

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

**Tuesday August 27th, 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 July 23rd, 2019
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

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

FINANCIAL REPORTS

- Income Statement for Period 7 – July 2019

Next Meeting – Tuesday September 24th – Budget Presentation/Approval - 6 p.m.

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

SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

JULY 23, 2019

Mr. Gola called the meeting at 6:01 P.M. The roll was called.

PRESENT: Joe Colmone, Mark Exiner, Greg Gola, Brian McDermott, and Tim Sheehan

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

Recording Secretary

ABSENT: Gary Schiefer and Charlie Van Slyke

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR JUNE 25, 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

July rounds and revenues are down slightly. Weather challenges including scattered storms and high temperatures and rescheduling of several outings from July to September have impacted play. Rounds for the first three weeks in July were 2,660 versus 2,912 for the same time period last July. Consequently, revenues reflected a difference of \$5,348 with \$90,075 this July and \$95,423 for the same time period last July. Revenue from banquets and alcohol sales are up about \$2,200 in comparison to the same time period last July due to an increase in the number of banquets. Jr. Golf Camp concludes this week and a chart is included to clarify how revenue is divided into participants' instruction revenue and greens fee revenue.

	# Participants	Greens Fee \$	Instruction \$	Total Program \$
2019	378	\$36,288 (\$16 GF)	\$87,885	\$124,173
2018	395	\$37,920 (\$16 GF)	\$91,575	\$129,495
2017	380	\$36,480 (\$16 GF)	\$93,315	\$129,795
2016	382	\$32,088 (\$14 GF)	\$82,859	\$114,947
2015	402	\$34,440 (\$14 GF)	\$77,590	\$112,030
2014	343	\$28,560 (\$14 GF)	\$63,590	\$ 92,150

Dave addressed **Tim Sheehan's** question about the inconsistencies between the number of participants and the revenue that was generated by explaining that students are charged according to age groups. August will continue to be busy with 15 events including both banquets and outings. Also, high school golf begins for both Willowbrook Boys and York Girls golf teams.

SUPERINTENDENT'S REPORT

July has been significantly warmer than average by about 4 degrees with early July experiencing a dry period. More rain fell during the last week bringing the precipitation above normal by about an inch. Although soil moisture levels were very low in mid-July, the turf is in excellent shape for this time of year. The irrigation system was started on July 8th. It was the latest date of irrigation for Sugar Creek, and it required repairing or replacing 12 irrigation heads and adjusting dozens more. Hand watering "localized dry spots", which are areas refusing to hold moisture until rewetted thoroughly, also became routine on dry days. Other projects included watering shrubs and 7 new trees that were planted last month, mulching, trimming and weeding landscape beds, regrading and seeding the drain line repair areas from last month and trimming the willows and other trees. In addition, meeting and communicating with Living Waters about our grant application for the creek restoration is an ongoing process.

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 6. **Brian McDermott** gave a short recap of the budget with revenues down about \$1,200 from last July. However, the driving range revenue is \$7,000 more than last year. Expenses are about \$17,000 below last year, but some of that savings is due to timing of payments. **Brian** then presented two graphs. One showed the Percentage of Budget for the Overall Revenue through June versus three- and five-year averages with 46.3% of the total revenue being already earned through June 19 and 30.3% of our overall expenses already spent through June 19. He further clarified how our revenues are earned with another graph showing the different revenue categories and the percentage of total revenue each category earns: Daily Use Revenue-43%, Golf Cart Rental Revenue-10.7%, Driving range Revenue-10.2%, Jr. Golf Revenue-9.3%, Beer Wine Sales-6.8%, Facility Rental Revenue-3.6%. and Pro shop Revenue-3.4%.

A motion to accept the income statement was made by **Joe Colmone** and seconded by **Tim Sheehan** and the motion was carried.

NEXT MEETING

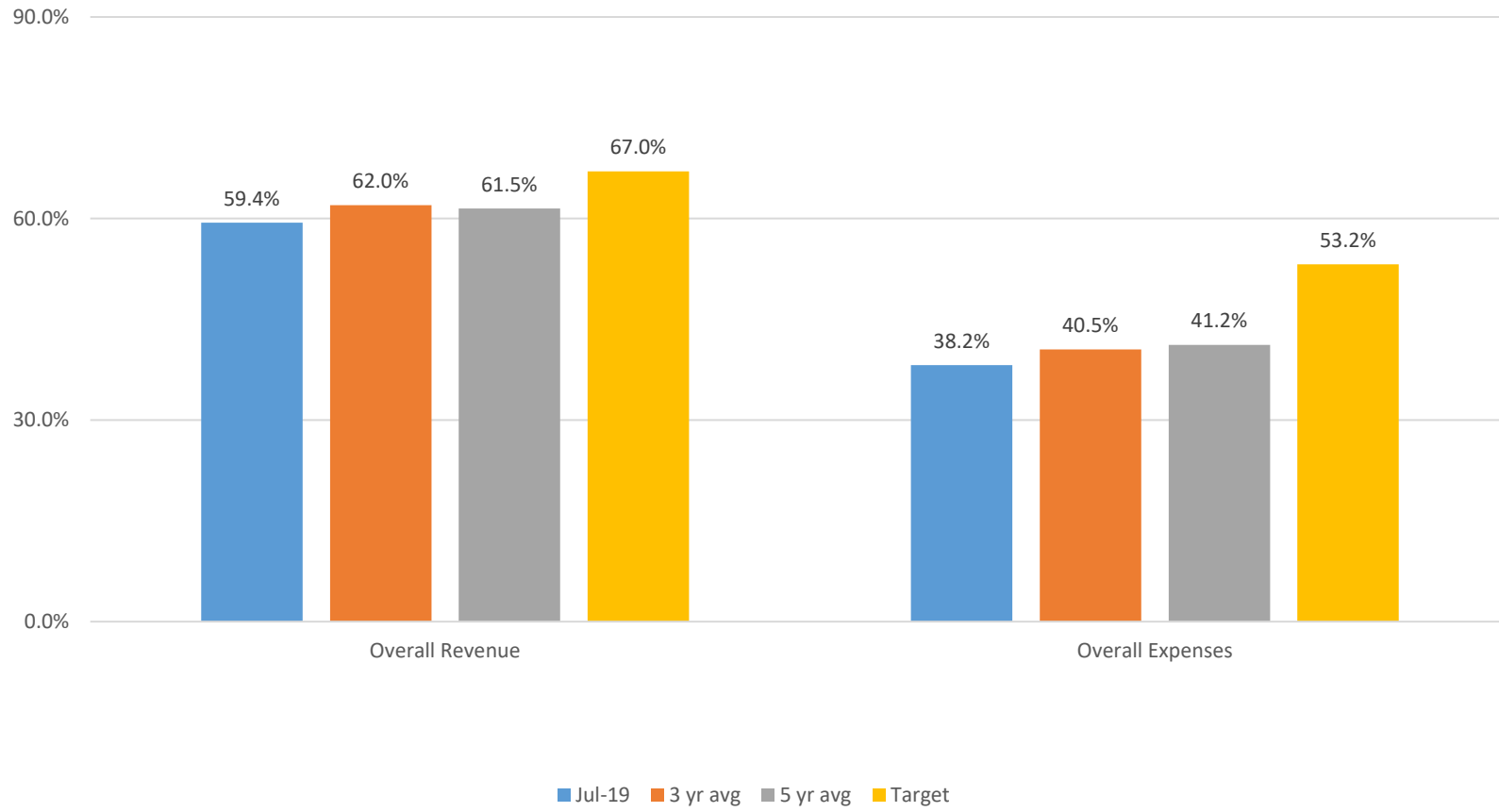
The next meeting will be scheduled for Tuesday, August 27, at 6:00 p.m.

ADJOURNMENT

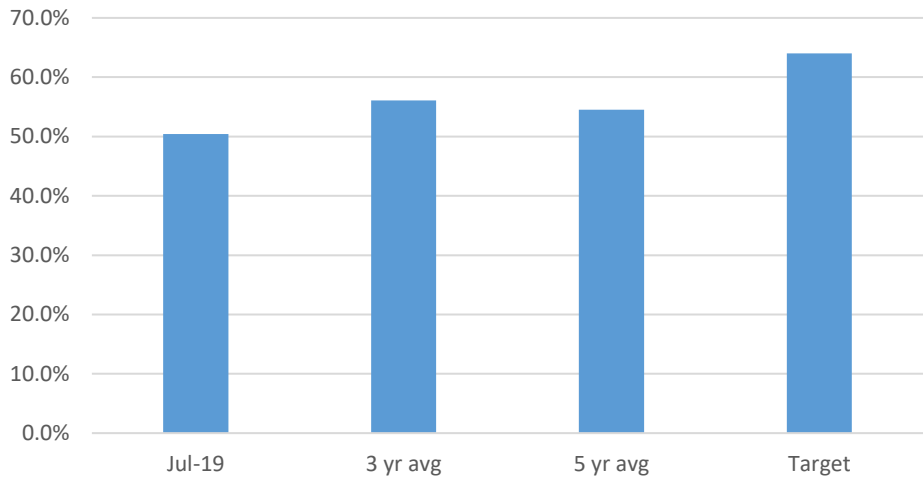
A motion to adjourn was made by **Mark Exiner** and seconded by **Brian McDermott**. The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

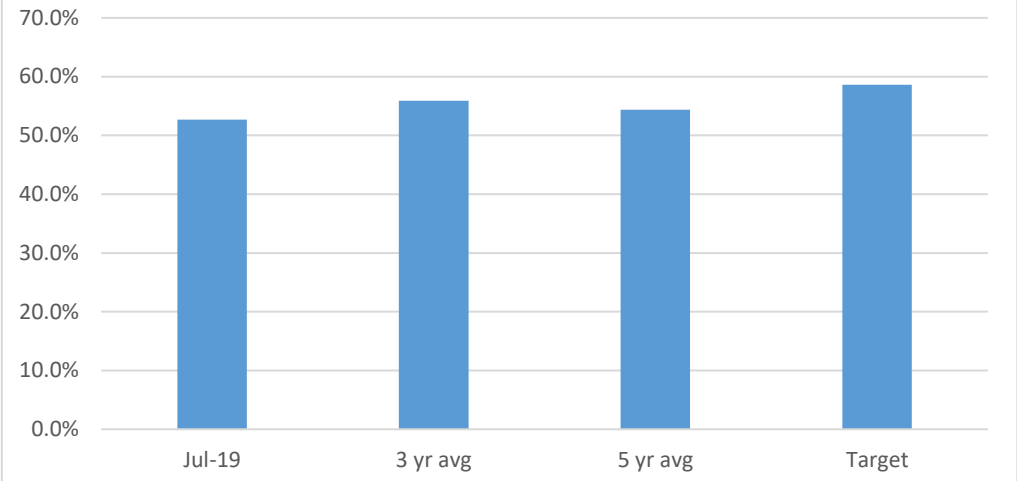
% of Budget Through July



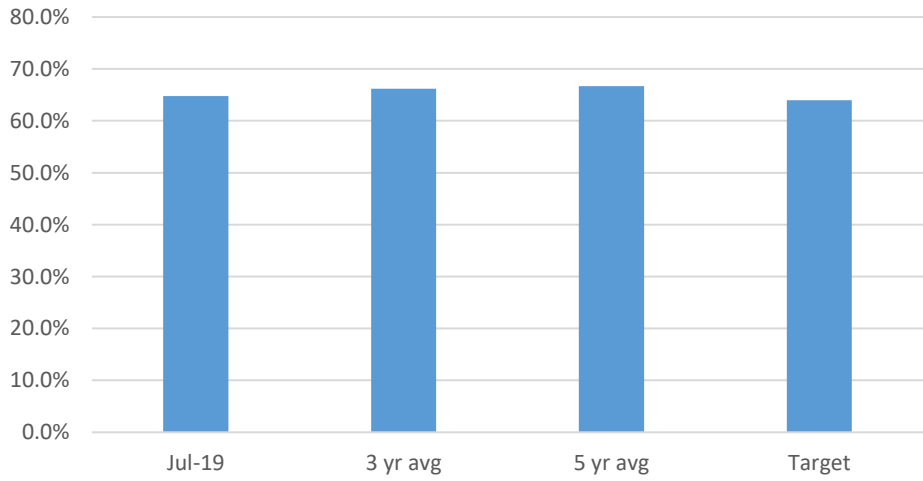
Daily Use Revenue



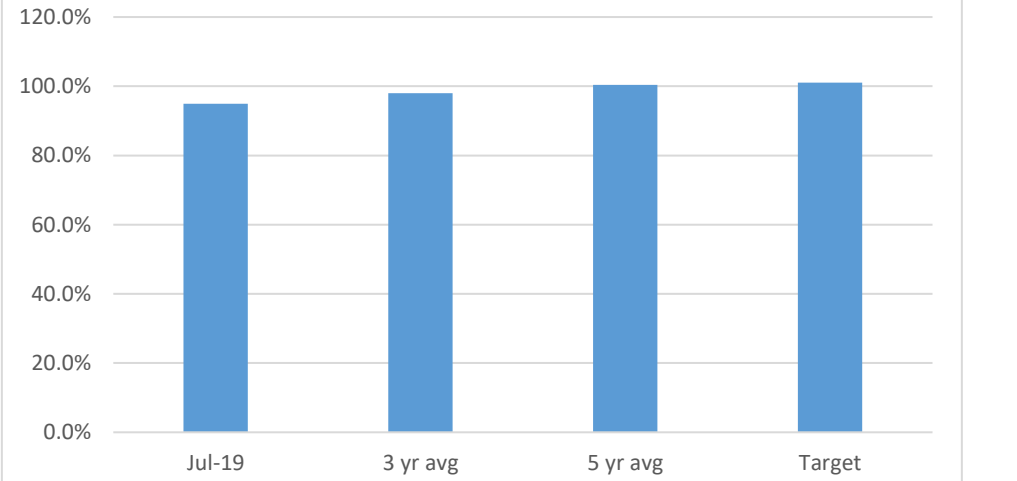
Golf Cart Rental Revenue



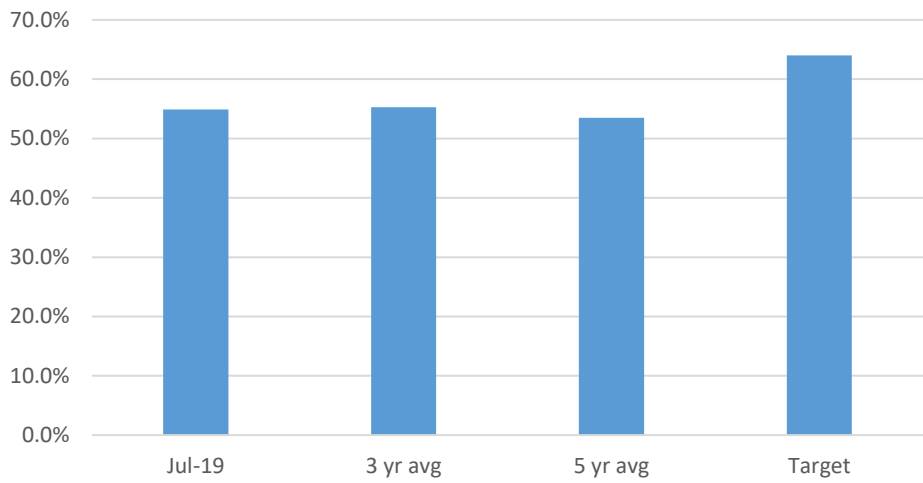
Driving Range Revenue



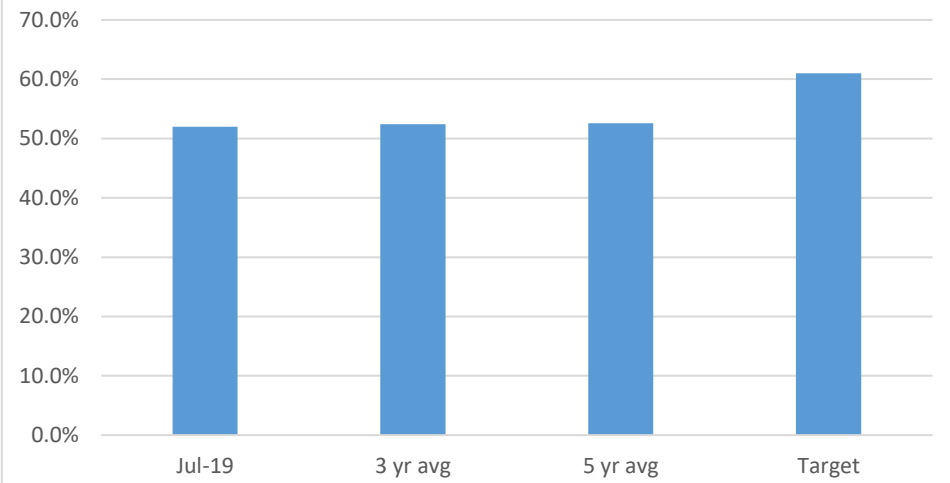
Jr Golf Revenue



Beer Wine Sales Revenue



Pro Shop Revenue



REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT

GL NUMBER	PROJECT DESCRIPTION	2019	YTD		% BDGT	YTD	YTD BALANCE	PREV YEAR
		AMENDED BUDGET	BALANCE 07/31/2019	AVAILABLE BALANCE	USED	BALANCE 07/31/2018	DIFF 07/31/2019 07/31/2018	% BDGT USED
Fund 80 - SUGAR CREEK GOLF COURSE								
PROGRAMS								
80-00-3200-1813	DRIVING RANGE	17,264.00	19,064.00	(1,800.00)	110.43	17,853.00	1,211.00	119.02
80-00-3200-1816	JR. GOLF	93,225.00	88,495.95	4,729.05	94.93	91,034.07	(2,538.12)	97.65
80-00-3200-1818	PRIVATE LESSONS	750.00	299.00	451.00	39.87	2,060.00	(1,761.00)	274.67
Net PROGRAMS		111,239.00	107,858.95	3,380.05	96.96	110,947.07	(3,088.12)	101.81
RENTAL								
80-00-3300-1801	PULL CART RENTAL	8,550.00	3,321.00	5,229.00	38.84	3,867.00	(546.00)	47.74
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	60,035.00	53,965.00	52.66	59,455.00	580.00	52.15
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	1,149.00	351.00	76.60	636.00	513.00	42.40
80-00-3341	INDOOR FACILITY RENTAL	31,500.00	17,535.00	13,965.00	55.67	19,798.00	(2,263.00)	62.85
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	9,097.40	6,502.60	58.32	9,100.00	(2.60)	58.33
Net RENTAL		171,150.00	91,137.40	80,012.60	53.25	92,856.00	(1,718.60)	54.40
DAILY USE AND PUNCH CARDS								
80-00-3430	DAILY USE FEES	495,963.00	249,787.48	246,175.52	50.36	260,680.65	(10,893.17)	51.56
80-00-3430-1813	DRIVING RANGE	115,000.00	74,544.00	40,456.00	64.82	68,177.00	6,367.00	56.81
80-00-3431	PUNCH CARD FEES	8,100.00	7,700.00	400.00	95.06	8,500.00	(800.00)	104.94
Net DAILY USE AND PUNCH CARDS		619,063.00	332,031.48	287,031.52	53.63	337,357.65	(5,326.17)	53.24
MEMBERSHIP								
80-00-3453	SEASON PASSES	8,500.00	6,455.00	2,045.00	75.94	7,230.00	(775.00)	87.11
80-00-3454	PERMANENT TEE TIMES	6,700.00	5,150.00	1,550.00	76.87	5,775.00	(625.00)	86.19
Net MEMBERSHIP		15,200.00	11,605.00	3,595.00	76.35	13,005.00	(1,400.00)	86.70
MERCHANDISE								
80-00-3600-1807	PRO SHOP	40,000.00	20,810.76	19,189.24	52.03	20,395.79	414.97	50.99
80-00-3600-1808	BEER/WINE SALES	73,332.00	40,247.24	33,084.76	54.88	38,545.87	1,701.37	52.56
80-00-3600-1809	FOOD SALES	21,500.00	17,197.91	4,302.09	79.99	14,884.37	2,313.54	70.88
80-00-3600-1810	SOFT DRINK SALES	21,000.00	12,056.07	8,943.93	57.41	12,714.73	(658.66)	63.57
80-00-3600-1814	LIQUOR SALES	15,500.00	12,277.32	3,222.68	79.21	12,492.67	(215.35)	99.94
Net MERCHANDISE		171,332.00	102,589.30	68,742.70	59.88	99,033.43	3,555.87	59.36
INTEREST								
80-00-3960	INTEREST INCOME	0.00	684.80	(684.80)	100.00	356.22	328.58	100.00
Net INTEREST		0.00	684.80	(684.80)	100.00	356.22	328.58	100.00
TOTAL REVENUES		1,087,984.00	645,906.93	442,077.07	59.37	653,555.37	(7,648.44)	59.68

FULL TIME SALARY

	FULL-TIME EMPLOYEES							
80-00-4001	SALARY & WAGES	208,535.00	108,875.93	99,659.07	52.21	107,111.43	1,764.50	52.70
Net FULL TIME SALARY		208,535.00	108,875.93	99,659.07	52.21	107,111.43	1,764.50	52.70

PART TIME WAGES

80-00-4240	OPERATIONS STAFF WAGES	78,760.00	39,267.27	39,492.73	49.86	41,703.29	(2,436.02)	52.95
80-00-4280	PROGRAM STAFF WAGES	0.00	0.00	0.00	0.00	890.63	(890.63)	100.00
80-00-4280-1805	CASHIER/GREENS FEES	41,300.00	18,013.19	23,286.81	43.62	19,953.51	(1,940.32)	48.31
80-00-4280-1809	FOOD SALES	3,600.00	1,261.38	2,338.62	35.04	1,379.79	(118.41)	38.33
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	165.00	165.00	50.00	0.00	165.00	0.00
80-00-4280-1813	DRIVING RANGE	10,292.00	5,140.40	5,151.60	49.95	5,559.59	(419.19)	54.02
80-00-4280-1814	LIQUOR SALES	12,219.00	5,206.45	7,012.55	42.61	5,467.50	(261.05)	44.75
80-00-4280-1816	JR. GOLF	12,000.00	12,372.85	(372.85)	103.11	12,055.14	317.71	100.46
80-00-4280-1817	UTILITY/CLEANING	6,000.00	1,776.69	4,223.31	29.61	494.31	1,282.38	8.24
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00	0.00	0.00
Net PART TIME WAGES		165,626.00	83,203.23	82,422.77	50.24	87,503.76	(4,300.53)	52.83

INSURANCE

80-00-5020	HEALTH CARE EXPENSES	12,270.00	6,483.96	5,786.04	52.84	7,572.13	(1,088.17)	63.59
80-12-5050	BUSINESS INSURANCE	15,250.00	7,408.00	7,842.00	48.58	7,500.00	(92.00)	50.00
Net INSURANCE		27,520.00	13,891.96	13,628.04	50.48	15,072.13	(1,180.17)	56.02

IMRF

80-00-5040	ILLINOIS MUNICIPAL RETIREMENT FUND	21,613.00	10,856.18	10,756.82	50.23	14,094.77	(3,238.59)	51.84
80-00-5040-1817	ILLINOIS MUNICIPAL RETIREMENT FUND	0.00	40.77	(40.77)	100.00	0.00	40.77	0.00
Net IMRF		21,613.00	10,896.95	10,716.05	50.42	14,094.77	(3,197.82)	51.84

FICA

80-00-5060	FULL TIME	28,623.00	11,345.88	17,277.12	39.64	14,837.98	(3,492.10)	52.58
80-00-5060-1805	CASHIER/GREENS FEES	0.00	1,378.01	(1,378.01)	100.00	0.00	1,378.01	0.00
80-00-5060-1809	FOOD SALES	0.00	96.49	(96.49)	100.00	0.00	96.49	0.00
80-00-5060-1811	ADMINISTRATIVE STAFF	0.00	12.62	(12.62)	100.00	0.00	12.62	0.00
80-00-5060-1813	DRIVING RANGE	0.00	393.27	(393.27)	100.00	0.00	393.27	0.00
80-00-5060-1814	LIQUOR SALES	0.00	407.16	(407.16)	100.00	0.00	407.16	0.00
80-00-5060-1816	JR. GOLF	0.00	946.52	(946.52)	100.00	0.00	946.52	0.00
80-00-5060-1817	UTILITY/CLEANING	0.00	142.23	(142.23)	100.00	0.00	142.23	0.00
Net FICA		28,623.00	14,722.18	13,900.82	51.43	14,837.98	(115.80)	52.58

ATTORNEY AND CONSULTING

80-00-5102	CONSULTING SERVICES	500.00	5,850.00	(5,350.00)	1,170.00	6,000.00	(150.00)	1,200.00
80-12-5160	AUDITING EXPENSES	4,600.00	4,600.00	0.00	100.00	4,500.00	100.00	100.00
Net ATTORNEY AND CONSULTING		5,100.00	10,450.00	(5,350.00)	204.90	10,500.00	(50.00)	210.00

SERVICES

80-00-5300	DUES	1,514.00	1,835.00	(321.00)	121.20	1,679.00	156.00	95.67
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	804.00	1,010.00	44.32	1,138.00	(334.00)	62.73
80-00-5340	CONTINUING EDUCATION	1,000.00	588.99	411.01	58.90	605.21	(16.22)	60.52
80-00-5380	TRAVEL	2,000.00	2,025.76	(25.76)	101.29	1,769.30	256.46	88.47
80-00-5500	ADS & NOTICES	5,000.00	877.75	4,122.25	17.56	2,068.03	(1,190.28)	29.54
80-00-5520	LICENSES & PERMITS	1,241.00	1,241.00	0.00	100.00	1,229.00	12.00	122.90
80-00-5540	POSTAGE & SHIPPING	500.00	0.00	500.00	0.00	0.00	0.00	0.00
80-00-5580	EQUIPMENT RENTAL	32,060.00	17,586.00	14,474.00	54.85	17,768.35	(182.35)	55.42

80-00-5580-1815	BANQUETS/OUTINGS COMPUTER & HARDWARE	3,500.00	1,562.02	1,937.98	44.63	1,757.72	(195.70)	39.06
80-00-5881	SERVICES	700.00	0.00	700.00	0.00	0.00	0.00	0.00
80-00-5883	CONTRACT SERVICES	11,270.00	5,906.22	5,363.78	52.41	4,910.46	995.76	43.57
80-12-5180	FINANCE/BANK CHARGES	22,200.00	12,062.83	10,137.17	54.34	12,075.12	(12.29)	54.15
Net SERVICES		82,799.00	44,489.57	38,309.43	53.73	45,000.19	(510.62)	52.39
UTILITY								
80-00-5601	TELEPHONE	1,980.00	217.35	1,762.65	10.98	367.68	(150.33)	18.57
80-00-5602	NEXTEL	600.00	40.16	559.84	6.69	227.17	(187.01)	37.86
80-00-5650	ALARM EXPENSES	2,750.00	2,662.89	87.11	96.83	1,909.89	753.00	63.66
80-00-5720	ELECTRICITY	22,000.00	10,875.60	11,124.40	49.43	8,558.36	2,317.24	38.04
80-00-5740	NATURAL GAS	8,100.00	2,846.94	5,253.06	35.15	3,063.53	(216.59)	61.27
80-00-5760	WATER & SEWER	7,000.00	2,608.80	4,391.20	37.27	2,766.03	(157.23)	42.55
80-00-5780	CABLE TV	1,800.00	1,070.24	729.76	59.46	1,025.63	44.61	56.98
Net UTILITY		44,230.00	20,321.98	23,908.02	45.95	17,918.29	2,403.69	43.30
REPAIRS & MAINTENANCE								
80-00-6020	BUILDING REPAIRS PLUMBING SYSTEMS	4,000.00	1,720.00	2,280.00	43.00	2,648.68	(928.68)	66.22
80-00-6060	REPAIR	4,205.00	0.00	4,205.00	0.00	3,885.00	(3,885.00)	92.39
80-00-6200	VEHICLE REPAIRS	1,000.00	0.00	1,000.00	0.00	1,442.57	(1,442.57)	144.26
Net REPAIRS & MAINTENANCE		9,205.00	1,720.00	7,485.00	18.69	7,976.25	(6,256.25)	86.65
SUPPLIES								
80-00-7001	OFFICE SUPPLIES	1,000.00	129.73	870.27	12.97	580.04	(450.31)	58.00
80-00-7020	EQUIPMENT & FURNITURE	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00
80-00-7040	CUSTODIAL SUPPLIES	1,000.00	279.22	720.78	27.92	0.00	279.22	0.00
80-00-7070	GROUNDS SUPPLIES	33,636.00	25,587.65	8,048.35	76.07	20,009.56	5,578.09	59.49
80-00-7090	BUILDING SUPPLIES	5,950.00	2,837.30	3,112.70	47.69	3,533.60	(696.30)	59.39
80-00-7100	FUEL	8,382.00	3,405.16	4,976.84	40.62	4,722.90	(1,317.74)	56.35
80-00-7140	VEHICLE PARTS	18,595.00	10,256.00	8,339.00	55.15	10,903.80	(647.80)	58.64
80-00-7520	CHEMICALS	22,858.00	16,273.50	6,584.50	71.19	21,063.68	(4,790.18)	92.15
80-00-7680	UNIFORMS	2,000.00	1,386.63	613.37	69.33	769.19	617.44	38.46
80-00-7700	FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	56.99	443.01	11.40	45.45	11.54	9.09
Net SUPPLIES		96,921.00	60,212.18	36,708.82	62.13	61,628.22	(1,416.04)	63.59
PROGRAM SUPPLIES								
80-00-7600	PROGRAM SUPPLIES	5,000.00	5,833.60	(833.60)	116.67	3,410.05	2,423.55	60.89
80-00-7600-1813	DRIVING RANGE	12,000.00	8,749.72	3,250.28	72.91	8,615.30	134.42	61.54
Net PROGRAM SUPPLIES		17,000.00	14,583.32	2,416.68	85.78	12,025.35	2,557.97	61.35
MERCHANDISE SUPPLIES								
80-00-7620-1807	PRO SHOP CONCESSION	30,000.00	16,066.62	13,933.38	53.56	9,490.06	6,576.56	31.63
80-00-7620-1812	MERCHANDISE	50,233.00	34,969.91	15,263.09	69.62	33,972.04	997.87	62.91
Net MERCHANDISE SUPPLIES		80,233.00	51,036.53	29,196.47	63.61	43,462.10	7,574.43	51.74

CAPITAL								
80-00-8910	CAPITAL PURCHASES	115,000.00	0.00	115,000.00	0.00	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	0.00
	DEPRECIATION EXPENSE-							
80-00-8932	BLDG. & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEPRECIATION EXP.-MACH.							
80-00-8933	& EQ.-IS CHGBK.	0.00	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	0.00
TRANSFERS								
	OPERATING INTERFUND							
80-00-9910	TRANSFERS	104,563.00	4,781.25	99,781.75	4.57	6,150.00	(1,368.75)	5.94
Net TRANSFERS		104,563.00	4,781.25	99,781.75	4.57	6,150.00	(1,368.75)	5.94
DEBT PAYMENTS								
80-00-9921	2017A GO BONDS	122,650.00	0.00	122,650.00	0.00	0.00	0.00	0.00
Net DEBT PAYMNETS		122,650.00	0.00	122,650.00	0.00	0.00	0.00	0.00
Fund 80 - SUGAR CREEK GOLF COURSE:								
TOTAL REVENUES		1,087,984.00	645,906.93	442,077.07	59.37	653,555.37	(7,648.44)	59.68
TOTAL EXPENDITURES		1,129,618.00	439,185.08	690,432.92	38.88	443,280.47	(4,095.39)	41.50
NET OF REVENUES & EXPENDITURES		(41,634.00)	206,721.85	(248,355.85)	496.52	210,274.90	(3,553.05)	