

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

**Tuesday November 27<sup>th</sup>, 2018  
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 from October 23<sup>rd</sup>, 2018
5. Public Participation

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Managers' Report – November
- Superintendent Report – November

**FINANCIAL REPORTS**

- Income Statement for Period 10 – October 2018

**Schedule Next Meeting**

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



SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

OCTOBER 23, 2018

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

PRESENT: Joe Colmone, Greg Gola, Brian McDermott, Gary Schiefer,  
and Tim Sheehan

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

ABSENT: Mark Exiner

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR SEPTEMBER 25, 2018

A motion to approve the minutes was made by **Greg Gola** and seconded by **Gary Schiefer**. All were in favor and the motion was passed.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MONTHLY MANAGER'S REPORT

Rounds and revenues were down as a result of the adverse weather conditions for the month. There were only 6 ½ playable days of golf through the first 21 days with rain for 12 of those days and 7 days without rain averaging 52 degrees. This is compared to the same time period last year with 9 playable days which is far below the 5-year average of 11 ½ playable days. Consequently, revenues are down \$10,775 as compared to the same time period last year.

Total year-to-date playable days March to October are down 12 ½ days compared to 2017 which negatively impacted revenues as the course is actually closed for business on those days.

In addition to the adverse weather, another hindrance to business was the ongoing road construction on Roosevelt Road and Route 83 which impeded easy access to the neighborhood and completely blocked or destroyed signage for the driving range and golf course.

On a brighter note, banquet rentals have continued to be strong resulting in an increase in alcohol sales over last October by just over \$1,000. There are currently 23 banquets booked with deposits for October, November and December in comparison to 11 bookings last year at this time. December has 12 bookings which is our busiest December in over six years. The Fall Scramble is also scheduled for the last weekend in October. Although previously played in November, it was changed in hopes for better weather. The event is sold out with 20 foursomes prepaid at \$160 per group.



## **SUPERINTENDENT'S REPORT**

The first 10 days of October were wet with above average temperatures which were optimum conditions for the aerification of the greens as the drizzly weather permitted work to be done while dissuading all golf. This aerification is done several times per year using slicing tines which is a less invasive method as it causes no disruption in play but has many benefits. The tees were also aerified with round solid tines to promote root growth and then both areas were top-dressed. After October 11, a cold front came in with under average temperatures and morning frost on the greens almost every other day. Other projects included daily leaf and branch clean-up, and meeting with the engineers of Living Waters while they collected data on the creek.

## **APPROVAL OF BUDGET COMPARISON REPORT**

The Board considered the Budget Comparison Report through Period 9. Brian McDermott gave a short recap of the budget. Year-to-date revenues are down significantly, about \$70,000 as of September while expenses are down slightly. Last year was one of our best years while 2018 has been one of the worst years when considering playable days. Also, the Elmhurst Park district is installing a new financial software system which will definitely aid in the explanation of the income statements. A motion to accept the income statement was made by **Joe Colmone** and seconded by **Tim Sheehan** and the motion was carried.

## **NEXT MEETING**

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

## **ADJOURNMENT**

A motion to adjourn was made by **Joe Colmone** and seconded by **Greg Gola**. The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Jean Paprocki



REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT  
PERIOD ENDING 10/31/2018  
Fund 80 - SUGAR CREEK GOLF COURSE

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Revenue						
80-00-3200-1813	DRIVING RANGE INSTRUCTION	15,000.00	19,544.00	(4,544.00)	130.29	14,714.00
80-00-3200-1816	JR. GOLF	93,225.00	91,034.07	2,190.93	97.65	90,295.00
80-00-3200-1818	PRIVATE LESSONS	750.00	795.00	(45.00)	106.00	665.00
80-00-3300-1801	PULL CART RENTAL	8,100.00	5,913.00	2,187.00	73.00	7,800.00
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	102,837.00	11,163.00	90.21	107,644.00
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	1,200.00	300.00	80.00	1,839.00
80-00-3341	INDOOR FACILITY RENTAL	31,500.00	27,223.00	4,277.00	86.42	28,128.00
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	13,000.00	2,600.00	83.33	11,700.00
80-00-3430	DAILY USE FEES	505,542.00	404,571.41	100,970.59	80.03	466,629.86
80-00-3430-1813	DRIVING RANGE	120,000.00	98,516.00	21,484.00	82.10	101,998.00
80-00-3431	PUNCH CARD FEES	8,100.00	8,550.00	(450.00)	105.56	7,750.00
80-00-3453	SEASON PASSES	8,300.00	7,365.00	935.00	88.73	8,115.00
80-00-3454	PERMANENT TEE TIMES	6,700.00	5,775.00	925.00	86.19	7,325.00
80-00-3600-1807	PRO SHOP	40,000.00	33,307.28	6,692.72	83.27	35,213.28
80-00-3600-1808	BEER/WINE SALES	73,332.00	61,874.60	11,457.40	84.38	59,397.59
80-00-3600-1809	FOOD SALES	21,000.00	18,464.99	2,535.01	87.93	20,746.93
80-00-3600-1810	SOFT DRINK SALES	20,000.00	18,765.33	1,234.67	93.83	20,358.10
80-00-3600-1814	LIQUOR SALES	12,500.00	19,169.76	(6,669.76)	153.36	14,153.01
80-00-3960	INTEREST INCOME	0.00	1,606.59	(1,606.59)	100.00	946.39
80-00-3990	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	2,654.23
Net Revenue		1,095,149.00	939,512.03	155,636.97	85.79	1,008,072.39

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Salaries & Wages						
80-00-4001	FULL-TIME EMPLOYEES SALARY & WAGES	203,236.00	179,076.06	24,159.94	88.11	120,674.31
	<i>vacation accrual deferred to December</i>		(28,208.00)			
	<i>private lessons wages timing adjustment</i>					21,338.00
	Adjusted		150,868.06	52,367.94	74.23	142,012.31
80-00-4240	OPERATIONS STAFF WAGES	78,760.00	62,735.81	16,024.19	79.65	62,236.45
80-00-4280	PROGRAM STAFF WAGES	0.00	1,512.88	(1,512.88)	100.00	0.00
80-00-4280-1805	CASHIER/GREENS FEES	41,300.00	33,188.95	8,111.05	80.36	33,478.87
80-00-4280-1809	FOOD SALES	3,600.00	1,640.05	1,959.95	45.56	1,420.82
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	220.00	110.00	66.67	330.00
80-00-4280-1813	DRIVING RANGE	10,292.00	9,877.80	414.20	95.98	10,085.24
80-00-4280-1814	LIQUOR SALES	12,219.00	8,123.55	4,095.45	66.48	7,377.15
80-00-4280-1816	JR. GOLF	12,000.00	14,355.28	(2,355.28)	119.63	15,083.68
80-00-4280-1817	UTILITY/CLEANING	6,000.00	911.41	5,088.59	15.19	2,451.03
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00
Net Salaries & Wages		368,862.00	283,433.79	85,428.21	84.49	274,475.55

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Services						
80-00-5020	HEALTH CARE EXPENSES	11,907.00	9,941.53	1,965.47	83.49	22,450.43
80-00-5040	ILLINOIS MUNICIPAL RETIREMENT FUND	27,189.00	22,767.42	4,421.58	83.74	20,839.00
80-00-5060	FICA-EMPLOYER PORTION	28,218.00	23,647.05	4,570.95	83.80	20,775.67
80-00-5102	CONSULTING SERVICES	500.00	16,550.00	(16,050.00)	3,310.00	850.00
80-00-5300	DUES	1,755.00	1,679.00	76.00	95.67	1,704.00
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	1,629.00	185.00	89.80	1,464.00
80-00-5340	CONTINUING EDUCATION	1,000.00	605.21	394.79	60.52	334.00
80-00-5380	TRAVEL	2,000.00	2,046.20	(46.20)	102.31	2,170.91
80-00-5500	ADS & NOTICES	7,000.00	2,348.03	4,651.97	33.54	7,138.84
80-00-5520	LICENSES & PERMITS	1,000.00	1,229.00	(229.00)	122.90	820.00
80-00-5540	POSTAGE & SHIPPING	500.00	0.00	500.00	0.00	508.00
80-00-5560	PRINTING	0.00	142.00	(142.00)	100.00	0.00
80-00-5580	EQUIPMENT RENTAL	32,060.00	29,492.35	2,567.65	91.99	28,706.52
80-00-5580-1815	BANQUETS/OUTINGS	4,500.00	2,420.93	2,079.07	53.80	2,844.18
80-00-5601	TELEPHONE	1,980.00	436.84	1,543.16	22.06	1,483.47
80-00-5602	NEXTEL	600.00	337.99	262.01	56.33	50.20
80-00-5650	ALARM EXPENSES	3,000.00	2,546.52	453.48	84.88	2,050.62
80-00-5720	ELECTRICITY	22,500.00	14,092.05	8,407.95	62.63	16,918.69
80-00-5740	NATURAL GAS	5,000.00	2,940.21	2,059.79	58.80	3,820.50
80-00-5760	WATER & SEWER	6,500.00	5,328.76	1,171.24	81.98	5,405.01
80-00-5780	CABLE TV	1,800.00	1,475.55	324.45	81.98	1,527.35
80-00-5881	COMPUTER & HARDWARE SERVICES	700.00	0.00	700.00	0.00	396.27
80-00-5883	CONTRACT SERVICES	11,270.00	8,004.46	3,265.54	71.02	8,446.83
80-12-5050	BUSINESS INSURANCE	15,000.00	7,500.00	7,500.00	50.00	7,025.00
80-12-5160	AUDITING EXPENSES	4,500.00	4,500.00	0.00	100.00	4,500.00
80-12-5180	FINANCE/BANK CHARGES	22,300.00	18,560.47	3,739.53	83.23	20,185.46
Net Services		214,593.00	180,220.57	34,372.43	83.98	182,414.95

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Repairs & Maintenance						
80-00-6020	BUILDING REPAIRS	4,000.00	3,073.68	926.32	76.84	3,502.62
80-00-6060	PLUMBING SYSTEMS REPAIR	4,205.00	6,485.00	(2,280.00)	154.22	4,175.00
80-00-6200	VEHICLE REPAIRS	1,000.00	1,497.85	(497.85)	149.79	2,667.47
Net Repairs & Maintenance		9,205.00	11,056.53	(1,851.53)	120.11	10,345.09

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Supplies						
80-00-7001	OFFICE SUPPLIES	1,000.00	867.61	132.39	86.76	752.43
80-00-7020	EQUIPMENT & FURNITURE	3,000.00	0.00	3,000.00	0.00	2,263.30
80-00-7040	CUSTODIAL SUPPLIES	1,000.00	231.79	768.21	23.18	0.00
80-00-7070	GROUNDS SUPPLIES	33,636.00	23,868.86	9,767.14	70.96	25,283.88
80-00-7090	BUILDING SUPPLIES	5,950.00	5,046.48	903.52	84.81	10,993.58
80-00-7100	FUEL	8,382.00	7,544.82	837.18	90.01	6,249.82
80-00-7140	VEHICLE PARTS	18,595.00	18,081.77	513.23	97.24	16,052.70
80-00-7520	CHEMICALS	22,858.00	22,194.93	663.07	97.10	24,008.24
80-00-7600	PROGRAM SUPPLIES	5,600.00	3,923.05	1,676.95	70.05	5,130.00
80-00-7600-1813	DRIVING RANGE	14,000.00	8,733.06	5,266.94	62.38	15,133.12
80-00-7620-1807	PRO SHOP	30,000.00	21,186.91	8,813.09	70.62	21,037.50
80-00-7620-1812	CONCESSION MERCHANDISE	54,000.00	47,834.25	6,165.75	88.58	47,663.74



80-00-7680	UNIFORMS	2,000.00	769.19	1,230.81	38.46	2,021.47
80-00-7700	FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	45.45	454.55	9.09	385.96
Net Supplles		200,521.00	160,328.17	40,192.83	79.96	176,975.74

GL NUMBER	DESCRIPTION	2018 BUDGET	YTD BALANCE 10/31/2018	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 10/31/2017
Capital						
80-00-8910	CAPITAL PURCHASES	45,000.00	0.00	45,000.00	0.00	0.00
80-00-8931	DEPRECIATION EXPENSE-LAND IMPROVEMENTS	0.00	46,745.00	(46,745.00)	100.00	43,282.16
80-00-8932	DEPRECIATION EXPENSE-BLDG. & IMPROVEMENT	0.00	30,374.00	(30,374.00)	100.00	29,404.31
80-00-8933	DEPRECIATION EXP.-MACH. & EQ.-IS CHGBK.	0.00	14,388.00	(14,388.00)	100.00	14,288.30
Net Capital		45,000.00	91,507.00	(46,507.00)	61.02	86,974.77
Transfers & Debt Payments						
80-00-9910	OPERATING INTERFUND TRANSFERS	103,550.00	6,150.00	97,400.00	5.94	7,500.00
80-00-9921	INTEREST EXPENSE	125,675.00	0.00	125,675.00	0.00	0.00
Net Transfers & Debt Payments		229,225.00	6,150.00	223,075.00	2.68	7,500.00
Fund 80 - SUGAR CREEK GOLF COURSE:						
TOTAL REVENUES		1,095,149.00	939,512.03	155,636.97	85.79	1,008,072.39
TOTAL EXPENDITURES		1,067,406.00	732,696.06	334,709.94	68.64	738,686.10
NET OF REVENUES & EXPENDITURES		27,743.00	206,815.97	179,072.97		269,386.29