

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

**Tuesday June 27th, 2017
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 May 23rd 2017 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report – June
- Superintendent Report – June

FINANCIAL REPORTS

- Review and approval of Period 5 (May) Income Statement

Next Meeting

Tuesday July 25th, 2017

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

SUGAR CREEK ADMINISTRATIVE BOARD

MINUTES

MAY 23, 2017

Mr. Gola called the meeting at 6:00 P.M. The roll was called.

PRESENT: Mark Exiner, Greg Gola, Brian McDermott, Cheryl Tucker, Charlie Van Slyke and Carolyn Ubriaco

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

ABSENT: Rob Taglia

INTRODUCTION OF NEW MEMBERS:

Charlie Van Slyke and Carolyn Ubriaco

ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR APRIL 25, 2017

A motion to approve the minutes was made by **Mark Exiner** and seconded by **Brian McDermott**. All were in favor and the motion was carried.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MANAGER'S REPORT

A quick recap of rounds and revenue for the year showed that rounds are down slightly by 158 rounds while revenues are up \$25,207 through May 21 compared to the same time period last year and exceed the previous 3-year average by \$47,325. The year-to-date revenues of \$343,833 through May 21 are the highest on record to this point of the season. Inconsistent weather trends impacted the month of May with rounds down 282 in comparison to the same time period last May and consequently May revenues are down \$10,957 compared to the same time period last May. There were two less playable days this May compared to May 2016, and Dave explained the concept of a playable day to the new members. Any day with 100 rounds is considered a playable day, 50-99 rounds is considered a ½ playable day, and any day with less than 50 rounds would not be considered. Poor weather conditions affected not only our leagues with the Men's Senior League playing 3 out of four weeks while the Ladies' League played once out of four weeks but many of the instructional programs had to be cancelled and rescheduled.

Other activities this month included the annual Spring Scramble with 72 golfers on May 6, the first major outing held May 19 for the People for Elmhurst Parks with 100 scheduled participants although inclement weather kept the number of golfers to 58, and four banquets including two birthday parties, a baby shower, and a graduation celebration.

June will be very busy as Jr. Golf Camp begins June 12, and eight golf outings and ten banquets are scheduled.

SUPERINTENDENT'S REPORT

April ended with cooler than average temperatures and large amounts of rain, and this weather trend continued into May until May 13. The temperatures warmed but the rain showers continued. However, there were no severe thunderstorms during all this wet weather and the turf surfaces are in excellent shape for the most part.

The only project impeded by the rain was the repair of the driving range netting and the netting adjacent to Walmart due to the necessity of using heavy equipment, which cannot be used on the moist turf. Two rain related projects included repairing several drains which were clogged with tree roots and dealing with wet spots which are caused by underground springs on our course. Other projects included training seasonal staff, planting eight shade trees and many shrubs on the west side of the driving range, edging sand traps, cleaning and weeding landscape beds, and removing and demolishing the starter's gazebo.

FINANCIAL REPORTS

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 4. **Brian McDermott** gave a short recap of each area with an increase of almost \$30,000 in revenues, which can be attributed mostly to increases in the number of daily rounds and Jr.Golf fees. While discussing expenses, he emphasized that our alarm phone line was very expensive, and we changed our service provider with significant savings. A motion to accept the income statement was made by **Carolyn Ubriaco** and seconded by **Charlie Van Slyke** and the motion was carried.

NEXT MEETING

The next meeting will be scheduled for Tuesday, June 27 at 6:00 p.m.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Carolyn Ubriaco** and seconded by **Brian McDermott**. The meeting was adjourned at 6:34 p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

May

	2017 Full Year Budget	2017 YTD through May	May Variance from Budget	2016 YTD through May
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3200.1813 Driving Range Instruction	16,050.00	11,053.00	4,997.00	10,973.00
80.00.3200.1816 Jr. Golf	93,225.00	130,355.00	(37,130.00)	113,508.00
80.00.3200.1818 Private Lessons	1,500.00	125.00	1,375.00	40.00
80.00.3300.1801 Pull Cart Rental	10,800.00	1,938.00	8,862.00	2,265.00
80.00.3300.1802 Club Car Rental	108,000.00	21,758.00	86,242.00	21,992.00
80.00.3300.1803 Golf Club Rental	2,100.00	360.00	1,740.00	432.00
80.00.3341.0000 Indoor Facility Rentals	29,000.00	9,522.00	19,478.00	9,495.00
80.00.3341.1804 Employee Housing	15,600.00	6,500.00	9,100.00	5,200.00
80.00.3430.0000 Daily Use Fees	509,542.00	103,838.04	405,703.96	102,467.47
80.00.3430.1813 Driving Range	107,015.00	36,667.00	70,348.00	38,622.00
80.00.3431.0000 Punch Card Fees	8,100.00	7,450.00	650.00	7,700.00
80.00.3453.0000 Season Passes	10,240.00	6,300.00	3,940.00	7,365.00
80.00.3454.0000 Permanent Tee Times	6,700.00	7,125.00	(425.00)	6,475.00
80.00.3600.1807 Pro Shop	45,000.00	11,158.02	33,841.98	14,005.40
80.00.3600.1808 Beer/Wine Sales	63,500.00	13,961.53	49,538.47	16,543.04
80.00.3600.1809 Food Sales	24,000.00	2,134.78	21,865.22	2,394.27
80.00.3600.1810 Soft Drink Sales	20,000.00	4,624.87	15,375.13	4,259.40
80.00.3600.1814 Liquor Sales	12,500.00	3,818.19	8,681.81	2,813.66
80.00.3900.0000 Operating Interfund Transfers	0.00	0.00	0.00	0.00
80.00.3960.0000 Interest Income	0.00	75.28	(75.28)	102.31
80.00.3990.0000 Miscellaneous Revenues	0.00	2,654.23	(2,654.23)	0.00
TOTAL REVENUES	1,082,872.00	381,417.94	701,454.06	366,652.55
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary & Wages	196,504.00	44,284.10	152,219.90	41,267.94
80.00.4240.0000 Operations Staff Wages	74,360.00	18,199.49	56,160.51	20,227.22
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	86.20
80.00.4280.1805 Cashier/Greens Fees	41,300.00	5,603.07	35,696.93	8,424.77
80.00.4280.1809 Food Preparation Wages	3,600.00	164.18	3,435.82	129.25
80.00.4280.1811 Administrative Staff	330.00	55.00	275.00	55.00
80.00.4280.1813 Driving Range	7,487.00	1,659.49	5,827.51	1,659.49
80.00.4280.1814 Bar Wages	13,198.40	2,236.99	10,961.42	1,745.10
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	230.38	11,769.62	0.00
80.00.4280.1818 Private Lessons	1,125.00	0.00	1,125.00	0.00
Salaries total	361,904.40	72,518.90	289,385.51	73,594.97

Income Statement Sugar Creek Golf Course

May

	2017 Full Year Budget	2017 YTD through May	May Variance from Budget	2016 YTD through May
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	27,981.00	11,487.61	16,493.39	8,633.90
80.00.5040.0000 Illinois Muncipal Retirement Fund	26,828.00	9,583.47	17,244.53	9,366.14
80.12.5050.0000 Business Insurance	14,050.00	0.00	14,050.00	0.00
80.00.5060.0000 FICA-Employer Portion	27,686.00	7,311.58	20,374.42	7,568.95
80.00.5102.0000 Consulting Services	10,500.00	0.00	10,500.00	0.00
80.12.5160.0000 Auditing Expense	4,500.00	4,500.00	0.00	4,000.00
80.12.5180.0000 Finance/Bank Charges	22,000.00	6,884.47	15,115.53	8,523.50
80.00.5300.0000 Dues	1,755.00	720.00	1,035.00	605.00
80.00.5320.0000 Occupational Health	1,300.00	814.00	486.00	537.00
80.00.5340.0000 Continuing Education	1,000.00	334.00	666.00	389.25
80.00.5380.0000 Mileage	2,000.00	1,663.26	336.74	1,142.03
80.00.5500.0000 Ads & Notices	7,000.00	1,104.84	5,895.16	900.69
80.00.5520.0000 Licenses & Permits	1,000.00	720.00	280.00	1,000.00
80.00.5540.0000 Postage & Shipping	500.00	0.00	500.00	50.81
80.00.5580.0000 Equipment Rental	29,100.00	5,739.70	23,360.30	7,020.94
80.00.5580.1815 Banquets/Outings	3,000.00	539.12	2,460.88	2,099.45
80.00.5601.0000 Telephone	3,800.00	863.58	2,936.42	1,143.24
80.00.5602.0000 Cellular Phones & Service	600.00	15.02	584.98	250.79
80.00.5650.0000 Alarm Expenses	4,000.00	777.36	3,222.64	4,220.80
80.00.5720.0000 Electricity	18,000.00	6,109.29	11,890.71	5,253.58
80.00.5740.0000 Natural Gas	6,000.00	2,053.14	3,946.86	1,931.48
80.00.5760.0000 Water & Sewer	6,000.00	937.08	5,062.92	1,004.69
80.00.5780.0000 Cable TV Expenses	2,150.00	795.43	1,354.57	750.86
80.00.5881.0000 Computer & Hardware Services	700.00	396.27	303.73	0.00
80.00.5883.0000 Contract Services	11,270.00	3,898.91	7,371.09	10,614.15
Services total	232,720.00	67,248.13	165,471.87	77,007.25
80.00.6020.0000 Building Repairs	8,000.00	0.00	8,000.00	2,404.22
80.00.6060.0000 Plumbing Systems Repair	4,205.00	1,200.00	3,005.00	1,893.00
80.00.6200.0000 Vehicle Repairs	1,000.00	0.00	1,000.00	0.00
Repairs total	13,205.00	1,200.00	12,005.00	4,297.22
80.00.7001.0000 Office Supplies	1,000.00	66.98	933.02	469.14
80.00.7020.0000 Equipment & Furniture	3,000.00	1,675.36	1,324.64	0.00
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	9,536.58	27,163.42	13,219.57
80.00.7090.0000 Building Supplies	11,450.00	2,408.10	9,041.90	2,798.90
80.00.7100.0000 Fuel	8,882.00	1,310.19	7,571.81	1,399.94
80.00.7140.0000 Vehicle Parts	18,595.00	8,600.52	9,994.48	7,224.65
80.00.7520.0000 Chemicals	24,771.00	11,849.08	12,921.92	9,099.05
80.00.7600.0000 Program Supplies	5,600.00	1,439.72	4,160.28	1,211.96
80.00.7600.1813 Driving Range	14,000.00	9,513.12	4,486.88	7,516.21
80.00.7620.1807 Pro Shop	30,000.00	2,616.49	27,383.51	8,040.34
80.00.7620.1812 Concession Merchandise	54,000.00	11,763.86	42,236.14	13,706.23
80.00.7680.0000 Uniforms	2,000.00	841.66	1,158.34	0.00
80.00.7700.0000 First Aid Supplies/Pers. Protect. Equip.	500.00	0.00	500.00	0.00
Supplies total	211,498.00	61,621.66	149,876.34	64,685.99
80.00.8910.0000 Capital Purchases	32,000.00	0.00	32,000.00	0.00
80.00.9910.0000 Operating Interfund Transfers	105,000.00	7,500.00	97,500.00	8,375.00
80.00.9921.0000 Interest Expense-Installment Contract	123,562.50	0.00	123,562.50	0.00
Other total	260,562.50	7,500.00	253,062.50	8,375.00
TOTAL EXPENDITURES	1,079,889.90	210,088.69	869,801.22	227,960.43
EXCESS OF REVENUES OVER EXPENDITURES	2,982.10	171,329.26	(168,347.16)	138,692.12