



# Blowing Rock ABC Board

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## MEETING AGENDA FOR AUGUST 15, 2016

- 1) APPROVAL OF PRIOR MINUTES
- 2) MANAGER REPORT ON SALES & FINANCIAL REPORTS
- 3) MIXED BEVERAGE INSPECTIONS
- 4) UNFINISHED BUSINESS
  - A. Jason Carpenter CPA will discuss 2015-2016 audit.
  - B. The customer and restaurant surveys are being distributed.
- 5) NEW BUSINESS
  - A. The grants received need to be reviewed.
  - B. The employee handbook needs to be revised.
  - C. The air/heat pump needs to be repaired.



# Blowing Rock ABC Board

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**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 August 18, 2016. Chair Bob Miller called the monthly meeting to order at 3:00 p.m. Scott Fogleman, Town Manager was present. 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 July 31, 2016. Sales were \$175,707.93. This was a decrease from \$175,740.64 in July 2015.

#### Old Business:

- 1) Jason Carpenter, CPA will attend the September meeting to discuss the 2015-2016 audit report.
- 2) The Manager attended the Summer Conference.
- 3) The Manager will distribute a customer survey and a mixed beverage survey designed by the ABC Commission to be filled out and returned to the store.

#### New Business:

- 1) The Board reviewed and made corrections to the 2016-2017 grant. The Manager will disperse the grant to interested parties.
- 2) A copy of the statutory distributions concerning the 5% that is given to Law Enforcement was given to the Town Manager and each Board Member.
- 3) The Town Manager will provide a copy of the employee handbook to the Manager to make any changes to the Blowing Rock ABC Store handbook on file.
- 4) The Manager will pursue more information concerning the lights for the sign outside.

With no further business, the meeting was adjourned. The next meeting will be on August 18, 2016 at 3:00 p.m. at the Blowing Rock ABC Store. Following adjournment, the Board met in executive session to discuss pay rates. A decision was reached by all to table this decision until later date. The executive session was then adjourned.

Edith Nations  
Manager

## Town of Blowing Rock Board of Alcoholic Control

09/14/16

## Profit &amp; Loss

Accrual Basis

August 2016

	Aug 16	Aug 15	\$ Change	% of Income
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6612 · Liquor Sales	88,925.40	80,952.45	7,972.95	56.8%
6613 · Mixed Beverage Sales	67,100.88	60,315.63	6,785.25	42.9%
6614 · Wine Sales	471.80	417.60	54.20	0.3%
<b>Total Income</b>	<b>156,498.08</b>	<b>141,685.68</b>	<b>14,812.40</b>	<b>100.0%</b>
<b>Cost of Goods Sold</b>				
50000 · Cost of Goods Sold				
7701 · Liquor Cost of Sales	76,157.39	45,548.10	30,609.29	48.7%
7702 · Wine Cost of Sales	120.20	273.35	-153.15	0.1%
7703 · Bailment Surcharge	999.60	915.60	84.00	0.6%
7704 · Bailment Fees	1,071.00	981.00	90.00	0.7%
<b>Total 50000 · Cost of Goods Sold</b>	<b>78,348.19</b>	<b>47,718.05</b>	<b>30,630.14</b>	<b>50.1%</b>
8892 · NC Dept of Human Resources	508.00	459.34	48.66	0.3%
8893 · Mixed Beverage Tax	5,080.00	4,594.00	486.00	3.2%
8894 · Excise Tax	32,396.00	29,246.00	3,150.00	20.7%
8895 · Wine Sales Tax	31.85	28.19	3.66	0.0%
8902 · County Surtax	351.46	325.24	26.22	0.2%
<b>Total COGS</b>	<b>116,715.50</b>	<b>82,370.82</b>	<b>34,344.68</b>	<b>74.6%</b>
<b>Gross Profit</b>	<b>39,782.58</b>	<b>59,314.86</b>	<b>-19,532.28</b>	<b>25.4%</b>
<b>Expense</b>				
8801 · Salaries and Wages Expense	11,696.62	10,700.78	995.84	7.5%
8802 · Directors Fees	325.00	325.00	0.00	0.2%
8804 · Casual Labor	0.00	75.00	-75.00	0.0%
8807 · Depreciation Expense	880.42	828.13	52.29	0.6%
8814 · Legal and Professional Fees	0.00	5,250.00	-5,250.00	0.0%
8817 · Computer Expense	196.05	87.75	108.30	0.1%
8832 · Travel and Training	136.04	226.72	-90.68	0.1%
8836 · Repairs and Maintenance	151.86	300.00	-148.14	0.1%
8840 · Bank Charges	25.00	25.35	-0.35	0.0%
8841 · Credit Card Charges	2,129.57	1,660.03	469.54	1.4%
8842 · Office Expenses	149.45	0.00	149.45	0.1%
8844 · Operating Supplies	0.00	250.82	-250.82	0.0%
8848 · Electricity, Heat, & Water, Etc	649.40	711.62	-62.22	0.4%
8849 · Trash Removal	0.00	50.00	-50.00	0.0%
8850 · Telephone Expense	250.60	167.25	83.35	0.2%
8860 · Retirement	483.33	419.65	63.68	0.3%
8864 · Group Health Insurance	82.60	1,576.54	-1,493.94	0.1%
8878 · Maintenance Agreement	170.00	170.00	0.00	0.1%
8884 · Employer FICA Tax Expense	919.65	843.46	76.19	0.6%
8888 · State Unemployment Tax	0.00	0.00	0.00	0.0%
8904 · Miscellaneous Expense	0.00	1,175.00	-1,175.00	0.0%
<b>Total Expense</b>	<b>18,245.59</b>	<b>24,843.10</b>	<b>-6,597.51</b>	<b>11.7%</b>
<b>Net Ordinary Income</b>	<b>21,536.99</b>	<b>34,471.76</b>	<b>-12,934.77</b>	<b>13.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9001 · Interest Income	6.12	4.05	2.07	0.0%
<b>Total Other Income</b>	<b>6.12</b>	<b>4.05</b>	<b>2.07</b>	<b>0.0%</b>
<b>Other Expense</b>				
9501 · Distrib. - Law Enforcement	870.30	1,325.33	-455.03	0.6%
9502 · Distrib. - Alcohol Education	1,218.42	1,855.46	-637.04	0.8%
9503 · Distrib. - Town of Blowing Rock	5,000.00	9,300.00	-4,300.00	3.2%
<b>Total Other Expense</b>	<b>7,088.72</b>	<b>12,480.79</b>	<b>-5,392.07</b>	<b>4.5%</b>
<b>Net Other Income</b>	<b>-7,082.60</b>	<b>-12,476.74</b>	<b>5,394.14</b>	<b>-4.5%</b>

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09/14/16  
Accrual Basis

**Town of Blowing Rock Board of Alcoholic Control**  
**Profit & Loss**  
**August 2016**

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	<u>Aug 16</u>	<u>Aug 15</u>	<u>\$ Change</u>	<u>% of Income</u>
Net Income	<u>14,454.39</u>	<u>21,995.02</u>	<u>-7,540.63</u>	<u>9.2%</u>

**Town of Blowing Rock Board of Alcoholic Control**  
**Profit & Loss Prev Year Comparison**  
**July through August 2016**

	Jul - Aug 16	Jul - Aug 15	\$ Change	Jul - Aug 16	% of Income
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
6612 · Liquor Sales	193,433.05	175,007.20	18,425.85	193,433.05	58.2%
6613 · Mixed Beverage Sales	137,841.23	141,590.89	-3,749.66	137,841.23	41.5%
6614 · Wine Sales	931.73	828.23	103.50	931.73	0.3%
<b>Total Income</b>	<b>332,206.01</b>	<b>317,426.32</b>	<b>14,779.69</b>	<b>332,206.01</b>	<b>100.0%</b>
<b>Cost of Goods Sold</b>					
50000 · Cost of Goods Sold					
7701 · Liquor Cost of Sales	161,873.03	145,597.74	16,275.29	161,873.03	48.7%
7702 · Wine Cost of Sales	431.18	425.63	5.55	431.18	0.1%
7703 · Bailment Surcharge	2,007.60	2,070.60	-63.00	2,007.60	0.6%
7704 · Bailment Fees	2,151.00	2,218.50	-67.50	2,151.00	0.6%
<b>Total 50000 · Cost of Goods Sold</b>	<b>166,462.81</b>	<b>150,312.47</b>	<b>16,150.34</b>	<b>166,462.81</b>	<b>50.1%</b>
8892 · NC Dept of Human Resources	1,047.13	1,066.28	-19.15	1,047.13	0.3%
8893 · Mixed Beverage Tax	10,472.00	10,664.00	-192.00	10,472.00	3.2%
8894 · Excise Tax	68,883.00	65,501.00	3,382.00	68,883.00	20.7%
8895 · Wine Sales Tax	62.90	55.91	6.99	62.90	0.0%
8902 · County Surtax	740.32	707.44	32.88	740.32	0.2%
<b>Total COGS</b>	<b>247,668.16</b>	<b>228,307.10</b>	<b>19,361.06</b>	<b>247,668.16</b>	<b>74.6%</b>
<b>Gross Profit</b>	<b>84,537.85</b>	<b>89,119.22</b>	<b>-4,581.37</b>	<b>84,537.85</b>	<b>25.4%</b>
<b>Expense</b>					
8801 · Salaries and Wages Expense	23,745.61	21,328.07	2,417.54	23,745.61	7.1%
8802 · Directors Fees	650.00	650.00	0.00	650.00	0.2%
8804 · Casual Labor	0.00	75.00	-75.00	0.00	0.0%
8807 · Depreciation Expense	1,760.84	1,656.26	104.58	1,760.84	0.5%
8810 · Advertising & Promotion Expense	352.28	0.00	352.28	352.28	0.1%
8814 · Legal and Professional Fees	0.00	5,250.00	-5,250.00	0.00	0.0%
8817 · Computer Expense	644.31	323.17	321.14	644.31	0.2%
8826 · Dues & Subscriptions	200.00	195.00	5.00	200.00	0.1%
8832 · Travel and Training	286.04	854.83	-568.79	286.04	0.1%
8836 · Repairs and Maintenance	151.86	300.00	-148.14	151.86	0.0%
8840 · Bank Charges	59.10	55.45	3.65	59.10	0.0%
8841 · Credit Card Charges	3,611.40	2,999.23	612.17	3,611.40	1.1%
8842 · Office Expenses	296.60	191.79	104.81	296.60	0.1%
8844 · Operating Supplies	577.42	250.82	326.60	577.42	0.2%
8846 · Postage and Box Rent	11.18	0.00	11.18	11.18	0.0%
8848 · Electricity, Heat, & Water, Etc	1,340.94	1,353.82	-12.88	1,340.94	0.4%
8849 · Trash Removal	50.00	50.00	0.00	50.00	0.0%
8850 · Telephone Expense	491.64	505.21	-13.57	491.64	0.1%
8860 · Retirement	1,328.00	839.30	488.70	1,328.00	0.4%
8864 · Group Health Insurance	1,787.91	3,153.08	-1,365.17	1,787.91	0.5%
8870 · Property Insurance	10,381.00	8,375.00	2,006.00	10,381.00	3.1%
8878 · Maintenance Agreement	250.00	340.00	-90.00	250.00	0.1%
8884 · Employer FICA Tax Expense	1,866.27	1,681.31	184.96	1,866.27	0.6%
8888 · State Unemployment Tax	0.00	0.00	0.00	0.00	0.0%
8904 · Miscellaneous Expense	198.39	1,175.00	-976.61	198.39	0.1%
<b>Total Expense</b>	<b>50,040.79</b>	<b>51,602.34</b>	<b>-1,561.55</b>	<b>50,040.79</b>	<b>15.1%</b>
<b>Net Ordinary Income</b>	<b>34,497.06</b>	<b>37,516.88</b>	<b>-3,019.82</b>	<b>34,497.06</b>	<b>10.4%</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
9001 · Interest Income	11.56	8.34	3.22	11.56	0.0%
9504 · Refunds and Capital Credits	17.30	0.00	17.30	17.30	0.0%
<b>Total Other Income</b>	<b>28.86</b>	<b>8.34</b>	<b>20.52</b>	<b>28.86</b>	<b>0.0%</b>
<b>Other Expense</b>					
9501 · Distrib. - Law Enforcement	1,261.85	1,499.64	-237.79	1,261.85	0.4%
9502 · Distrib. - Alcohol Education	1,766.60	2,099.50	-332.90	1,766.60	0.5%
9503 · Distrib. - Town of Blowing Rock	10,000.00	18,600.00	-8,600.00	10,000.00	3.0%
<b>Total Other Expense</b>	<b>13,028.45</b>	<b>22,199.14</b>	<b>-9,170.69</b>	<b>13,028.45</b>	<b>3.9%</b>
<b>Net Other Income</b>	<b>-12,999.59</b>	<b>-22,190.80</b>	<b>9,191.21</b>	<b>-12,999.59</b>	<b>-3.9%</b>
<b>Net Income</b>	<b>21,497.47</b>	<b>15,326.08</b>	<b>6,171.39</b>	<b>21,497.47</b>	<b>6.5%</b>

**Town of Blowing Rock Board of Alcoholic Control**  
**Balance Sheet**  
**As of August 31, 2016**

09/14/16

Accrual Basis

	Aug 31, 16	Aug 31, 15	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1101 · Change Fund	1,200.00	1,200.00	0.00
1104 · M. Mkt. - Capital Management	8,524.02	8,501.50	22.52
1106 · High Country Bank - CD	135,618.87	135,159.84	459.03
1108 · UNITED COMMUNITY BANK	219,364.17	184,130.68	35,233.49
1109 · United Community Money Market	6,461.47	6,435.63	25.84
<b>Total Checking/Savings</b>	<b>371,168.53</b>	<b>335,427.65</b>	<b>35,740.88</b>
<b>Other Current Assets</b>			
1140 · Inventory	200,401.81	204,374.24	-3,972.43
1153 · Prepaid Insurance	6,587.76	6,587.76	0.00
<b>Total Other Current Assets</b>	<b>206,989.57</b>	<b>210,962.00</b>	<b>-3,972.43</b>
<b>Total Current Assets</b>	<b>578,158.10</b>	<b>546,389.65</b>	<b>31,768.45</b>
<b>Fixed Assets</b>			
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	55,668.16	50,654.67	5,013.49
2258 · Building Improvements	179,884.11	179,884.11	0.00
2259 · Paving	16,635.00	16,635.00	0.00
2260 · Accumulated Depreciation	-293,052.38	-272,445.26	-20,607.12
<b>Total Fixed Assets</b>	<b>235,682.67</b>	<b>251,276.30</b>	<b>-15,593.63</b>
<b>Other Assets</b>			
Deferred outflows	5,539.27	5,539.27	0.00
Net pension asset	6,605.16	6,605.16	0.00
<b>Total Other Assets</b>	<b>12,144.43</b>	<b>12,144.43</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>825,985.20</b>	<b>809,810.38</b>	<b>16,174.82</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
3402 · Accounts Payable-Liquor & Wine	72,678.47	51,796.32	20,882.15
3404 · Accounts Payable-Other	46,415.03	57,670.37	-11,255.34
<b>Total Accounts Payable</b>	<b>119,093.50</b>	<b>109,466.69</b>	<b>9,626.81</b>
<b>Other Current Liabilities</b>			
2210 · Accrued Vacation	925.27	925.27	0.00
3403 · State Excise Tax Payable	1,000.01	1,000.01	0.00
3406 · Accrued Fica	-19.13	1,686.92	-1,706.05
3407 · Accrued Federal Withholding	0.00	1,173.00	-1,173.00
3408 · Accrued State Withholding	394.00	0.00	394.00
3409 · Accrued Futa & Suta	-1.17	-1.17	0.00
3410 · Distributions Payable	124,171.85	20,340.45	103,831.40
3411 · Accrued Retirement	1,260.84	0.00	1,260.84
3414 · Sales Tax Payable	154.84	147.84	7.00
3416 · Liquor Sales Tax Payable	-478.16	-206.02	-272.14
<b>Total Other Current Liabilities</b>	<b>127,408.35</b>	<b>25,066.30</b>	<b>102,342.05</b>
<b>Total Current Liabilities</b>	<b>246,501.85</b>	<b>134,532.99</b>	<b>111,968.86</b>
<b>Long Term Liabilities</b>			
<b>Deferred inflows</b>			
4510 · OPEB Health Insurance Liability	15,161.70	15,161.70	0.00
	15,817.00	15,817.00	0.00
<b>Total Long Term Liabilities</b>	<b>30,978.70</b>	<b>30,978.70</b>	<b>0.00</b>

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**Town of Blowing Rock Board of Alcoholic Control**  
**Balance Sheet**  
**As of August 31, 2016**

09/14/16

Accrual Basis

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	<u>Aug 31, 16</u>	<u>Aug 31, 15</u>	<u>\$ Change</u>
Total Liabilities	277,480.55	165,511.69	111,968.86
Equity			
5556 · Retained Earnings	382,447.67	534,435.03	-151,987.36
5557 · Capital Reserve	144,559.51	94,537.58	50,021.93
Net Income	21,497.47	15,326.08	6,171.39
Total Equity	<u>548,504.65</u>	<u>644,298.69</u>	<u>-95,794.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>825,985.20</u></b>	<b><u>809,810.38</u></b>	<b><u>16,174.82</u></b>

**Town of Blowing Rock Board of Alcoholic Control**  
**Profit & Loss Budget vs. Actual**  
**July through August 2016**

09/14/16

Accrual Basis

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6612 · Liquor Sales	193,433.05	178,100.00	15,333.05	108.6%
6613 · Mixed Beverage Sales	137,841.23	147,750.00	-9,908.77	93.3%
6614 · Wine Sales	931.73	450.00	481.73	207.1%
6616 · Return Check Fee	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>332,206.01</b>	<b>326,300.00</b>	<b>5,906.01</b>	<b>101.8%</b>
<b>Cost of Goods Sold</b>				
50000 · Cost of Goods Sold				
7701 · Liquor Cost of Sales	161,873.03	160,000.00	1,873.03	101.2%
7702 · Wine Cost of Sales	431.18	422.00	9.18	102.2%
7703 · Bailment Surcharge	2,007.60	1,900.00	107.60	105.7%
7704 · Bailment Fees	2,151.00	2,190.00	-39.00	98.2%
<b>Total 50000 · Cost of Goods Sold</b>	<b>166,462.81</b>	<b>164,512.00</b>	<b>1,950.81</b>	<b>101.2%</b>
8892 · NC Dept of Human Resources	1,047.13	1,330.00	-282.87	78.7%
8893 · Mixed Beverage Tax	10,472.00	10,670.00	-198.00	98.1%
8894 · Excise Tax	68,883.00	68,992.00	-109.00	99.8%
8895 · Wine Sales Tax	62.90	31.00	31.90	202.9%
8902 · County Surtax	740.32	680.00	60.32	108.9%
<b>Total COGS</b>	<b>247,668.16</b>	<b>246,215.00</b>	<b>1,453.16</b>	<b>100.6%</b>
<b>Gross Profit</b>	<b>84,537.85</b>	<b>80,085.00</b>	<b>4,452.85</b>	<b>105.6%</b>
<b>Expense</b>				
8800 · Pension	0.00	900.00	-900.00	0.0%
8801 · Salaries and Wages Expense	23,745.61	20,600.00	3,145.61	115.3%
8802 · Directors Fees	650.00	650.00	0.00	100.0%
8804 · Casual Labor	0.00	80.00	-80.00	0.0%
8807 · Depreciation Expense	1,760.84	1,740.00	20.84	101.2%
8810 · Advertising & Promotion Expense	352.28			
8814 · Legal and Professional Fees	0.00	920.00	-920.00	0.0%
8817 · Computer Expense	644.31	940.00	-295.69	68.5%
8826 · Dues & Subscriptions	200.00	84.00	116.00	238.1%
8832 · Travel and Training	286.04	320.00	-33.96	89.4%
8836 · Repairs and Maintenance	151.86	300.00	-148.14	50.6%
8838 · Repairs - Equipment	0.00	250.00	-250.00	0.0%
8840 · Bank Charges	59.10	50.00	9.10	118.2%
8841 · Credit Card Charges	3,611.40	2,800.00	811.40	129.0%
8842 · Office Expenses	296.60	190.00	106.60	156.1%
8844 · Operating Supplies	577.42	400.00	177.42	144.4%
8846 · Postage and Box Rent	11.18	136.00	-124.82	8.2%
8848 · Electricity, Heat, & Water, Etc	1,340.94	1,150.00	190.94	116.6%
8849 · Trash Removal	50.00	50.00	0.00	100.0%
8850 · Telephone Expense	491.64	420.00	71.64	117.1%
8860 · Retirement	1,328.00	400.00	928.00	332.0%
8864 · Group Health Insurance	1,787.91	3,580.00	-1,792.09	49.9%
8865 · OPEB Health Insurance Cost	0.00	464.00	-464.00	0.0%
8870 · Property Insurance	10,381.00	1,732.00	8,649.00	599.4%
8871 · Professional Liability Ins.	0.00	1,000.00	-1,000.00	0.0%
8872 · Workmens' Compensation	0.00	564.00	-564.00	0.0%
8878 · Maintenance Agreement	250.00	350.00	-100.00	71.4%
8880 · Alarm Service	0.00	50.00	-50.00	0.0%
8884 · Employer FICA Tax Expense	1,866.27	1,740.00	126.27	107.3%
8888 · State Unemployment Tax	0.00	60.00	-60.00	0.0%
8904 · Miscellaneous Expense	198.39	10,280.00	-10,081.61	1.9%
<b>Total Expense</b>	<b>50,040.79</b>	<b>52,200.00</b>	<b>-2,159.21</b>	<b>95.9%</b>
<b>Net Ordinary Income</b>	<b>34,497.06</b>	<b>27,885.00</b>	<b>6,612.06</b>	<b>123.7%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9001 · Interest Income	11.56	8.00	3.56	144.5%
9504 · Refunds and Capital Credits	17.30	0.00	17.30	100.0%
<b>Total Other Income</b>	<b>28.86</b>	<b>8.00</b>	<b>20.86</b>	<b>360.8%</b>
<b>Other Expense</b>				
9501 · Distrib. - Law Enforcement	1,261.85	940.00	321.85	134.2%
9502 · Distrib. - Alcohol Education	1,766.60	1,340.00	426.60	131.8%
9503 · Distrib. - Town of Blowing Rock	10,000.00	10,000.00	0.00	100.0%
<b>Total Other Expense</b>	<b>13,028.45</b>	<b>12,280.00</b>	<b>748.45</b>	<b>106.1%</b>

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Accrual Basis

**Town of Blowing Rock Board of Alcoholic Control**  
**Profit & Loss Budget vs. Actual**  
**July through August 2016**

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	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Other Income	-12,999.59	-12,272.00	-727.59	105.9%
Net Income	<u>21,497.47</u>	<u>15,613.00</u>	<u>5,884.47</u>	<u>137.7%</u>

