

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA
Tuesday July 23rd, 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 June 25th, 2019
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

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

FINANCIAL REPORTS

- Income Statement for Period 6 – June 2019

Next Meeting – Tuesday August 27th, 6 p.m.

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

SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

JUNE 25, 2019

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

PRESENT: Mark Exiner, Greg Gola, Tim Sheehan, and Charlie Van Slyke

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

Recording Secretary

ABSENT: Joe Colmone, Brian McDermott, and Gary Schiefer

INTRODUCTION OF NEW MEMBERS:

Charlie Van Slyke will be representing Elmhurst for the coming year.

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR May 28, 2019

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

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MONTHLY MANAGER'S REPORT

Both rounds and revenues have increased as the weather returned to normal. June 2019 has been the busiest June on record with revenues through the first 23 days of the month reaching a record high of \$140,230 exceeding the previous record of \$135,281 in 2017 for the same time period. In response to several requests for specific revenue sources, Dave compiled the data showing key revenue comparisons for June 1st through June 23rd for the previous 5 years.

	Green Fees	Cart Rentals	Pro Shop Sales	Alcohol Sales	Snack Bar	Driving Range
2019	\$58,254	\$17,924	\$4,606	\$15,627	\$9,825	\$17,291
2018	\$52,454	\$16,042	\$4,268	\$15,348	\$7,170	\$14,612
2017	\$62,221	\$18,199	\$4,780	\$14,511	\$8,823	\$14,893
2016	\$53,227	\$15,284	\$5,436	\$10,188	\$9,125	\$14,835
2015	\$47,250	\$11,073	\$4,314	\$8,594	\$6,435	\$14,724
2014	\$51,340	\$13,167	\$5,860	\$9,472	\$6,500	\$14,682

Junior Golf Camp, which runs Monday through Thursday from 10:00 -2:30, is now in its third week which is the halfway point. The 100 participants per day receive instruction on both the driving range and putting green and then on-course experience. It has sold out to maximum capacity for the past 7-8 and is one of the largest junior golf programs in the area. In addition, the high school golf camp also began in June and meets twice a week on Tuesday and Thursday from 2:30-4:00 to aid incoming freshmen students who hope to play on their school's golf team. Both programs help fill out the tee sheet as these time slots are often the weakest part of the day. There were 18 banquets and outings hosted in June including graduations, birthdays, showers and a retirement party with many major outings on Fridays.

SUPERINTENDENT'S REPORT

Although May 2019 ended as the wettest May on record in the Chicago area, the rain has slowed significantly in June changing the soil from completely saturated to very dry. Precipitation for June has been normal and temperatures have been slightly cooler than normal. Due to the slower turf growth, the mowing schedule could be minimized which allowed for several large projects. These projects included replacing 50 areas of fairways damaged by excessive rain and traffic with sod from our nursery. About 1500 square feet of sod were used for this project. Also repairs to drain lines, which involved excavating and replacing them with solid pipe, on fairways #6, #8, #1 and #4 were necessary as the lines were clogged with roots from willow trees. Many low hanging branches were trimmed around the course, and 7 trees and 4 shrubs were planted in various locations as replacements for those that had died in the past several years.

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 5. **Greg Gola** gave a short recap of the budget with both revenues and expenditures slightly lower than last year. A motion to accept the income statement was made by **Mark Exiner** and seconded by **Tim Sheehan** and the motion was carried.

NEXT MEETING

The next meeting will be scheduled for Tuesday, July 23 at 6:00 p.m.

ADJOURNMENT

A motion to adjourn was made by **Tim Sheehan** and seconded by **Charlie Van Slyke**. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT
PERIOD ENDING 06/30/2019

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 06/30/2018	YTD BALANCE DIFF 06/30/2019 06/30/2018
Fund 80 - SUGAR CREEK GOLF COURSE							
PROGRAMS							
80-00-3200-1813	DRIVING RANGE	17,264.00	18,836.00	(1,572.00)	109.11	17,209.00	1,627.00
80-00-3200-1816	JR. GOLF	93,225.00	88,495.95	4,729.05	94.93	90,754.07	(2,258.12)
80-00-3200-1818	PRIVATE LESSONS	750.00	249.00	501.00	33.20	2,060.00	(1,811.00)
Net PROGRAMS		111,239.00	107,580.95	3,658.05	96.71	110,023.07	(2,442.12)
RENTAL							
80-00-3300-1801	PULL CART RENTAL	8,550.00	2,334.00	6,216.00	27.30	2,610.00	(276.00)
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	38,654.00	75,346.00	33.91	38,401.00	253.00
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	945.00	555.00	63.00	444.00	501.00
80-00-3341	INDOOR FACILITY RENTAL	31,500.00	15,510.00	15,990.00	49.24	17,048.00	(1,538.00)
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	7,800.00	7,800.00	50.00	7,800.00	0.00
Net RENTAL		171,150.00	65,243.00	105,907.00	38.12	66,303.00	(1,060.00)
DAILY USE AND PUNCH CARDS							
80-00-3430	DAILY USE FEES	495,963.00	180,657.18	315,305.82	36.43	184,641.88	(3,984.70)
80-00-3430-1813	DRIVING RANGE	115,000.00	57,596.00	57,404.00	50.08	51,118.00	6,478.00
80-00-3431	PUNCH CARD FEES	8,100.00	7,700.00	400.00	95.06	8,300.00	(600.00)
Net DAILY USE AND PUNCH CARDS		619,063.00	245,953.18	373,109.82	39.73	244,059.88	1,893.30
MEMBERSHIP							
80-00-3453	SEASON PASSES	8,500.00	6,110.00	2,390.00	71.88	6,795.00	(685.00)
80-00-3454	PERMANENT TEE TIMES	6,700.00	5,150.00	1,550.00	76.87	5,775.00	(625.00)
Net MEMBERSHIP		15,200.00	11,260.00	3,940.00	74.08	12,570.00	(1,310.00)
MERCHANDISE							
80-00-3600-1807	PRO SHOP	40,000.00	15,909.02	24,090.98	39.77	15,437.70	471.32
80-00-3600-1808	BEER/WINE SALES	73,332.00	29,469.45	43,862.55	40.19	29,123.95	345.50
80-00-3600-1809	FOOD SALES	21,500.00	9,888.27	11,611.73	45.99	7,878.48	2,009.79
80-00-3600-1810	SOFT DRINK SALES	21,000.00	8,039.14	12,960.86	38.28	8,528.30	(489.16)
80-00-3600-1814	LIQUOR SALES	15,500.00	9,520.02	5,979.98	61.42	10,446.18	(926.16)
Net MERCHANDISE		171,332.00	72,825.90	98,506.10	42.51	71,414.61	1,411.29
INTEREST							
80-00-3960	INTEREST INCOME	0.00	395.24	(395.24)	100.00	123.64	271.60
Net INTEREST		0.00	395.24	(395.24)	100.00	123.64	271.60
TOTAL REVENUES		1,087,984.00	503,258.27	584,725.73	46.26	504,494.20	(1,235.93)

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 06/30/2018	YTD BALANCE DIFF 06/30/2019 06/30/2018
FULL TIME SALARY							
FULL-TIME EMPLOYEES							
80-00-4001	SALARY & WAGES	208,535.00	94,122.33	114,412.67	45.14	92,702.98	1,419.35
Net FULL TIME SALARY		208,535.00	94,122.33	114,412.67	45.14	92,702.98	1,419.35
PART TIME WAGES							
OPERATIONS STAFF							
80-00-4240	WAGES	78,760.00	30,617.51	48,142.49	38.87	32,964.65	(2,347.14)
80-00-4280	PROGRAM STAFF WAGES	0.00	0.00	0.00	0.00	890.63	(890.63)
80-00-4280-1805	CASHIER/GREENS FEES	41,300.00	12,966.30	28,333.70	31.40	14,451.39	(1,485.09)
80-00-4280-1809	FOOD SALES	3,600.00	571.38	3,028.62	15.87	624.75	(53.37)
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	110.00	220.00	33.33	0.00	110.00
80-00-4280-1813	DRIVING RANGE	10,292.00	3,811.07	6,480.93	37.03	3,589.20	221.87
80-00-4280-1814	LIQUOR SALES	12,219.00	4,292.95	7,926.05	35.13	4,420.45	(127.50)
80-00-4280-1816	JR. GOLF	12,000.00	4,894.53	7,105.47	40.79	4,656.83	237.70
80-00-4280-1817	UTILITY/CLEANING	6,000.00	1,362.57	4,637.43	22.71	494.31	868.26
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00	0.00
Net PART TIME WAGES		165,626.00	58,626.31	106,999.69	35.40	62,092.21	(3,465.90)
INSURANCE							
80-00-5020	HEALTH CARE EXPENSES	12,270.00	5,681.08	6,588.92	46.30	6,782.33	(1,101.25)
80-12-5050	BUSINESS INSURANCE	15,250.00	7,408.00	7,842.00	48.58	0.00	7,408.00
Net INSURANCE		27,520.00	13,089.08	14,430.92	47.56	6,782.33	6,306.75
IMRF							
ILLINOIS MUNICIPAL							
80-00-5040	RETIREMENT FUND	21,613.00	9,380.68	12,232.32	43.40	12,206.35	(2,825.67)
80-00-5040-1817	UTILITY/CLEANING	0.00	23.75	(23.75)	100.00	0.00	23.75
Net IMRF		21,613.00	9,404.43	12,208.57	43.51	12,206.35	(2,801.92)
FICA							
80-00-5060	FICA-EMPLOYER PORTION	28,623.00	9,602.52	19,020.48	33.55	11,839.57	(2,237.05)
80-00-5060-1805	CASHIER/GREENS FEES	0.00	991.92	(991.92)	100.00	0.00	991.92
80-00-5060-1809	FOOD SALES	0.00	43.71	(43.71)	100.00	0.00	43.71
80-00-5060-1811	ADMINISTRATIVE STAFF	0.00	8.42	(8.42)	100.00	0.00	8.42
80-00-5060-1813	DRIVING RANGE	0.00	291.55	(291.55)	100.00	0.00	291.55
80-00-5060-1814	LIQUOR SALES	0.00	337.29	(337.29)	100.00	0.00	337.29
80-00-5060-1816	JR. GOLF	0.00	374.46	(374.46)	100.00	0.00	374.46
80-00-5060-1817	UTILITY/CLEANING	0.00	110.58	(110.58)	100.00	0.00	110.58
Net FICA		28,623.00	11,760.45	16,862.55	41.09	11,839.57	(79.12)

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 06/30/2018	YTD BALANCE DIFF 06/30/2019 06/30/2018
ATTORNEY AND CONSULTING							
80-00-5102	CONSULTING SERVICES	500.00	5,850.00	(5,350.00)	1,170.00	6,000.00	(150.00)
80-12-5160	AUDITING EXPENSES	4,600.00	3,000.00	1,600.00	65.22	4,500.00	(1,500.00)
Net ATTORNEY AND CONSULTING		5,100.00	8,850.00	(3,750.00)	173.53	10,500.00	(1,650.00)
Services							
80-00-5300	DUES	1,514.00	849.00	665.00	56.08	690.00	159.00
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	762.00	1,052.00	42.01	954.00	(192.00)
80-00-5340	CONTINUING EDUCATION	1,000.00	588.99	411.01	58.90	605.21	(16.22)
80-00-5380	TRAVEL	2,000.00	1,933.46	66.54	96.67	1,677.00	256.46
80-00-5500	ADS & NOTICES	5,000.00	862.96	4,137.04	17.26	2,016.33	(1,153.37)
80-00-5520	LICENSES & PERMITS	1,241.00	1,241.00	0.00	100.00	1,229.00	12.00
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	11,724.00	20,336.00	36.57	6,044.35	5,679.65
80-00-5580-1815	BANQUETS/OUTINGS	3,500.00	1,345.30	2,154.70	38.44	1,218.37	126.93
80-00-5881	HARDWARE SERVICES	700.00	0.00	700.00	0.00	0.00	0.00
80-00-5883	CONTRACT SERVICES	11,270.00	4,959.89	6,310.11	44.01	4,760.46	199.43
80-12-5180	FINANCE/BANK CHARGES	22,200.00	8,598.32	13,601.68	38.73	9,359.49	(761.17)
Net Services		82,799.00	32,864.92	49,934.08	39.69	28,554.21	4,310.71
UTILITY							
80-00-5601	TELEPHONE	1,980.00	185.37	1,794.63	9.36	357.78	(172.41)
80-00-5602	NEXTEL	600.00	32.97	567.03	5.50	227.17	(194.20)
80-00-5650	ALARM EXPENSES	2,750.00	1,273.26	1,476.74	46.30	1,273.26	0.00
80-00-5720	ELECTRICITY	22,000.00	9,187.29	12,812.71	41.76	6,745.09	2,442.20
80-00-5740	NATURAL GAS	8,100.00	2,772.06	5,327.94	34.22	2,919.41	(147.35)
80-00-5760	WATER & SEWER	7,000.00	1,780.10	5,219.90	25.43	2,015.66	(235.56)
80-00-5780	CABLE TV	1,800.00	918.77	881.23	51.04	878.99	39.78
Net UTILITY		44,230.00	16,149.82	28,080.18	36.51	14,417.36	1,732.46
Repairs & Maintenance							
80-00-6020	BUILDING REPAIRS PLUMBING SYSTEMS	4,000.00	725.00	3,275.00	18.13	2,318.68	(1,593.68)
80-00-6060	REPAIR	4,205.00	0.00	4,205.00	0.00	3,885.00	(3,885.00)
80-00-6200	VEHICLE REPAIRS	1,000.00	0.00	1,000.00	0.00	1,442.57	(1,442.57)
Net Repairs & Maintenance		9,205.00	725.00	8,480.00	7.88	7,646.25	(6,921.25)
SUPPLIES							
80-00-7001	OFFICE SUPPLIES EQUIPMENT &	1,000.00	67.27	932.73	6.73	377.67	(310.40)
80-00-7020	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	GROUND SUPPLIES	33,636.00	19,040.34	14,595.66	56.61	19,123.76	(83.42)
80-00-7090	BUILDING SUPPLIES	5,950.00	1,609.18	4,340.82	27.05	3,429.21	(1,820.03)
80-00-7100	FUEL	8,382.00	3,405.16	4,976.84	40.62	3,156.70	248.46
80-00-7140	VEHICLE PARTS	18,595.00	8,112.99	10,482.01	43.63	8,629.28	(516.29)

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 06/30/2018	YTD BALANCE DIFF 06/30/2019 06/30/2018
80-00-7520	CHEMICALS	22,858.00	15,831.00	7,027.00	69.26	19,818.60	(3,987.60)
80-00-7680	UNIFORMS	2,000.00	1,207.05	792.95	60.35	0.00	1,207.05
	FIRST AID SUPPLIES/PERS.						
80-00-7700	PROTECT. EQUIP.	500.00	56.99	443.01	11.40	45.45	11.54
Net SUPPLIES		96,921.00	49,345.90	47,575.10	50.91	54,580.67	(5,234.77)
	PROGRAM SUPPLIES						
80-00-7600	PROGRAM SUPPLIES	5,000.00	4,476.10	523.90	89.52	688.00	3,788.10
80-00-7600-1813	DRIVING RANGE	12,000.00	8,203.52	3,796.48	68.36	12,535.30	(4,331.78)
Net PROGRAM SUPPLIES		17,000.00	12,679.62	4,320.38	74.59	13,223.30	(543.68)
	MECHANDISE SUPPLIES						
80-00-7620-1807	PRO SHOP CONCESSION	30,000.00	9,639.46	20,360.54	32.13	11,502.26	(1,862.80)
80-00-7620-1812	MERCHANDISE	50,233.00	25,344.47	24,888.53	50.45	27,001.34	(1,656.87)
Net MECHANDISE SUPPLIES		80,233.00	34,983.93	45,249.07	43.60	38,503.60	(3,519.67)
	Capital						
80-00-8910	CAPITAL PURCHASES	115,000.00	0.00	115,000.00	0.00	0.00	0.00
	DEPRECIATION EXPENSE-						
80-00-8931	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
	DEPRECIATION EXPENSE-						
80-00-8932	BLDG. & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
	DEPRECIATION EXP.-						
80-00-8933	MACH. & EQ.-IS CHGBK.	0.00	0.00	0.00	0.00	0.00	0.00
Net Capital		115,000.00	0.00	115,000.00	0.00	0.00	0.00
	TRANSFERS						
	OPERATING INTERFUND						
80-00-9910	TRANSFERS	104,563.00	0.00	104,563.00	0.00	6,150.00	(6,150.00)
Net TRANSFERS		104,563.00	0.00	104,563.00	0.00	6,150.00	(6,150.00)
	DEBT PAYMNETS						
80-00-9921	2017A GO BONDS	122,650.00	0.00	122,650.00	0.00	0.00	0.00
Net DEBT PAYMNETS		122,650.00	0.00	122,650.00	0.00	0.00	0.00
	Fund 80 - SUGAR CREEK GOLF COURSE:						
TOTAL REVENUES		1,087,984.00	503,258.27	584,725.73	46.26	504,494.20	(1,235.93)
TOTAL EXPENDITURES		1,129,618.00	342,601.79	787,016.21	30.33	359,198.83	(16,597.04)
NET OF REVENUES & EXPENDITURES		(41,634.00)	160,656.48	(202,290.48)	385.88	145,295.37	15,361.11