

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

**Tuesday February 23rd, 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 November 17th, 2015 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers Report - February
- Superintendent Report - February

FINANCIAL REPORTS

- TBD

Next Meeting

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

**SUGAR CREEK ADMINISTRATIVE BOARD
MINUTES**

November 17, 2015

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

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

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

ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:

Add Year End Projection for 2015

APPROVAL OF MINUTES FOR OCTOBER 27, 2015

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

PUBLIC PARTICIPATION

None

OLD BUSINESS

BUDGET UPDATES

The Villa Park Board approved the Sugar Creek Budget for 2016 on November 16, 2015, and the Elmhurst Park District will meet tomorrow night, November 18, to approve the Sugar Creek Budget for 2016.

NEW BUSINESS

MANAGER'S REPORT

Due to the outstanding mild weather in November, both rounds and revenue are up through November 15 over the same time last year. Rounds are up 583 and total revenues are up over \$11,000. Therefore, year-to-date rounds through November 15 are up 2,508 (+9) and revenues are up slightly more than \$111,000 (12%) over the same time period last year. The annual Fall Scramble was held Saturday, October 31, to a sold out full event, and the annual Chili Open is scheduled for Saturday, January 9. The seven November banquets included the Robert Morris Football team banquet, the Lombard Falcon Football Board dinner, a holiday party, an 80th birthday, a bridal shower and two baby showers. In response to the request for the total Sugar Creek Events for 2015, Dave supplied the following information:

<u>Year</u>	<u>#Events thru 11/8</u>	<u>Total Rev.</u>	<u>Average \$\$ Per Event</u>
2013	69	\$77,094	\$1,117.30
2014	67	\$93,341	\$1,393.15
2015	84	\$98,275	\$1,169.94

SUPERINTENDENT'S REPORT

The first half of November has been unseasonably warm at 6 F over average and relatively dry which produced some great days for late fall golf and maintenance work. Several of the projects included verticutting and top-dressing greens, sodding fairway bare spots, painting the south and west sides of the clubhouse exterior, and cleaning landscape beds and cutting down the ornamental grasses. Other projects necessary to prepare the course for winter included winterizing the irrigation system, ball washers and water coolers were brought in, and all course accessories are inventoried, cleaned and reconditioned or replaced. Future projects for December include the approved removal of ash trees.

Congratulations for Kevin for receiving a scholarship to the Environmental Institute for Golf's 2016 Melrose Leadership Academy at the GCSAA's Golf Industry Show in February. The scholarship includes all the costs of attending the conference and educational seminars. There are 4 days of seminars plus many events where he has the opportunity to meet and share ideas with peers and nationally recognized leaders in the golf industry.

YEAR END PROJECTION FOR 2015

At the end of each year the golf course does a projection of year end finances. Jim Rogers presented the information beginning with the statement that the golf course will be able to make the entirety of its interest and principal on both debt instruments and will be able to fund all capital improvements. Using conservative estimates, the revenue is estimated for both the end of November and the month of December. The expenses are also projected with 4 payroll periods and estimates from accounts payable for all bills which are due at the end of November and the end of December. All projections are conservative with revenues being low and expenses on the high end. Using these projections with projected revenues at \$355,877.00 and projected expenses at \$94,360.00, the estimated cash balance is \$263,510.00. After paying two interest payments for the year to Villa Park of \$12,206.25 each and the principal payment of \$95,000.00 and two interest payments for the year to Elmhurst Park District of \$9,225.00 each and the principal bond payment of \$85,000.00, the estimated balance after debt is \$38,647.50. The additional capital improvement for the year, which are the tree removal for \$7,400 and the purchase of the Toro Pro Core Aerator for \$23,413.00, leave the estimated balance at \$7,834.50. Both Parent Bodies have already approved the purchase of the aerator if the numbers were agreeable so Kevin was given the approval to purchase the aerator the next morning.

FINANCIAL REPORTS

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 10. **Jim Rogers** gave a short recap of the budget commenting on the adjustment to the insurance proceeds as no longer being shown as revenue. A motion to accept the income statement was made by **Cheryl Tucker** and seconded by **Brian McDermott**. All were in favor and the motion passed.

NEXT MEETING

The next meeting will be scheduled for February at 6:00 p.m.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Mark Exiner** and seconded by **Brian McDermott**. All were in favor and the meeting was adjourned at 6:36p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

December

	2015 Full Year Budget	2015 YTD through December	December Variance from Budget	2014 YTD through December
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3030.0000 Grants-Capital	0.00	0.00	0.00	3,044.25
80.00.3040.0000 Advertising Revenues	15,000.00	0.00	15,000.00	1,927.40
80.00.3200.1813 Driving Range Instruction	15,850.00	19,052.00	(3,202.00)	18,716.00
80.00.3200.1816 Jr. Golf	77,220.00	75,651.70	1,568.30	64,413.45
80.00.3200.1818 Private Lessons	3,500.00	1,063.00	2,437.00	240.00
80.00.3300.1801 Pull Cart Rental	10,560.00	9,768.00	792.00	8,877.00
80.00.3300.1802 Club Car Rental	102,400.00	100,097.00	2,303.00	77,175.00
80.00.3300.1803 Golf Club Rental	2,100.00	1,464.00	636.00	1,533.00
80.00.3341.0000 Indoor Facility Rentals	22,750.00	34,772.80	(12,022.80)	23,056.00
80.00.3341.1804 Employee Housing	15,600.00	15,600.00	0.00	15,600.00
80.00.3430.0000 Daily Use Fees	501,482.00	478,139.33	23,342.67	437,879.23
80.00.3430.1813 Driving Range	105,000.00	111,534.00	(6,534.00)	102,354.00
80.00.3431.0000 Punch Card Fees	10,000.00	8,050.00	1,950.00	7,650.00
80.00.3453.0000 Season Passes	8,500.00	6,750.00	1,750.00	7,070.00
80.00.3454.0000 Permanent Tee Times	12,500.00	6,700.00	5,800.00	6,100.00
80.00.3600.1807 Pro Shop	45,000.00	43,997.13	1,002.87	45,421.05
80.00.3600.1808 Beer/Wine Sales	72,000.00	69,592.10	2,407.90	57,874.04
80.00.3600.1809 Food Sales	22,000.00	25,653.17	(3,653.17)	23,217.64
80.00.3600.1810 Soft Drink Sales	25,000.00	22,072.72	2,927.28	18,925.07
80.00.3600.1814 Liquor Sales	15,000.00	14,390.98	609.02	10,942.86
80.00.3900.0000 Operating Interfund Transfers	0.00	0.00	0.00	0.00
80.00.3960.0000 Interest Income	0.00	81.46	(81.46)	46.09
80.00.3990.0000 Miscellaneous Revenues	100.00	0.00	100.00	37,377.41
TOTAL REVENUES	1,081,562.00	1,044,429.39	37,132.61	969,439.49
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary	186,600.00	202,244.63	(15,644.63)	193,077.88
80.00.4240.0000 Operations Staff Wages	74,922.00	65,556.10	9,365.90	75,429.78
80.00.4280.0000 Program Staff Wages	0.00	928.95	(928.95)	1,138.53
80.00.4280.1805 Cashier/Greens Fees	47,413.00	34,281.59	13,131.41	26,235.90
80.00.4280.1809 Food Preparation Wages	3,600.00	6,079.20	(2,479.20)	6,437.50
80.00.4280.1811 Administrative Staff	330.00	330.00	0.00	385.00
80.00.4280.1813 Driving Range	11,230.00	9,572.61	1,657.39	6,262.72
80.00.4280.1814 Bar Wages	16,626.00	8,489.70	8,136.30	7,710.15
80.00.4280.1816 Program Wages-JR Golf	8,000.00	14,665.58	(6,665.58)	12,547.23
80.00.4280.1817 Utility/Cleaning	18,200.00	5,406.56	12,793.44	15,750.61
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	832.51
Salaries total	369,546.00	347,554.92	21,991.08	345,807.81

Income Statement Sugar Creek Golf Course

December

	2015 Full Year Budget	2015 YTD through December	December Variance from Budget	2014 YTD through December
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	16,157.00	12,533.43	3,623.57	11,541.98
80.00.5040.0000 Illinois Municipal Retirement Fund	32,050.00	27,315.19	4,734.81	29,830.13
80.00.5060.0000 FICA-Employer Portion	28,550.00	26,282.38	2,267.62	25,371.11
80.00.5102.0000 Consulting Services	500.00	0.00	500.00	0.00
80.00.5300.0000 Dues	1,890.00	1,544.00	346.00	1,786.00
80.00.5320.0000 Occupational Health	1,360.00	1,166.00	194.00	1,028.00
80.00.5340.0000 Continuing Education	1,000.00	1,901.59	(901.59)	534.50
80.00.5380.0000 Mileage	1,000.00	1,632.70	(632.70)	1,199.90
80.00.5500.0000 Ads & Notices	12,000.00	10,333.71	1,666.29	15.00
80.00.5520.0000 Licenses & Permits	1,000.00	1,315.00	(315.00)	1,091.25
80.00.5540.0000 Postage & Shipping	500.00	0.00	500.00	357.65
80.00.5580.0000 Equipment Rental	23,850.00	22,214.58	1,635.42	21,805.41
80.00.5580.1815 Banquets/Outings	3,000.00	3,991.76	(991.76)	4,749.91
80.00.5601.0000 Telephone	3,855.00	3,697.16	157.84	3,314.76
80.00.5602.0000 Cellular Phones & Service	550.00	541.79	8.21	752.03
80.00.5650.0000 Alarm Expenses	4,100.00	7,775.92	(3,675.92)	6,883.55
80.00.5720.0000 Electricity	16,000.00	17,038.40	(1,038.40)	19,169.82
80.00.5740.0000 Natural Gas	8,000.00	4,399.84	3,600.16	6,991.16
80.00.5760.0000 Water & Sewer	6,800.00	5,560.19	1,239.81	6,795.04
80.00.5780.0000 Cable TV Expenses	1,560.00	2,111.61	(551.61)	2,148.84
80.00.5881.0000 Computer & Hardware Services	700.00	50.00	650.00	90.00
80.00.5883.0000 Contract Services	13,460.00	14,196.65	(736.65)	12,037.40
80.12.5050.0000 Business Insurance	13,500.00	13,500.00	0.00	13,359.58
80.12.5160.0000 Auditing Expense	4,290.00	4,290.00	0.00	4,289.50
80.12.5180.0000 Finance/Bank Charges	17,050.00	20,417.02	(3,367.02)	18,814.17
Services total	212,722.00	203,808.92	8,913.08	193,956.69
80.00.6020.0000 Building Repairs	4,000.00	3,153.48	846.52	20,984.08
80.00.6060.0000 Plumbing Systems Repair	5,205.00	5,190.49	14.51	6,094.35
80.00.6200.0000 Vehicle Repairs	500.00	1,050.00	(550.00)	1,208.46
80.00.6340.0000 Equipment Repairs	0.00	0.00	0.00	0.00
Repairs total	9,705.00	9,393.97	311.03	28,286.89
80.00.7001.0000 Office Supplies	1,000.00	701.17	298.83	1,288.76
80.00.7020.0000 Equipment & Furniture	6,700.00	0.00	6,700.00	2,161.71
80.00.7040.0000 Custodial Supplies	1,000.00	192.30	807.70	1,071.78
80.00.7070.0000 Grounds Supplies	36,850.00	33,376.24	3,473.76	35,398.18
80.00.7090.0000 Building Supplies	6,650.00	7,609.04	(959.04)	14,333.26
80.00.7100.0000 Fuel	12,870.00	11,550.13	1,319.87	11,901.60
80.00.7140.0000 Vehicle Parts	19,195.00	19,299.00	(104.00)	19,428.63
80.00.7520.0000 Chemicals	24,771.00	24,465.43	305.57	20,077.63
80.00.7600.0000 Program Supplies	4,000.00	4,126.94	(126.94)	4,384.69
80.00.7600.1813 Driving Range	14,000.00	11,665.32	2,334.68	10,696.73
80.00.7620.1807 Pro Shop	30,000.00	32,480.27	(2,480.27)	37,129.32
80.00.7620.1812 Concession Merchandise	62,530.00	56,324.02	6,205.98	55,086.53
80.00.7680.0000 Uniforms	2,000.00	1,829.83	170.17	1,426.98
80.00.7700.0000 First Aid Supplies/Pers. Protect. Equip.	500.00	283.20	216.80	247.95
Supplies total	222,066.00	203,902.89	18,163.11	214,633.75
80.00.8910.0000 Capital Purchases	30,000.00	0.00	30,000.00	0.00
80.00.9910.0000 Operating Interfund Transfers	103,450.00	18,450.00	85,000.00	20,150.00
80.00.9921.0000 Interest Expense-Installment Contract	119,413.00	119,412.50	0.50	27,417.42
80.00.8931.0000 Depreciation Expense-Land Improvements	0.00	51,668.34	(51,668.34)	52,237.36
80.00.8932.0000 Depreciation Expense-Bldg. & Improvement	0.00	36,519.94	(36,519.94)	36,458.57
80.00.8933.0000 Depreciation Expense-Machinery & Equip.	0.00	19,038.84	(19,038.84)	15,473.29

Income Statement Sugar Creek Golf Course

December

	2015 Full Year Budget	2015 YTD through December	December Variance from Budget	2014 YTD through December
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.8940.0000 Amortization Expense	0.00	0.00	0.00	0.00
Other total	252,863.00	245,089.62	7,773.38	151,736.64
TOTAL EXPENDITURES	1,066,902.00	1,009,750.32	57,151.68	934,421.78
EXCESS OF REVENUES OVER EXPENDITURES	14,660.00	34,679.07	(20,019.07)	35,017.71