

MINUTES
BREVARD ABC BOARD – REVISED HOLIDAY MEETING
May 28, 2020

Approved
Robinson: _____
Jaisler: _____
Rahn: _____
Jones: _____

The Brevard ABC Board met in regular session on Thursday, May 28, 2020 at 8:30 a.m. in the City Hall Administrative Conference Room.

Members Present: Dr. William Riecke, Chair
 Tim Robinson
 Jack Jaisler
 Teri Rahn
 Kevin Jones

Members Absent: None

Staff Present: Mark Balding, ABC General Manager

- A. Welcome & Call to Order**
- B. Quorum**

The meeting was called to order by Dr. Riecke at 8:30 a.m. and a quorum was noted.

- C. Approval of Agenda**

Motion by Mr. Jaisler, seconded by Mr. Jones to approve the agenda as presented. Motion carried unanimously.

- D. Approval of Minutes**

- 1. Minutes from Regular Session – January 23, 2020**

Motion by Mr. Jones, seconded by Mr. Jaisler to approve the minutes of the Regular Session meeting on January 23, 2020 as presented. Motion carried unanimously.

- E. New Business**

- 1. Manager's Report**

Mr. Balding reported sales figures for January, February, March and April. January sales were up \$37,650 over last year; February was up \$61,778; March was up \$121,703; and April was up \$83,800, for a total increase of \$304,931 compared to last year. Year to Date profit is 9.58% versus 7.39% last year. Mr. Balding noted that due to the Governor's order that shuttered all bars due to COVID-19 beginning March 17th, we saw a lot of pre-buy from customers. Mr. Robinson noted that due to this panic buying, we might see a reduction this summer as there will likely be less tourists and residents who stocked up may not be buying as much this summer. Mr. Balding said it looks like sales for May will be up around \$100,000

over last year. He noted that it has been difficult keeping up with inventory of some staple products.

Mr. Balding discussed with the Board the possibility of giving employees some type of hazard pay bonus for working during the COVID-19 crisis. He also proposed an updated wage scale for part-time employees. Additionally, he said he would like to institute a one-week paid vacation for part-time employees with at least one year of service. Following discussion, Mr. Robinson moved and Mr. Jones seconded to 1) accept the proposal to increase the hourly wage for part-time workers from \$12.34 to \$13.25 effective June 1, 2020; 2) institute a one-week paid vacation after one year of service for part-time employees; and 3) give all employees a one-time bonus of \$500. The motion carried unanimously.

2. Review and Approve Proposed Budget for FY2021

Mr. Balding presented the proposed budget for FY2021 for the Board's review (copy attached). He noted that he had increased the revenues for the FY20 Budget by 10% and said that we will easily meet that and will probably be around 13% or 14%. He has increased revenues for the FY2021 Budget to \$5,387,123 and estimated retained working capital funds of \$310,910. Mr. Balding reviewed and explained proposed operating expense line items.

Mr. Balding noted that the Board is required to hold a public hearing on the proposed budget and public notice must be given at least 10 days prior to the hearing. The public hearing will be held on June 25th and he will prepare and publish the required notice. Motion by Mr. Jones, seconded by Ms. Rahn to approve the proposed FY2021 Budget for public hearing at the next meeting. The motion carried unanimously.

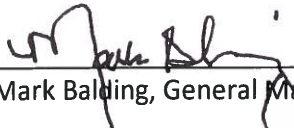
3. Review and Approve January, February, March and April Financial Reports

Motion by Mr. Jaisler, seconded by Mr. Jones to approve the financial reports for January, February, March and April. The motion carried unanimously. The accountant's report and reconciliation and bank statements for January, February, March and April, 2020 were circulated for signatures.

F. Adjourn

There being no further business the meeting was adjourned at 9:40 AM.

Next regular meeting: The next meeting will be **Thursday, June 25, 2020 @ 8:30 a.m.**


Mark Balding, General Manager


William Riecke, Chair

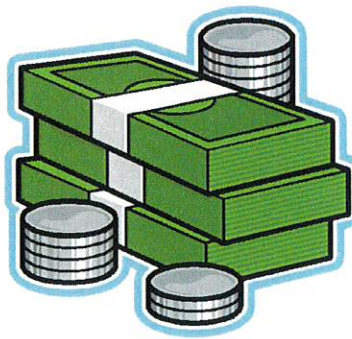
Minutes Approved: 6/25/2020, 2020


Denise Hodsdon, Executive Assistant

Brevard

Alcoholic Beverage Control Board

FY2021



Board Members

Dr. William Riecke - Board Chair

Jack Jaisler

Kevin Jones

Terry Rahn

Tim Robinson

General Manager

Mark Balding

TCR
WR
Jef.

Annual Proposed Budget

Brevard ABC Board

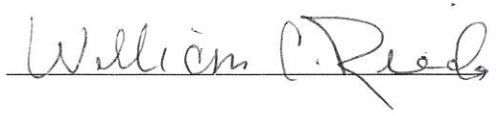
Brevard, N.C. 28712

WHEREAS, the proposed budget for FY2021 was submitted to the Brevard ABC Board on May 28th, 2020 by the General Manager and filed with the City Clerk of Brevard and the N.C. ABC Commission on May 29th, 2020.

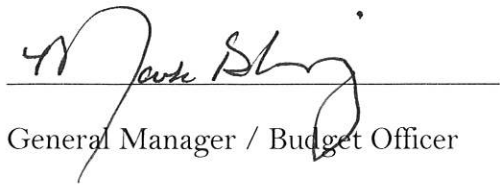
WHEREAS, on June 25th, 2020 the Brevard ABC Board will hold a public hearing on the budget pursuant to G.S. 18B-702;

WHEREAS, on June 25th, 2020 a public hearing will be conducted to present the FY2021 budget to the public. the Brevard ABC Board adopted a budget making appropriations in such sums as the Board considers sufficient and proper in accordance with G.S. 18B-702;

Proposed Budget Approved By Board on: May 28th, 2020



Brevard ABC Board Chairperson



General Manager / Budget Officer

BREVARD ABC BOARD

Budget Document

Fiscal Year 2021

The following budget establishing revenues and setting expense appropriations is hereby adopted and effective July 1, 2020, through June 30, 2021

Section 1. Estimated Revenues. It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2020 and ending June 30, 2021 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	\$5,387,023
Other Income	\$100
Total	\$0
	\$5,387,123

Section 2. Appropriations. The following expenses are hereby appropriated for fiscal year 2018 - 2019 and are funded by the revenues made available through Section 1, herein.

Appropriations:


Taxes Based on Revenue	\$1,239,038
Cost of Goods Sold	\$2,855,175
Total	\$4,094,213

Operating Expenses

	Total
Salaries & Wages	\$360,000
Board Member Per Diem	\$10,500
Employer Payroll Taxes	\$28,800
Retirement	\$14,400
Rent/Lease	\$104,500
Business Insurance	\$55,000
Repairs & Maintenance Agreements	\$17,000
Utilities / Phone / Internet	\$25,000
Store & Office Supplies	\$22,000
Travel Cost / ABC Truck	\$3,000
Legal & Audit / CPA	\$19,000
Education & Employee Training	\$1,500
Dues & Subscriptions	\$7,000
Bank & Credit Card Fees	\$60,000
License & Vehicle Tax	\$300
Miscellaneous /Contingency Funds	\$13,500
Total	\$741,500

Capital Outlay / New Card Readers	\$5,000
Total Estimated Expenses	\$4,840,713
Operating Income	\$546,410
Distributions:	
City	\$ 150,000.00
County	\$ 50,000.00
Law Enforcement	\$ 23,500.00
Alcohol Education & Rehab.	\$ 12,000.00
Total Distributions	\$235,500
 Working Capital Retained	 \$310,910
 Total Expense, Distribution & Reserve	 <u><u>\$5,387,123</u></u>

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.

<hr/> Board Chair	 <hr/> General Manager
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Adopted by the Brevard ABC Board on ____/____/____.

Adopted FY20 Budget

Proposed FY21 Budget

2020 Budget

2021 Budget

Estimated Revenues:

Estimated Revenues:

Retail Sales / Forecasting 10% Increase	\$ 4,606,733
Other Income	\$ 100
Total Revenue	\$ 4,606,833

Retail Sales / Forecasting 10% Increase	\$ 5,387,023
Other Income	\$ 100
Total Revenue	\$ 5,387,123

Appropriations:

Appropriations:

Taxes Based on Revenue (23%)	\$ 1,059,572
Cost of Goods Sold: (53%)	\$ 2,441,621
Total:	\$ 3,501,193

Taxes Based on Revenue (23%)	\$ 1,239,038
Cost of Goods Sold: (53%)	\$ 2,855,175
Total:	\$ 4,094,213

Operating Expenses

Operating Expenses

Wages	\$ 325,000
Board Member Per Diem	\$ 10,500
Employer Payroll Tax	\$ 20,000
Retirement	\$ 10,000
Rent/Lease	\$ 70,500
Business Insurance	\$ 50,000
Repairs & Maintenance Agreements (CDS, Cintas, McCall's Tech, Pye-Barker)	\$ 16,000
Utilities / Phone / Internet	\$ 25,000
Store and Office Supplies	\$ 18,000
Travel Costs / ABC Truck - Employees	\$ 3,000
Legal / Audit / CPA (Carland & Andersen, Gray & Molis)	\$ 19,000
Education & Employee Training	\$ 1,500
Dues and Subscriptions (League of Municipalities, N.C. ABC Assoc, Brevard Chamber, Sirius, Quickbooks)	\$ 3,500
Bank and Credit Card Charges	\$ 55,000
Miscellaneous / Contingency	\$ 13,500
License and Vehicle Tax	\$ 300
Total Operating Expense	\$ 640,800

Wages	\$ 360,000
Board Member Per Diem	\$ 10,500
Employer Payroll Tax	\$ 28,800
Retirement	\$ 14,400
Rent/Lease	\$ 104,500
Business Insurance	\$ 55,000
Repairs & Maintenance Agreements (CDS, Cintas, McCall's Tech, Pye-Barker)	\$ 17,000
Utilities / Phone / Internet	\$ 25,000
Store and Office Supplies	\$ 22,000
Travel Costs / ABC Truck - Employees	\$ 3,000
Legal / Audit / CPA (Carland & Andersen, Gray & Molis)	\$ 19,000
Education & Employee Training	\$ 1,500
Dues and Subscriptions (League of Municipalities, N.C. ABC Assoc, Brevard Chamber, Sirius, Quickbooks)	\$ 7,000
Bank and Credit Card Charges	\$ 60,000
Miscellaneous / Contingency	\$ 13,500
License and Vehicle Tax	\$ 300
Total Operating Expense	\$ 741,500

Capital Outlay / Store Interior	\$ -
Total Estimated Expenses	\$ 4,141,993

Capital Outlay / Store Interior	\$ 5,000
Total Estimated Expenses	\$ 4,840,713

Operating Income	\$ 464,840
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Operating Income	\$ 546,410
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Profit Distributions	
Law Enforcement	\$ 22,323
Alcohol Education	\$ 12,000
Adjusted Profit	\$ -
City of Brevard	\$ 150,000
Transylvania County	\$ 50,000
Total:	\$ 234,323

Profit Distributions	
Law Enforcement	\$ 23,500
Alcohol Education	\$ 12,000
Adjusted Profit	\$ -
City of Brevard	\$ 150,000
Transylvania County	\$ 50,000
Total:	\$ 235,500

Funds Retained for Working Capital	\$ 230,517
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Funds Retained for Working Capital	\$ 310,910
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Total Expense, Distribution & Reserve	\$ 4,606,833
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Total Expense, Distribution & Reserve	\$ 5,387,123
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