.00	7,503.00	99,697.00	6,938.00
80.00.3300.1803 Golf Club Rental	2,100.00	132.00	1,968.00	120.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	9,625.00	15,875.00	6,771.00
80.00.3341.1804 Employee Housing	15,600.00	3,900.00	11,700.00	5,200.00
80.00.3430.0000 Daily Use Fees	497,349.00	46,802.18	450,546.82	45,367.14
80.00.3430.1813 Driving Range	105,000.00	20,552.00	84,448.00	22,460.00
80.00.3431.0000 Punch Card Fees	8,100.00	6,800.00	1,300.00	6,250.00
80.00.3453.0000 Season Passes	9,730.00	4,575.00	5,155.00	2,920.00
80.00.3454.0000 Permanent Tee Times	6,700.00	4,575.00	2,125.00	4,200.00
80.00.3600.1807 Pro Shop	45,000.00	6,687.88	38,312.12	6,514.39
80.00.3600.1808 Beer/Wine Sales	63,000.00	8,312.51	54,687.49	7,986.38
80.00.3600.1809 Food Sales	23,000.00	1,079.37	21,920.63	1,160.39
80.00.3600.1810 Soft Drink Sales	20,000.00	2,079.49	17,920.51	1,769.47
80.00.3600.1814 Liquor Sales	12,063.00	2,045.66	10,017.34	2,124.62
80.00.3960.0000 Interest Income	0.00	1.00	(1.00)	8.48
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,056,752.00	244,295.09	812,456.91	241,183.62
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary & Wages	191,997.00	27,754.54	164,242.46	29,700.01
80.00.4240.0000 Operations Staff Wages	74,360.00	12,612.83	61,747.17	10,156.34
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	194.75
80.00.4280.1805 Cashier/Greens Fees	41,300.00	4,171.16	37,128.84	1,897.50
80.00.4280.1809 Food Preparation Wages	3,600.00	0.00	3,600.00	813.45
80.00.4280.1811 Administrative Staff	330.00	0.00	330.00	0.00
80.00.4280.1813 Driving Range	7,487.00	728.29	6,758.71	894.17
80.00.4280.1814 Bar Wages	13,198.00	862.80	12,335.20	1,052.45
80.00.4280.1816 Program Wages-JR Golf	12,000.00	0.00	12,000.00	0.00
80.00.4280.1817 Utility/Cleaning	12,000.00	0.00	12,000.00	628.68
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
Salaries total	358,897.00	46,215.82	312,681.18	45,337.35

Income Statement Sugar Creek Golf Course

April

	2016 Full Year Budget	2016 YTD through April	April Variance from Budget	2015 YTD through April
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	29,539.00	7,153.40	22,385.60	4,122.31
80.00.5040.0000 Illinois Muncipal Retirement Fund	30,924.00	7,395.55	23,528.45	7,971.81
80.12.5050.0000 Business Insurance	13,900.00	0.00	13,900.00	0.00
80.00.5060.0000 FICA-Employer Portion	27,456.00	5,535.00	21,921.00	5,864.31
80.00.5102.0000 Consulting Services	500.00	0.00	500.00	0.00
80.12.5160.0000 Auditing Expense	5,000.00	0.00	5,000.00	3,829.50
80.12.5180.0000 Finance/Bank Charges	18,000.00	4,878.86	13,121.14	6,995.24
80.00.5300.0000 Dues	1,755.00	605.00	1,150.00	585.00
80.00.5320.0000 Occupational Health	1,300.00	501.00	799.00	308.00
80.00.5340.0000 Continuing Education	1,000.00	130.00	870.00	1,261.59
80.00.5380.0000 Mileage	1,000.00	1,049.73	(49.73)	553.19
80.00.5500.0000 Ads & Notices	9,000.00	240.67	8,759.33	1,829.01
80.00.5520.0000 Licenses & Permits	1,000.00	1,000.00	0.00	1,075.00
80.00.5540.0000 Postage & Shipping	500.00	50.81	449.19	0.00
80.00.5580.0000 Equipment Rental	28,670.00	750.94	27,919.06	0.00
80.00.5580.1815 Banquets/Outings	3,000.00	2,099.45	900.55	280.40
80.00.5601.0000 Telephone	3,800.00	982.72	2,817.28	1,039.14
80.00.5602.0000 Cellular Phones & Service	600.00	198.65	401.35	101.96
80.00.5650.0000 Alarm Expenses	7,534.00	3,178.54	4,355.46	1,582.70
80.00.5720.0000 Electricity	16,500.00	5,330.04	11,169.96	2,641.82
80.00.5740.0000 Natural Gas	7,000.00	1,671.37	5,328.63	2,456.12
80.00.5760.0000 Water & Sewer	6,800.00	674.62	6,125.38	837.61
80.00.5780.0000 Cable TV Expenses	1,560.00	583.49	976.51	353.18
80.00.5881.0000 Computer & Hardware Services	700.00	0.00	700.00	0.00
80.00.5883.0000 Contract Services	11,270.00	9,689.35	1,580.65	5,262.95
Services total	228,308.00	53,699.19	174,608.81	48,950.84
80.00.6020.0000 Building Repairs	4,000.00	1,919.22	2,080.78	129.19
80.00.6060.0000 Plumbing Systems Repair	5,205.00	1,893.00	3,312.00	375.00
80.00.6200.0000 Vehicle Repairs	1,000.00	0.00	1,000.00	175.00
Repairs total	10,205.00	3,812.22	6,392.78	679.19
80.00.7001.0000 Office Supplies	1,000.00	211.25	788.75	69.76
80.00.7020.0000 Equipment & Furniture	500.00	0.00	500.00	5,827.00
80.00.7040.0000 Custodial Supplies	1,000.00	0.00	1,000.00	0.00
80.00.7070.0000 Grounds Supplies	36,700.00	6,021.57	30,678.43	6,634.71
80.00.7090.0000 Building Supplies	6,450.00	2,451.41	3,998.59	3,090.30
80.00.7100.0000 Fuel	8,882.00	0.00	8,882.00	0.00
80.00.7140.0000 Vehicle Parts	18,595.00	6,470.60	12,124.40	7,493.90
80.00.7520.0000 Chemicals	24,771.00	1,143.00	23,628.00	2,666.00
80.00.7600.0000 Program Supplies	5,600.00	1,145.00	4,455.00	897.30
80.00.7600.1813 Driving Range	14,000.00	7,246.46	6,753.54	5,398.60
80.00.7620.1807 Pro Shop	30,000.00	4,877.56	25,122.44	4,520.44
80.00.7620.1812 Concession Merchandise	58,500.00	8,435.05	50,064.95	6,148.70
80.00.7680.0000 Uniforms	2,000.00	0.00	2,000.00	555.88
80.00.7700.0000 First Aid Supplies/Pers. Protect. Equip.	500.00	0.00	500.00	94.70
Supplies total	208,498.00	38,001.90	170,496.10	43,397.29
80.00.8910.0000 Capital Purchases	24,000.00	0.00	24,000.00	0.00
80.00.9910.0000 Operating Interfund Transfers	104,250.00	8,375.00	95,875.00	9,225.00
80.00.9921.0000 Interest Expense-Installment Contract	121,562.50	0.00	121,562.50	0.00
Other total	249,812.50	8,375.00	241,437.50	9,225.00
TOTAL EXPENDITURES	1,055,720.50	150,104.13	905,616.37	147,589.67

Income Statement Sugar Creek Golf Course

April

	2016 Full Year Budget	2016 YTD through April	April Variance from Budget	2015 YTD through April
FUND: 80 SUGAR CREEK GOLF COURSE EXCESS OF REVENUES OVER EXPENDITURES	1,031.50	94,190.96	(93,159.46)	93,593.95