

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

**Tuesday June 25<sup>th</sup>, 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 May 28<sup>th</sup>, 2019
5. Public Participation

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Managers' Report – June – Dave Anderson
- Superintendent Report – June – Kevin Goss

**FINANCIAL REPORTS**

- Income Statement for Period 5 – May 2019

**Next Meeting – Tuesday July 23<sup>rd</sup>, 6 p.m.**

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

SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

MAY 29, 2019

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

PRESENT: Joe Colmone, Mark Exiner, Brian McDermott, Gary Schiefer, and Tim Sheehan

ALSO PRESENT: Kevin Goss, Superintendent, and Jean Paprocki, Recording

Secretary

ABSENT: Greg Gola and Dave Anderson

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

Updated Financial Statement which will be presented later.

APPROVAL OF MINUTES FOR APRIL 23, 2019

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

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

2018 SUGAR CREEK AUDIT REVIEW – EPD/VILLA PARK

To clarify and give a better understanding of the financial status of the Sugar Creek Golf course, Edward Tracy from Seldon Fox made a brief presentation of the 2018 Sugar Creek Audit Review to the board. The finance directors from Villa Park and Elmhurst Park District were also present to answer any additional questions the board might have.

MONTHLY MANAGER'S REPORT

The rounds and revenue for this month have again been impacted by the weather with the number of playable days May 1<sup>st</sup> through May 27<sup>th</sup>, 2019, being the lowest in the last 6 years due to the rain. Only 48% of the days have been considered playable days versus 65% playable days last year. Consequently, rounds are down 484 with revenues showing a decrease of \$11,737 in comparison to last year. However, the average number of rounds per playable day March 1<sup>st</sup> through May 27<sup>th</sup> remain strong compared to previous years resulting in year-to-date revenues \$5,365 less than the 5- year average despite 1204 fewer rounds versus the 5- year average. The driving range business also remains strong despite the fewer playable days with revenues year-to-date at \$33,898 versus \$30,982 last year.

Weather also affected the Annual Spring Scramble as it was cancelled due to the snow on April 27 and couldn't be rescheduled due to other commitments on the following eight Saturdays. Teams were given options to use their entry fees as rain checks or as deposits for the Fall Scramble. Banquet rentals have been strong with revenues totaling \$4,550 compared to

\$3,710 last May, and alcohol sales have also shown an increase with \$10,477 this May compared to \$9,719.

June will be busy with 18 total events including golf and banquets, and the Junior Golf Program is scheduled to begin the second week of June and run through the end of July with no camp the week of July 4<sup>th</sup>.

#### SUPERINTENDENT'S REPORT

May's temperatures have been 2 colder than average, but the precipitation has been more than double the average with rain on 25 of the last 35 days with a total of approximately 13 inches. The most challenging aspect of this precipitation is not the intensity but the frequency of this rainfall interrupting our normal schedule. Adapting the mowing schedule to opportunity seems most advantageous sometimes calling in all workers during a dry morning to keep up with the mowing. Other projects included mulching landscape beds around the clubhouse, parking lot and driving range, pumping and restoring sand traps after rains, and repairing several drains that have been blocked by tree roots.

#### APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 4. **Brian McDermott** gave a short recap of the budget with revenues down slightly and expenses up about \$2,000 showing a difference of approximately \$6,000 between last year and this year. A motion to accept the income statement was made by **Mark Exiner** and seconded by **Tim Sheehan** and the motion was carried.

Several suggestions were made at this juncture of the meeting. **Gary Schiefer** requested if information to be presented in the meeting could be obtained earlier so it could be previewed. **Joe Colmone** and **Tim Sheehan** requested more information in the budget reports so key indicators in revenue sources could be compared to target goals either monthly or quarterly. Lastly, **Brian McDermott** reviewed the restoration project. The large grant is not favorable but the small grant looks more favorable with more questions related to the grant application.

#### NEXT MEETING

The next meeting will be tentatively scheduled for Tuesday, June 25, 2019, at 6:00 p.m.

#### ADJOURNMENT

A motion to adjourn was made by **Joe Colmone** and seconded by **Gary Schiefer**. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

PERIOD ENDING 05/31/2019

ACCOUNT PROJECT DESCRIPTION	2019 MENDED BUDGET	% BDGT USED	YTD BALANCE 05/31/2019	YTD BALANCE 05/31/2018	Y-T-D VARIANCE	
<b>Revenues</b>						
<b>PROGRAMS</b>						
3200 1813	PROGRAM REVENUES	17,264.00	94.35	16,289.00	14,892.00	1,397.00
3200 1816	PROGRAM REVENUES	93,225.00	132.22	123,258.95	127,229.07	(3,970.12)
3200 1818	PROGRAM REVENUES	750.00	20.00	150.00	1,980.00	(1,830.00)
<b>PROGRAMS</b>		<b>111,239.00</b>	<b>125.58</b>	<b>139,697.95</b>	<b>144,101.07</b>	<b>(4,403.12)</b>
<b>RENTALS</b>						
3300 1801	EQUIPMENT RENTALS	8,550.00	13.16	1,125.00	1,548.00	(423.00)
3300 1802	EQUIPMENT RENTALS	114,000.00	15.64	17,827.00	18,707.00	(880.00)
3300 1803	EQUIPMENT RENTALS	1,500.00	37.40	561.00	252.00	309.00
3341	INDOOR FACILITY RENTAL	31,500.00	31.14	9,810.00	13,358.00	(3,548.00)
3341 1804	INDOOR FACILITY RENTAL	15,600.00	41.67	6,500.00	6,500.00	0.00
<b>RENTALS</b>		<b>171,150.00</b>	<b>20.93</b>	<b>35,823.00</b>	<b>40,365.00</b>	<b>(4,542.00)</b>
<b>MEMBERSHIP DAILY USE</b>						
3430	DAILY USE FEES	495,963.00	14.58	72,290.91	78,960.08	(6,669.17)
3430 1813	DAILY USE FEES	115,000.00	31.57	36,309.00	32,788.00	3,521.00
3431	PUNCH CARD FEES	8,100.00	85.80	6,950.00	8,200.00	(1,250.00)
3453	SEASON PASSES	8,500.00	58.47	4,970.00	5,640.00	(670.00)
3454	PERMANENT TEE TIMES	6,700.00	76.49	5,125.00	5,775.00	(650.00)
<b>MEMBERSHIP DAILY USE</b>		<b>634,263.00</b>	<b>19.81</b>	<b>125,644.91</b>	<b>131,363.08</b>	<b>(5,718.17)</b>
<b>MERCHANDISE</b>						
3600 1807	MERCHANDISE SALES	40,000.00	24.59	9,837.93	9,963.98	(126.05)
3600 1808	MERCHANDISE SALES	73,332.00	22.12	16,222.98	14,874.65	1,348.33
3600 1809	MERCHANDISE SALES	21,500.00	7.09	1,525.42	1,434.08	91.34
3600 1810	MERCHANDISE SALES	21,000.00	15.22	3,195.83	4,721.08	(1,525.25)
3600 1814	MERCHANDISE SALES	15,500.00	35.43	5,492.02	6,813.18	(1,321.16)
<b>MERCHANDISE</b>		<b>171,332.00</b>	<b>21.17</b>	<b>36,274.18</b>	<b>37,806.97</b>	<b>(1,532.79)</b>
<b>INTEREST</b>						
3960	INTEREST INCOME	0.00	100.00	234.34	76.35	157.99
<b>INTEREST</b>		<b>0.00</b>	<b>100.00</b>	<b>234.34</b>	<b>76.35</b>	<b>157.99</b>
<b>TOTAL REVENUES</b>		<b>1,087,984.00</b>	<b>31.04</b>	<b>337,674.38</b>	<b>353,712.47</b>	<b>(16,038.09)</b>
<b>Expenditures</b>						
<b>Salaries &amp; Wages</b>						
4001	FULL-TIME EMPLOYEES SALARY & WAGES	208,535.00	38.06	79,368.73	71,090.30	8,278.43
4240	OPERATIONS STAFF WAGES	78,760.00	27.03	21,290.67	22,376.78	(1,086.11)
4280 1805	PROGRAM STAFF WAGES	41,300.00	17.50	7,226.00	6,484.45	741.55
4280 1809	PROGRAM STAFF WAGES	3,600.00	2.62	94.38	81.35	13.03
4280 1811	PROGRAM STAFF WAGES	330.00	33.33	110.00	0.00	110.00
4280 1813	PROGRAM STAFF WAGES	10,292.00	18.13	1,866.34	1,031.80	834.54
4280 1814	PROGRAM STAFF WAGES	12,219.00	17.75	2,169.20	2,298.45	(129.25)
4280 1816	PROGRAM STAFF WAGES	12,000.00	0.00	0.00	47.50	(47.50)
4280 1817	PROGRAM STAFF WAGES	6,000.00	13.47	808.17	494.31	313.86
4280 1818	PROGRAM STAFF WAGES	1,125.00	0.00	0.00	0.00	0.00
<b>Salaries &amp; Wages</b>		<b>374,161.00</b>	<b>30.18</b>	<b>112,933.49</b>	<b>103,904.94</b>	<b>9,028.55</b>
<b>Services</b>						
5020	HEALTH CARE EXPENSES	12,270.00	40.10	4,920.20	6,093.40	(1,173.20)
5040	ILLINOIS MUNICIPAL RETIREMENT FUND	21,613.00	36.59	7,908.90	9,488.06	(1,579.16)
5040 1817	ILLINOIS MUNICIPAL RETIREMENT FUND	0.00	100.00	11.38	0.00	11.38
5060	FICA-EMPLOYER PORTION	28,623.00	27.28	7,807.31	8,018.17	(210.86)
5060 1805	FICA-EMPLOYER PORTION	0.00	100.00	552.79	0.00	552.79
5060 1809	FICA-EMPLOYER PORTION	0.00	100.00	7.22	0.00	7.22
5060 1811	FICA-EMPLOYER PORTION	0.00	100.00	8.42	0.00	8.42
5060 1813	FICA-EMPLOYER PORTION	0.00	100.00	142.76	0.00	142.76
5060 1814	FICA-EMPLOYER PORTION	0.00	100.00	174.83	0.00	174.83
5060 1817	FICA-EMPLOYER PORTION	0.00	100.00	68.17	0.00	68.17
5102	CONSULTING SERVICES	500.00	1,170.00	5,850.00	6,000.00	(150.00)
5300	DUES	1,514.00	56.08	849.00	690.00	159.00
5320	OCCUPATIONAL HEALTH	1,814.00	25.80	468.00	368.00	100.00
5340	CONTINUING EDUCATION	1,000.00	35.40	353.99	605.21	(251.22)
5380	TRAVEL	2,000.00	92.06	1,841.16	1,538.55	302.61
5500	ADS & NOTICES	5,000.00	16.56	827.96	920.42	(92.46)
5520	LICENSES & PERMITS	1,241.00	100.00	1,241.00	1,229.00	12.00
5540	POSTAGE & SHIPPING	500.00	0.00	0.00	0.00	0.00
5580	EQUIPMENT RENTAL	32,060.00	18.28	5,862.00	6,044.35	(182.35)
5580 1815	EQUIPMENT RENTAL	3,500.00	32.25	1,128.58	1,078.36	50.22

PERIOD ENDING 05/31/2019

ACCOUNT PROJECT DESCRIPTION	2019 MENDED BUDGET	% BDGT USED	YTD BALANCE 05/31/2019	YTD BALANCE 05/31/2018	Y-T-D VARIANCE
<b>Expenditures</b>					
5601 TELEPHONE	1,980.00	7.76	153.71	297.03	(143.32)
5602 NEXTEL	600.00	4.59	27.51	185.22	(157.71)
5650 ALARM EXPENSES	2,750.00	46.30	1,273.26	1,273.26	0.00
5720 ELECTRICITY	22,000.00	35.18	7,739.41	5,159.59	2,579.82
5740 NATURAL GAS	8,100.00	32.00	2,592.26	2,731.32	(139.06)
5760 WATER & SEWER	7,000.00	20.09	1,406.40	2,015.66	(609.26)
5780 CABLE TV	1,800.00	42.63	767.30	732.35	34.95
5881 COMPUTER & HARDWARE SERVICES	700.00	0.00	0.00	0.00	0.00
5883 CONTRACT SERVICES	11,270.00	34.62	3,901.56	3,978.46	(76.90)
5050 BUSINESS INSURANCE	15,250.00	0.00	0.00	0.00	0.00
5160 AUDITING EXPENSES	4,600.00	65.22	3,000.00	4,500.00	(1,500.00)
5180 FINANCE/BANK CHARGES	22,200.00	30.32	6,730.46	6,538.80	191.66
<b>Services</b>	<b>209,885.00</b>	<b>32.22</b>	<b>67,615.54</b>	<b>69,485.21</b>	<b>(1,869.67)</b>
<b>Repairs &amp; Maintenance</b>					
6020 BUILDING REPAIRS	4,000.00	0.00	0.00	1,268.68	(1,268.68)
6060 PLUMBING SYSTEMS REPAIR	4,205.00	0.00	0.00	985.00	(985.00)
6200 VEHICLE REPAIRS	1,000.00	0.00	0.00	1,442.57	(1,442.57)
<b>Repairs &amp; Maintenance</b>	<b>9,205.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,696.25</b>	<b>(3,696.25)</b>
<b>Supplies</b>					
7001 OFFICE SUPPLIES	1,000.00	6.73	67.27	377.67	(310.40)
7020 EQUIPMENT & FURNITURE	3,000.00	0.00	0.00	0.00	0.00
7040 CUSTODIAL SUPPLIES	1,000.00	1.59	15.92	0.00	15.92
7070 GROUNDS SUPPLIES	33,636.00	42.69	14,357.84	16,139.88	(1,782.04)
7090 BUILDING SUPPLIES	5,950.00	13.19	785.04	3,350.44	(2,565.40)
7100 FUEL	8,382.00	24.38	2,043.71	1,563.00	480.71
7140 VEHICLE PARTS	18,595.00	36.81	6,844.53	6,989.18	(144.65)
7520 CHEMICALS	22,858.00	52.31	11,956.00	7,563.60	4,392.40
7600 PROGRAM SUPPLIES	5,000.00	81.75	4,087.30	688.00	3,399.30
7600 1813 PROGRAM SUPPLIES	12,000.00	68.36	8,203.52	12,906.36	(4,702.84)
7620 1807 RESALE MERCHANDISE	30,000.00	22.65	6,796.19	7,805.87	(1,009.68)
7620 1812 RESALE MERCHANDISE	50,233.00	28.86	14,499.22	13,257.44	1,241.78
7680 UNIFORMS	2,000.00	60.35	1,207.05	0.00	1,207.05
7700 FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	11.40	56.99	45.45	11.54
<b>Supplies</b>	<b>194,154.00</b>	<b>36.53</b>	<b>70,920.58</b>	<b>70,686.89</b>	<b>233.69</b>
<b>Capital</b>					
8910 CAPITAL PURCHASES	115,000.00	0.00	0.00	0.00	0.00
8931 DEPRECIATION EXPENSE-LAND IMPROVEMENTS	0.00	0.00	0.00	14,028.30	(14,028.30)
8932 DEPRECIATION EXPENSE-BLDG. & IMPROVEMENT	0.00	0.00	0.00	9,112.47	(9,112.47)
8933 DEPRECIATION EXP.-MACH. & EQ.-IS CHGBK.	0.00	0.00	0.00	4,316.22	(4,316.22)
<b>Capital</b>	<b>115,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,456.99</b>	<b>(27,456.99)</b>
<b>TRANSFERS</b>					
9910 OPERATING INTERFUND TRANSFERS	104,563.00	0.00	0.00	6,150.00	(6,150.00)
<b>TRANSFERS</b>	<b>104,563.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,150.00</b>	<b>(6,150.00)</b>
<b>DEBT PAYMENTS</b>					
9921 2017A GO BONDS	122,650.00	0.00	0.00	0.00	0.00
<b>DEBT PAYMENTS</b>	<b>122,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,129,618.00</b>	<b>22.26</b>	<b>251,469.61</b>	<b>281,380.28</b>	<b>(29,910.67)</b>
<b>TOTAL REVENUES - FUND 80</b>					
TOTAL REVENUES - FUND 80	1,087,984.00	31.04	337,674.38	353,712.47	(16,038.09)
TOTAL EXPENDITURES - FUND 80	1,129,618.00	22.26	251,469.61	281,380.28	(29,910.67)
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(41,634.00)</b>	<b>207.05</b>	<b>86,204.77</b>	<b>72,332.19</b>	<b>13,872.58</b>