

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA
Tuesday March 26th, 2019
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 November 27th, 2018
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report – March
- Superintendent Report – March

FINANCIAL REPORTS

- Income Statement for Period 2 – February 2019

Schedule Next Meeting

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

SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

NOVEMBER 27, 2018

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

PRESENT: Mark Exiner, Greg Gola, Brian McDermott, and Gary Schiefer,

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

Recording Secretary

ABSENT: Joe Colmone and Tim Sheehan

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR OCTOBER 23, 2018

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

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MONTHLY MANAGER'S REPORT

Rounds and revenue are down this month as this November was one of the coldest on record. Playable days for year 2018 are down 15 days versus the previous 5-year average which had a significant impact on revenue. The year-to-date revenue through November 26, 2018 is down \$80,388 compared to last year with 3463 fewer rounds. The good news is that according to projections we should be able to make both debt payments this year. However, due to the lack of additional funds, there will be no money for capital expense to purchase and replace any equipment.

November has been busy as the village of Villa Park finished resurfacing the remaining half of the southwest parking lot. The northwest portion had been completed in the fall of 2017. Also, annual maintenance projects have begun with extinguisher inspections and alarm and sprinkler testing. Payment has been received for the Willowbrook's boys and York's girls golf teams as they have completed their season. Willowbrook paid for 413 green fees and York paid for 381 greens fees totaling \$15,214. A blizzard on November 25 caused extensive damage to the driving range net, and a property loss report has been filed with PDRMA. The estimates could range from \$50,000 to \$75,000. Sugar Creek hosted 8 banquets in November and will host 12 events this December as compared to 5 events last December.

SUPERINTENDENT'S REPORT

Weather, once again, has had a significant impact. The entire month has averaged 5.7°F. under average. Of the first 26 days in November, 20 have been below average in temperature with 7 of those 20 days under average by double digits. Currently it has been the fourth snowiest November and will probably rank in the top 10% of coldest Novembers on record. A blizzard on November 25-26 caused extensive damage to the driving range net, and Kevin showed a video and photographs of the damage.

Projects this month included topdressing the greens, aerifying fairways, daily cleaning of branches and goose debris, cleaning the landscape beds, winterizing the irrigation system on November 7th and beginning winter equipment preventative maintenance. The month ended with dealing with the winter storm damage.

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 8. **Brian McDermott** gave a short recap of the budget explaining that the report looks different due to a new software program. It is projected the revenue will be down about \$70,00 from last year and the year is estimated to be 15% under budget. The proposed budget for 2019 has been presented to both Villa Park and Elmhurst Park District, and both parent bodies are expected to approve it at their next meetings. A motion to accept the income statement was made by **Gary Schiefer** and seconded by **Greg Gola** and the motion was carried.

NEXT MEETING

The next meeting will be scheduled for Tuesday, March 26, 2019, at 6:00 p.m.

ADJOURNMENT

A motion to adjourn was made by **Greg Gola** and seconded by **Gary Schiefer**. The meeting was adjourned at 6:27 p.m.

Respectfully submitted,

REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT
PERIOD ENDING 02/28/2019

REVENUE	PROJECT	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 02/28/2018	YTD BALANCE DIFF 02/28/2019 02/28/2018
GL NUMBER	DESCRIPTION						
PROGRAMS							
80-00-3200-1813	DRIVING RANGE	17,264.00	0.00	17,264.00	0.00	0.00	0.00
80-00-3200-1816	JR. GOLF	93,225.00	0.00	93,225.00	0.00	1,008.00	(1,008.00)
80-00-3200-1818	PRIVATE LESSONS	750.00	0.00	750.00	0.00	0.00	0.00
Net PROGRAMS		111,239.00	0.00	111,239.00	0.00	1,008.00	(1,008.00)
RENTAL							
80-00-3300-1801	PULL CART RENTAL	8,550.00	6.00	8,544.00	0.07	45.00	(39.00)
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	208.00	113,792.00	0.18	128.00	80.00
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	0.00	1,500.00	0.00	0.00	0.00
80-00-3341	INDOOR FACILITY RENTAL	31,500.00	1,750.00	29,750.00	5.56	4,324.00	(2,574.00)
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	2,600.00	13,000.00	16.67	2,600.00	0.00
Net RENTAL		171,150.00	4,564.00	166,586.00	2.67	7,097.00	(2,533.00)
DAILY USE AND PUNCH CARDS							
80-00-3430	DAILY USE FEES	495,963.00	1,072.49	494,890.51	0.22	2,141.84	(1,069.35)
80-00-3430-1813	DRIVING RANGE	115,000.00	0.00	115,000.00	0.00	1,326.00	(1,326.00)
80-00-3431	PUNCH CARD FEES	8,100.00	600.00	7,500.00	7.41	1,100.00	(500.00)
Net DAILY USE AND PUNCH CARDS		619,063.00	1,672.49	617,390.51	0.27	4,567.84	(2,895.35)
MEMBERSHIP							
80-00-3453	SEASON PASSES	8,500.00	110.00	8,390.00	1.29	285.00	(175.00)
80-00-3454	PERMANENT TEE TIMES	6,700.00	275.00	6,425.00	4.10	925.00	(650.00)
Net MEMBERSHIP		15,200.00	385.00	14,815.00	2.53	1,210.00	(825.00)
MERCHANDISE							
80-00-3600-1807	PRO SHOP	40,000.00	2,237.31	37,762.69	5.59	1,643.00	594.31
80-00-3600-1808	BEER/WINE SALES	73,332.00	1,491.91	71,840.09	2.03	2,166.43	(674.52)
80-00-3600-1809	FOOD SALES	21,500.00	424.97	21,075.03	1.98	227.13	197.84
80-00-3600-1810	SOFT DRINK SALES	21,000.00	203.19	20,796.81	0.97	718.32	(515.13)
80-00-3600-1814	LIQUOR SALES	15,500.00	1,149.00	14,351.00	7.41	2,157.69	(1,008.69)
Net MERCHANDISE		171,332.00	5,506.38	165,825.62	3.21	6,912.57	(1,406.19)
INTEREST							
80-00-3960	INTEREST INCOME	0.00	56.06	(56.06)	100.00	15.57	40.49
Net INTEREST		0.00	56.06	(56.06)	100.00	15.57	40.49
TOTAL REVENUES		1,087,984.00	12,183.93	1,075,800.07	1.12	20,810.98	(8,627.05)

EXPENSES	PROJECT	2019	YTD BALANCE	AVAILABLE	% BDGT	YTD	YTD BALANCE
		AMENDED				BALANCE	DIFF
GL NUMBER	DESCRIPTION	BUDGET	02/28/2019	BALANCE	USED	02/28/2018	02/28/2019
Salaries & Wages							
	FULL-TIME EMPLOYEES SALARY &						
80-00-4001	WAGES	208,535.00	27,731.13	180,803.87	13.30	27,864.92	(133.79)
80-00-4240	OPERATIONS STAFF WAGES	78,760.00	4,804.01	73,955.99	6.10	5,367.62	(563.61)
80-00-4280-1805	CASHIER/GREENS FEES	41,300.00	0.00	41,300.00	0.00	0.00	0.00
80-00-4280-1809	FOOD SALES	3,600.00	94.38	3,505.62	2.62	81.35	13.03
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	0.00	330.00	0.00	0.00	0.00
80-00-4280-1813	DRIVING RANGE	10,292.00	0.00	10,292.00	0.00	0.00	0.00
80-00-4280-1814	LIQUOR SALES	12,219.00	329.45	11,889.55	2.70	541.25	(211.80)
80-00-4280-1816	JR. GOLF	12,000.00	0.00	12,000.00	0.00	0.00	0.00
80-00-4280-1817	UTILITY/CLEANING	6,000.00	228.40	5,771.60	3.81	0.00	228.40
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00	0.00
Net Salaries & Wages		374,161.00	33,187.37	340,973.63	8.87	33,855.14	(667.77)
Services							
80-00-5020	HEALTH CARE EXPENSES	12,270.00	2,670.22	9,599.78	21.76	2,701.04	(30.82)
80-00-5040	ILLINOIS MUNICIPAL RETIREMENT						
	FUND	21,613.00	2,818.28	18,794.72	13.04	4,058.71	(1,240.43)
80-00-5040-1817	ILLINOIS MUNICIPAL RETIREMENT						
	FUND	0.00	2.24	(2.24)	100.00	0.00	2.24
80-00-5060	FICA-EMPLOYER PORTION	28,623.00	2,760.22	25,862.78	9.64	2,802.87	(42.65)
80-00-5060-1809	FOOD SALES	0.00	7.22	(7.22)	100.00	0.00	7.22
80-00-5060-1814	LIQUOR SALES	0.00	34.07	(34.07)	100.00	0.00	34.07
80-00-5060-1817	UTILITY/CLEANING	0.00	23.83	(23.83)	100.00	0.00	23.83
80-00-5102	CONSULTING SERVICES	500.00	350.00	150.00	70.00	0.00	350.00
80-00-5300	DUES	1,755.00	350.00	1,405.00	19.94	310.00	40.00
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	200.00	1,614.00	11.03	200.00	0.00
80-00-5340	CONTINUING EDUCATION	1,000.00	250.00	750.00	25.00	266.96	(16.96)
80-00-5380	TRAVEL	2,000.00	1,518.11	481.89	75.91	1,261.65	256.46
80-00-5500	ADS & NOTICES	5,000.00	52.82	4,947.18	1.06	21.51	31.31
80-00-5520	LICENSES & PERMITS	1,000.00	50.00	950.00	5.00	110.00	(60.00)
80-00-5540	POSTAGE & SHIPPING	500.00	0.00	500.00	0.00	0.00	0.00
80-00-5580	EQUIPMENT RENTAL	32,060.00	0.00	32,060.00	0.00	(701.57)	701.57
80-00-5580-1815	BANQUETS/OUTINGS	3,500.00	434.09	3,065.91	12.40	472.40	(38.31)
80-00-5601	TELEPHONE	1,980.00	58.69	1,921.31	2.96	23.79	34.90
80-00-5602	NEXTEL	600.00	9.48	590.52	1.58	1.30	8.18
80-00-5650	ALARM EXPENSES	2,750.00	636.63	2,113.37	23.15	636.63	0.00
80-00-5720	ELECTRICITY	22,000.00	3,135.17	18,864.83	14.25	1,446.93	1,688.24
80-00-5740	NATURAL GAS	8,100.00	979.07	7,120.93	12.09	759.49	219.58
80-00-5760	WATER & SEWER	7,000.00	415.33	6,584.67	5.93	493.90	(78.57)
80-00-5780	CABLE TV	1,800.00	312.92	1,487.08	17.38	282.43	30.49
80-00-5881	COMPUTER & HARDWARE						
	SERVICES	700.00	0.00	700.00	0.00	0.00	0.00
80-00-5883	CONTRACT SERVICES	11,270.00	419.00	10,851.00	3.72	742.00	(323.00)
80-12-5050	BUSINESS INSURANCE	15,250.00	0.00	15,250.00	0.00	0.00	0.00
80-12-5160	AUDITING EXPENSES	4,500.00	0.00	4,500.00	0.00	0.00	0.00
80-12-5180	FINANCE/BANK CHARGES	22,300.00	519.12	21,780.88	2.33	514.13	4.99
Net Services		209,885.00	18,006.51	191,878.49	8.58	16,404.17	1,602.34

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 02/28/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 02/28/2018	YTD BALANCE DIFF 02/28/2019 02/28/2018
Repairs & Maintenance							
80-00-6020	BUILDING REPAIRS	4,000.00	0.00	4,000.00	0.00	0.00	0.00
80-00-6060	PLUMBING SYSTEMS REPAIR	4,205.00	0.00	4,205.00	0.00	0.00	0.00
80-00-6200	VEHICLE REPAIRS	1,000.00	0.00	1,000.00	0.00	0.00	0.00
Net Repairs & Maintenance		9,205.00	0.00	9,205.00	0.00	0.00	0.00
SUPPLIES							
80-00-7001	OFFICE SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	0.00
80-00-7020	EQUIPMENT & FURNITURE	3,000.00	0.00	3,000.00	0.00	0.00	0.00
80-00-7040	CUSTODIAL SUPPLIES	1,000.00	15.92	984.08	1.59	0.00	15.92
80-00-7070	GROUNDS SUPPLIES	33,636.00	300.00	33,336.00	0.89	0.00	300.00
80-00-7090	BUILDING SUPPLIES	5,950.00	604.25	5,345.75	10.16	621.28	(17.03)
80-00-7100	FUEL	8,382.00	0.00	8,382.00	0.00	0.00	0.00
80-00-7140	VEHICLE PARTS	18,595.00	736.66	17,858.34	3.96	2,480.58	(1,743.92)
80-00-7520	CHEMICALS	22,858.00	0.00	22,858.00	0.00	0.00	0.00
80-00-7600	PROGRAM SUPPLIES	5,000.00	46,442.35	(41,442.35)	928.85	688.00	45,754.35
80-00-7600-1813	DRIVING RANGE	12,000.00	44,947.35	(32,947.35)	374.56	0.00	44,947.35
80-00-7620-1807	PRO SHOP	30,000.00	853.83	29,146.17	2.85	1,530.61	(676.78)
80-00-7620-1812	CONCESSION MERCHANDISE	50,233.00	4,051.65	46,181.35	8.07	2,148.49	1,903.16
80-00-7680	UNIFORMS	2,000.00	0.00	2,000.00	0.00	0.00	0.00
80-00-7700	FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	0.00	500.00	0.00	0.00	0.00
Net SUPPLIES		194,154.00	97,952.01	96,201.99	50.45	7,468.96	90,483.05
Capital							
80-00-8910	CAPITAL PURCHASES	115,000.00	0.00	115,000.00	0.00	0.00	0.00
80-00-8931	DEPRECIATION EXPENSE-LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	9,352.20	(9,352.20)
80-00-8932	DEPRECIATION EXPENSE-BLDG. & IMPROVEMENT	0.00	0.00	0.00	0.00	6,074.98	(6,074.98)
80-00-8933	DEPRECIATION EXP.-MACH. & EQ.- IS CHGBK.	0.00	0.00	0.00	0.00	2,877.48	(2,877.48)
Net Capital		115,000.00	0.00	115,000.00	0.00	18,304.66	(18,304.66)
TRANSFERS							
80-00-9910	OPERATING INTERFUND TRANSFERS	104,563.00	0.00	104,563.00	0.00	0.00	0.00
Net TRANSFERS		104,563.00	0.00	104,563.00	0.00	0.00	0.00
DEBT PAYMENTS							
80-00-9921	2017A GO BONDS	122,650.00	0.00	122,650.00	0.00	0.00	0.00
Net DEBT PAYMENTS		122,650.00	0.00	122,650.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,129,618.00	149,145.89	980,472.11	13.20	76,032.93	73,112.96
TOTAL REVENUES		1,087,984.00	12,183.93	1,075,800.07	1.12	20,810.98	(8,627.05)
TOTAL EXPENDITURES NET OF REVENUES & EXPENDITURES		1,129,618.00	149,145.89	980,472.11	13.20	76,032.93	73,112.96
		(41,634.00)	(136,961.96)	95,327.96	328.97	(55,221.95)	(81,740.01)