



Blowing Rock ABC Board

MEETING AGENDA FOR MAY 28, 2015

- 1) APPROVAL OF PRIOR MINUTES
- 2) MANAGER REPORT ON SALES & FINANCIAL REPORTS
- 3) MIXED BEVERAGE INSPECTIONS
- 4) UNFINISHED BUSINESS
 - A. The Manager ask that the Town trim one more tree.
 - B. Mulching around the building is complete.
 - C. A proposed budget for 2015-2016 is ready for review.
- 5) NEW BUSINESS
 - A. Proposed budget must be sent to ABC Commission before June 1st.
 - B. A public hearing will be held for a budget review before next board meeting.
 - C. The Manager and Finance Officer request to attend the Summer Conference taken place on July 26-29 in Greensboro.



Blowing Rock ABC Board

Town of Blowing Rock ABC Board
PO Box 413
Blowing Rock, NC 28605
Phone (828) 295-7513

Bob Miller, Chairman
David Greene, Member
Susie Greene, Member
Edith Nations, Manager

The members of the Blowing Rock ABC Board held their meeting on April 23, 2015. Scott Fogleman, Town Manager was present. Chair Bob Miller called the monthly meeting to order at 3:00 p.m. All members were then given the opportunity to excuse themselves from any business items that posed possible conflicts. None were reported.

The minutes of the prior meeting were approved as presented by a unanimous vote.

The Manager gave her report on sales that ended on March 31, 2015. Sales were \$85,394.48. This was a decrease from \$87,630.42 in March 2014.

Old Business:

- 1) The dead trees on the property have been removed by the Town of Blowing Rock. The cost of the removal was invoiced and paid.
- 2) David Greene completed his ethics class training. The information was faxed to the ABC Commission.
- 3) Dalcom delivered the hand held inventory gun, but the training for its usage was minimal. The Board asked that the Manager contact someone in authority at Dalcom to schedule a time to return to the store to do an in depth training session. The Manager asked that this take place after the inventory ending the fiscal year.

New Business:

- 1) Wren's Nest landscaping will spray and mulch around the building and also the bank.
- 2) A motion was made and seconded to give the Town of Blowing Rock an extra one time amount of \$50,000.00 at the end of the fiscal year.
- 3) The budget for 2015-2016 and the budget message will be available for the Board to review and make any changes or suggestions. A public hearing will be scheduled at the same time as the Board Meeting on June 18, 2015.

With no further business, the meeting was adjourned. The next meeting will be on May 28, 2015 at 3:00 P.M. at the Blowing Rock ABC Store.

Edith Nations
Manager

Town of Blowing Rock Board of Alcoholic Control
Profit & Loss
April 2015

	Apr 15	Apr 14	\$ Change	% of Income
Ordinary Income/Expense				
Income				
6612 · Liquor Sales	59,998.50	56,297.34	3,701.16	59.2%
6613 · Mixed Beverage Sales	41,219.18	36,136.40	5,082.78	40.7%
6614 · Wine Sales	119.40	125.16	-5.76	0.1%
Total Income	101,337.08	92,558.90	8,778.18	100.0%
Cost of Goods Sold				
50000 · Cost of Goods Sold				
7701 · Liquor Cost of Sales	56,252.84	39,380.29	16,872.55	55.5%
7702 · Wine Cost of Sales	403.20	236.20	167.00	0.4%
7703 · Bailment Surcharge	447.20	456.00	-8.80	0.4%
7704 · Bailment Fees	894.40	912.00	-17.60	0.9%
Total 50000 · Cost of Goods Sold	57,997.64	40,984.49	17,013.15	57.2%
8892 · NC Dept of Human Resources	308.44	297.06	11.38	0.3%
8893 · Mixed Beverage Tax	3,085.00	2,971.00	114.00	3.0%
8894 · Excise Tax	21,165.00	19,279.00	1,886.00	20.9%
8895 · Wine Sales Tax	8.06	8.45	-0.39	0.0%
8902 · County Surtax	236.80	220.94	15.86	0.2%
Total COGS	82,800.94	63,760.94	19,040.00	81.7%
Gross Profit	18,536.14	28,797.96	-10,261.82	18.3%
Expense				
8801 · Salaries and Wages Expense	10,847.29	10,057.00	790.29	10.7%
8802 · Directors Fees	325.00	325.00	0.00	0.3%
8804 · Casual Labor	0.00	201.87	-201.87	0.0%
8807 · Depreciation Expense	828.13	828.13	0.00	0.8%
8810 · Advertising & Promotion Expense	0.00	61.60	-61.60	0.0%
8816 · Computer Rental Expense	0.00	728.33	-728.33	0.0%
8817 · Computer Expense	487.75	0.00	487.75	0.5%
8836 · Repairs and Maintenance	1,168.53	108.49	1,060.04	1.2%
8838 · Repairs - Equipment	40.00	0.00	40.00	0.0%
8840 · Bank Charges	25.00	25.00	0.00	0.0%
8841 · Credit Card Charges	807.18	810.69	-3.51	0.8%
8844 · Operating Supplies	30.00	13.97	16.03	0.0%
8848 · Electricity, Heat, & Water, Etc	505.10	547.89	-42.79	0.5%
8850 · Telephone Expense	229.95	243.57	-13.62	0.2%
8860 · Retirement	444.82	450.67	-5.85	0.4%
8864 · Group Health Insurance	777.64	908.05	-130.41	0.8%
8878 · Maintenance Agreement	165.00	80.00	85.00	0.2%
8884 · Employer FICA Tax Expense	854.67	794.23	60.44	0.8%
8888 · State Unemployment Tax	0.00	0.00	0.00	0.0%
Total Expense	17,536.06	16,184.49	1,351.57	17.3%
Net Ordinary Income	1,000.08	12,613.47	-11,613.39	1.0%
Other Income/Expense				
Other Income				
9001 · Interest Income	2.77	2.92	-0.15	0.0%
Total Other Income	2.77	2.92	-0.15	0.0%
Other Expense				
9501 · Distrib. - Law Enforcement	-85.30	506.36	-591.66	-0.1%
9502 · Distrib. - Alcohol Education	-119.42	708.91	-828.33	-0.1%
9503 · Distrib. - Town of Blowing Rock	6,700.00	5,000.00	1,700.00	6.6%
Total Other Expense	6,495.28	6,215.27	280.01	6.4%
Net Other Income	-6,492.51	-6,212.35	-280.16	-6.4%
Net Income	-5,492.43	6,401.12	-11,893.55	-5.4%

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Accrual Basis

Town of Blowing Rock Board of Alcoholic Control Profit & Loss Prev Year Comparison

July 2014 through April 2015

	Jul '14 - Apr 15	Jul '13 - Apr 14	\$ Change	Jul '14 - Apr 15	% of Income
Ordinary Income/Expense					
Income					
6612 · Liquor Sales	734,083.61	719,130.29	14,953.32	734,083.61	60.3%
6613 · Mixed Beverage Sales	479,973.54	435,631.08	44,342.46	479,973.54	39.4%
6614 · Wine Sales	2,760.85	3,312.75	-551.90	2,760.85	0.2%
6616 · Return Check Fee	25.00	50.00	-25.00	25.00	0.0%
Total Income	1,216,843.00	1,158,124.12	58,718.88	1,216,843.00	100.0%
Cost of Goods Sold					
50000 · Cost of Goods Sold					
7701 · Liquor Cost of Sales	593,427.93	551,430.57	41,997.36	593,427.93	48.8%
7702 · Wine Cost of Sales	1,910.08	2,062.89	-152.81	1,910.08	0.2%
7703 · Bailment Surcharge	4,508.00	4,599.20	-91.20	4,508.00	0.4%
7704 · Bailment Fees	9,618.40	9,198.40	420.00	9,618.40	0.8%
Total 50000 · Cost of Goods Sold	609,464.41	567,291.06	42,173.35	609,464.41	50.1%
8892 · NC Dept of Human Resources	3,718.39	3,472.69	245.70	3,718.39	0.3%
8893 · Mixed Beverage Tax	37,188.00	34,731.00	2,457.00	37,188.00	3.1%
8894 · Excise Tax	253,720.00	241,626.00	12,094.00	253,720.00	20.9%
8895 · Wine Sales Tax	186.41	223.63	-37.22	186.41	0.0%
8902 · County Surtax	2,905.32	2,808.32	97.00	2,905.32	0.2%
Total COGS	907,182.53	850,152.70	57,029.83	907,182.53	74.6%
Gross Profit	309,660.47	307,971.42	1,689.05	309,660.47	25.4%
Expense					
8801 · Salaries and Wages Expense	104,050.91	103,759.33	291.58	104,050.91	8.6%
8802 · Directors Fees	3,250.00	3,250.00	0.00	3,250.00	0.3%
8804 · Casual Labor	545.00	201.87	343.13	545.00	0.0%
8807 · Depreciation Expense	8,281.30	8,281.30	0.00	8,281.30	0.7%
8810 · Advertising & Promotion Expense	0.00	174.80	-174.80	0.00	0.0%
8814 · Legal and Professional Fees	5,250.00	5,250.00	0.00	5,250.00	0.4%
8816 · Computer Rental Expense	0.00	7,215.80	-7,215.80	0.00	0.0%
8817 · Computer Expense	1,479.33	594.20	885.13	1,479.33	0.1%
8826 · Dues & Subscriptions	430.00	185.00	245.00	430.00	0.0%
8832 · Travel and Training	1,581.43	496.36	1,085.07	1,581.43	0.1%
8836 · Repairs and Maintenance	1,770.50	408.33	1,362.17	1,770.50	0.1%
8838 · Repairs - Equipment	1,186.41	0.00	1,186.41	1,186.41	0.1%
8840 · Bank Charges	273.30	111.70	161.60	273.30	0.0%
8841 · Credit Card Charges	12,128.15	11,852.89	275.26	12,128.15	1.0%
8842 · Office Expenses	721.90	513.60	208.30	721.90	0.1%
8844 · Operating Supplies	1,987.01	2,067.44	-80.43	1,987.01	0.2%
8846 · Postage and Box Rent	404.55	635.60	-231.05	404.55	0.0%
8848 · Electricity, Heat, & Water, Etc	6,051.48	6,524.35	-472.87	6,051.48	0.5%
8849 · Trash Removal	250.00	200.00	50.00	250.00	0.0%
8850 · Telephone Expense	2,527.75	2,471.68	56.07	2,527.75	0.2%
8860 · Retirement	4,204.81	4,521.22	-316.41	4,204.81	0.3%
8864 · Group Health Insurance	8,843.66	9,809.05	-965.39	8,843.66	0.7%
8871 · Professional Liability Ins.	3,164.00	3,164.00	0.00	3,164.00	0.3%
8872 · Workmens' Compensation	3,072.00	2,980.00	92.00	3,072.00	0.3%
8878 · Maintenance Agreement	985.50	1,158.25	-172.75	985.50	0.1%
8880 · Alarm Service	177.00	177.00	0.00	177.00	0.0%
8884 · Employer FICA Tax Expense	8,208.53	8,186.25	22.28	8,208.53	0.7%
8888 · State Unemployment Tax	334.23	308.82	25.41	334.23	0.0%
8904 · Miscellaneous Expense	230.85	320.24	-89.39	230.85	0.0%
Total Expense	181,389.60	184,819.08	-3,429.48	181,389.60	14.9%
Net Ordinary Income	128,270.87	123,152.34	5,118.53	128,270.87	10.5%
Other Income/Expense					
Other Income					
9001 · Interest Income	32.50	44.71	-12.21	32.50	0.0%
9504 · Refunds and Capital Credits	444.10	69.59	374.51	444.10	0.0%
Total Other Income	476.60	114.30	362.30	476.60	0.0%
Other Expense					
9501 · Distrib. - Law Enforcement	3,973.57	4,971.56	-997.99	3,973.57	0.3%
9502 · Distrib. - Alcohol Education	5,562.98	6,960.20	-1,397.22	5,562.98	0.5%
9503 · Distrib. - Town of Blowing Rock	105,300.00	50,000.00	55,300.00	105,300.00	8.7%
Total Other Expense	114,836.55	61,931.76	52,904.79	114,836.55	9.4%
Net Other Income	-114,359.95	-61,817.46	-52,542.49	-114,359.95	-9.4%
Net Income	13,910.92	61,334.88	-47,423.96	13,910.92	1.1%

Town of Blowing Rock Board of Alcoholic Control
Balance Sheet
 As of April 30, 2015

	<u>Apr 30, 15</u>	<u>Apr 30, 14</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1101 · Change Fund	1,200.00	1,200.00	0.00
1104 · M. Mkt. - Capital Management	8,499.96	8,498.85	1.11
1106 · High Country Bank - CD	134,822.34	173,232.91	-38,410.57
1108 · UNITED COMMUNITY BANK	146,397.26	98,527.76	47,869.50
1109 · United Community Money Market	6,435.63	6,410.39	25.24
Total Checking/Savings	297,355.19	287,869.91	9,485.28
Other Current Assets			
1140 · Inventory	214,240.28	225,317.92	-11,077.64
1153 · Prepaid Insurance	6,410.00	5,477.00	933.00
Total Other Current Assets	220,650.28	230,794.92	-10,144.64
Total Current Assets	518,005.47	518,664.83	-659.36
Fixed Assets			
2251 · Land	96,275.00	96,275.00	0.00
2252 · Building	119,054.34	119,054.34	0.00
2253 · Furniture & Equipment	61,218.44	61,218.44	0.00
2254 · Computer Equipment	36,308.27	37,150.13	-841.86
2258 · Building Improvements	179,884.11	179,884.11	0.00
2259 · Paving	16,635.00	16,635.00	0.00
2260 · Accumulated Depreciation	-259,355.17	-238,596.52	-20,758.65
Total Fixed Assets	250,019.99	271,620.50	-21,600.51
TOTAL ASSETS	768,025.46	790,285.33	-22,259.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
3402 · Accounts Payable-Liquor & Wine	55,084.77	71,361.51	-16,276.74
3404 · Accounts Payable-Other	13,516.99	5,679.56	7,837.43
Total Accounts Payable	68,601.76	77,041.07	-8,439.31
Other Current Liabilities			
2210 · Accrued Vacation	828.46	2,107.33	-1,278.87
3403 · State Excise Tax Payable	1,000.01	1,000.01	0.00
3406 · Accrued Fica	1,709.34	1,588.46	120.88
3407 · Accrued Federal Withholding	1,217.00	1,085.00	132.00
3408 · Accrued State Withholding	437.00	0.00	437.00
3409 · Accrued Futa & Suta	-1.17	-1.17	0.00
3410 · Distributions Payable	-3,513.44	26,378.70	-29,892.14
3411 · Accrued Retirement	377.50	382.52	-5.02
3414 · Sales Tax Payable	99.98	100.35	-0.37
3416 · Liquor Sales Tax Payable	75.55	35.89	39.66
Total Other Current Liabilities	2,230.23	32,677.09	-30,446.86
Total Current Liabilities	70,831.99	109,718.16	-38,886.17
Long Term Liabilities			
4510 · OPEB Health Insurance Liability	12,951.00	10,360.00	2,591.00
Total Long Term Liabilities	12,951.00	10,360.00	2,591.00
Total Liabilities	83,782.99	120,078.16	-36,295.17
Equity			
5556 · Retained Earnings	525,793.93	464,335.78	61,458.15
5557 · Capital Reserve	144,537.62	144,536.51	1.11
Net Income	13,910.92	61,334.88	-47,423.96
Total Equity	684,242.47	670,207.17	14,035.30
TOTAL LIABILITIES & EQUITY	768,025.46	790,285.33	-22,259.87

BUDGET DOCUMENT
BLOWING ROCK ABC BOARD
Fiscal Year 2015 - 2016

The following budget establishing revenues and setting expense appropriations is hereby adopted and effective July 1, 2015, through June 30, 2016.

Section 1. Estimated Revenues. It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

Estimated Revenues:

Sales	\$ 1,423,469
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Section 2. Appropriations. The following expenses are hereby appropriated for fiscal year 2015 - 2016 and are funded by the revenues made available through Section 1, herein.

Appropriations:

Taxes Based on Revenue	\$ 347,066
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Cost of Goods Sold	\$ 714,882
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Operating Expenses

Total

Salaries & Wages	\$ 125,420
Repairs & Maintenance	\$ 3,529
Insurance - General & Bonds	\$ 54,568
Store/Office Supplies	\$ 18,648
Travel	\$ 800
Professional Fees	\$ 5,500
Credit Card Fees	\$ 13,995
Contingencies	\$ 12,360

Total	\$ 234,820
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Capital Outlay:

(define)

Total

Total Estimated Expenses

Distributions:

County/Municipal	\$ 111,600
Law Enforcement	\$ 6,955
Alcohol Education & Rehab.	\$ 9,060

Total Distributions	\$ 127,615
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Working Capital Retained	\$0
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Total Expense, Distribution & Reserve

Section 3. Copies of this Budget Document shall be furnished to the [appointing authority], the state ABC Commission, and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted by the _____ ABC Board on ____/____/____.