

**Wingate ABC Board**  
**Regular Meeting – March 18, 2019**  
**Wingate Government Center – 101 W. Wilson St.**

Present: Chairman Robert Stedje-Larsen, Board Member Nathel Hailey, Board Member Adam Rorie, General Manager CJ Leopold, CFO Margaret Selby, and Recording Secretary Adrienne Rorie

**Call to Order**

At 5:58 PM, Mr. Stedje-Larsen called the regular meeting to order. A quorum was present.

**Conflict of Interest**

There were none.

**Approval of Agenda**

**MOTION** to approve the agenda was made by Mr. Hailey.

**MOTION** seconded by Mr. Rorie and was unanimously approved. (Vote: 3-Yes, 0-No)

**Public Comment**

Tedd Hamilton, former manager of Marshville ABC, came to discuss his dissatisfaction with the Marshville ABC Board after his recent employment termination.

**Approval of Minutes**

**MOTION** made by Mr. Hailey to approve the minutes from the February 11, 2019 meeting.

**MOTION** was seconded by Mr. Rorie and was unanimously approved. (Vote: 3-Yes, 0-No)

**New Business**

a. Budget Amendment

**MOTION** made by Mr. Hailey to approve the budget amendment as presented. Mr. Stedje-Larsen seconded the motion and it was unanimously approved. (Vote: 3-Yes, 0-No)

*Budget Amendment attached as Exhibit A and incorporated herein by this reference.*

**Reports**

*Robert Stedje-Larsen, Board Chair*

-Will be attending GM meeting with CJ and Jaycee.

-Requested Wingate Board of Commissioners adopt resolution opposing privatization of ABC operations.

-To research local government retirement/457 plans.

*Adam Rorie, Board Member*

-Ethics training is complete and was submitted to Ms. Leopold.

*CJ Leopold, General Manager*

-February sales (\$106,000) down 16% from last year; adjusted projections for 17% decrease rather than 10% that was expected.

-A preliminary budget will be presented in April.

*Margaret Selby, CFO*

-Reviewed financial statements including interest earned from the Capital Management Trust.

**Closed Session**

**MOTION** was made by Mr. Stedje-Larsen and seconded by Mr. Hailey to approve the minutes from the February 11, 2019 closed session. The motion was unanimously approved. (Vote: 3-Yes, 0-No)

**Upcoming Meeting**

Move Monday, April 15 to Monday, April 29, 2019 – preliminary budget presentation

Monday, May 20, 2019 – budget presentation

Move Monday, June 17 to Monday, June 10, 2019 – public hearing for budget approval

**Adjourn**

At 6:47 PM, Mr. Hailey made a **MOTION** to adjourn the meeting. Mr. Rorie seconded the motion. All members were in favor. (Vote: 3-Yes, 0-No)



Robert Stedje-Larsen, Chairman

ATTEST:



Adrienne Rorie, Recording Secretary

## BUDGET AMENDMENT

## Wingate ABC BOARD

The following amendment to the annual budget document for the fiscal year ending from July 1, 2018 to June 30, 2019 has been approved and adopted

Acct. No.		Decrease	Increase
504	Alcohol Education Distribution		3,564
	Fund Balance	3,564	

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town of Wingate (appointing authority), ABC Commission, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 18 day of March 2019

Robert Johnson Chair

## WINGATE ABC

### INVENTORY ANALYSIS

### SALES ANALYSIS

		Compared to previous month	Compared to previous year	Retail (no sales tax)	Mixed Bev Sales	Total	Compared to previous month	Compared to previous year
February 2019	130,077.94	2.48%	11.00%	106,506.30	0.00	106,506.30	1.96%	-15.96%
January 2019	126,926.76	-22.66%	13.87%	104,460.85	0.00	104,460.85	-31.24%	-18.45%
December 2018	164,119.74	13.77%	34.69%	151,931.60	0.00	151,931.60	1.39%	-16.58%
November 2018	144,257.47	37.21%	5.86%	149,844.65	0.00	149,844.65	4.24%	3.81%
October 2018	105,133.55	9.33%	-6.67%	142,990.50	752.40	143,742.90	3.49%	14.24%
September 2018	96,163.18	-1.77%	-1.04%	138,061.55	834.70	138,896.25	1.61%	2.33%
August 2018	97,896.01	-6.30%	41.25%	136,699.30	0.00	136,699.30	13.15%	13.31%
July 2018	104,479.20	17.39%	68.95%	120,111.00	702.30	120,813.30	-4.32%	5.64%
June 2018	88,999.43	-5.18%	94.06%	125,998.75	268.10	126,266.85	-5.80%	5.14%
May 2018	93,864.37	-5.30%	30.38%	133,588.50	455.70	134,044.20	-3.10%	1.02%
April 2018	99,114.68	-7.05%	63.97%	138,061.15	264.56	138,325.71	-8.91%	2.79%
March 2018	106,634.54	-9.00%	63.66%	151,614.55	247.00	151,861.55	19.83%	9.45%
February 2018	117,185.14	5.13%	48.24%	126,083.80	650.85	126,734.65	-1.06%	4.11%
January 2018	111,469.05	-8.52%	37.29%	128,097.10	0.00	128,097.10	-29.67%	4.13%
December 2018	121,853.22	-10.58%	37.18%	181,728.30	402.10	182,130.40	26.18%	4.86%
November 2017	136,266.30	20.96%	96.63%	143,829.45	513.10	144,342.55	14.71%	6.52%
October 2017	112,652.72	15.93%	72.54%	125,829.55	0.00	125,829.55	-7.30%	-1.82%
September 2017	97,176.81	40.21%	50.28%	135,064.95	670.13	135,735.08	12.51%	13.13%
August 2017	69,305.59	12.08%	3.30%	120,027.90	611.55	120,639.45	5.48%	10.59%
July 2017	61,838.53	34.84%	-5.16%	113,960.00	408.10	114,368.10	-4.76%	0.72%
June 2017	45,861.51	-36.30%	-43.88%	120,090.10	0.00	120,090.10	-9.50%	14.43%
May 2017	71,993.72	19.10%	-5.77%	132,215.90	477.10	132,693.00	-1.40%	10.76%
April 2017	60,446.15	-7.23%	-16.53%	133,526.65	1,044.35	134,571.00	-3.01%	2.12%
March 2017	65,156.66	-17.58%	-20.60%	138,323.20	430.70	138,753.90	13.98%	14.14%
February 2017	79,052.00	-2.64%	-9.60%	121,288.00	448.00	121,736.00	-1.04%	-3.22%

**Statement of Cash Available & Cashflow**  
**March through April 2019**

**Revenues**

<b>Cash Available</b>	<b>March 1</b>	
	<b>FC Bank</b>	\$215,451
	<b>NCCMT</b>	\$100,533
<b>Cash on Hand-In Store</b>		\$4,934

**Collections Projections** \*\*estimates

March	\$125,000	**
April	\$114,000	**

**Total Cash Flow Available** \$559,918

**Less Cash Outflows:**

**Purchases-Distributor Invoices**

February	\$57,657	actual
March	\$50,000	**
April	\$50,000	**

Taxes Due for February	\$25,905	actual
Taxes Due for March	\$30,000	**
Taxes Due for April	\$27,360	**

**MONTHLY EXPENSES**

Bank charges	2 months	\$300	
Board Member Per Diem	2 months	\$600	
Conference & Training		\$0	
Credit Card Fees	2 months	\$2,500	
General Bond Insurance		\$0	
Health Insurance	4 Payrolls	\$1,000	
Travel		\$0	
Dues & Subscriptions		\$250	
Building Rent	2 months	\$4,800	
Repairs & Maintenance		\$1,000	
Unemployment Insurance		\$0	
Office/Cleaning Supplies/Maint	2 months	\$1,000	
Payrolls (4)		\$25,200	includes salaries and taxes
Professional Fees		\$300	
Utilities, Data line, etc	2 months	\$2,000	

\*\*estimates

Contribution to Town	\$11,000	**
Contribution to Town-Law Enforcement	\$1,000	**
Contribution to Alcohol Education	\$1,416	**

**Total Outflow:** \$293,288

**Cash Available April 1, 2019:** \$266,630 \*\*

ABC BOARD  
LAW ENFORCEMENT & ALCOHOL EDUCATION  
COMPUTATION

ABC BOARD                      WINGATE  
MONTHS ENDED                FOR THE MONTHS OF JULY 2018 thru FEBRUARY 2019

1. SALES (REGULAR, MXB)	\$	1,052,895	
2. SUBTRACT APPLICABLE ITEMS BELOW:			
a. REHABILITATION TAX (\$0.05 & \$0.01)		4046	
b. ADDITIONAL (\$0.05 & \$0.01)		4046	
c. TOTAL MIXED BEVERAGE TAX (\$20/4 LTRS)		520	
d. SURCHARGE COLLECTED		8394	
SUBTOTAL	\$	17,006	
3. NET SALES (line 1 less 2a - 2d)	\$	1,035,889	
4. NET SALES DIVIDED 133.5%	\$	775,946.82	
5. COMPUTE THE 3 1/2% MANDATORY DISTRIBUTION	\$	27,158.14	
6. ADD .01/.05 BOTTLE CHARGE TO MANDATORY DISTRIBUTION	\$	<b>31,204.14</b>	<b>YTD AMOUNT DUE TOWN</b>
7. NET PROFIT BEFORE DISTRIBUTIONS (FROM AUDIT)	\$	48,742.00	
8. SUBTOTAL (line 7 minus line 6)	\$	17,537.86	
9. LAW ENFORCEMENT CONTRIBUTION (5% MINIMUM REQUIREMENT)	\$	<b>876.89</b>	<b>FOR ENTIRE YEAR</b>
10. ALCOHOL EDUCATION CONTRIBUTION (7% MINIMUM REQUIREMENT)	\$	1,227.65	<b>FOR ENTIRE YEAR</b>
<b>AMOUNT DUE TOWN</b>	\$	<b>31,204.14</b>	
<b>LESS AMT DISTRIBUTED</b>		<b>\$11,737.00</b>	1st Qtr
		<b>\$13,192.00</b>	2nd Qtr
		<b>\$0.00</b>	3rd Qtr
		<b>\$0.00</b>	4th Qtr
<b>NET DUE</b>		<b>\$6,275.14</b>	
<b>LAW ENFORCEMENT DISTRIBUTED</b>		<b>\$1,000</b>	1st Qtr
		<b>\$1,000</b>	2nd Qtr
		<b>\$0</b>	3rd Qtr
		<b>\$0</b>	4th Qtr
		<b>\$2,000</b>	
<b>ALCOHOL EDUCATION DISTRIBUTED</b>		<b>1416</b>	1st Qtr
		<b>1416</b>	2nd Qtr
		<b>0</b>	3rd Qtr
		<b>0</b>	4th Qtr
<b>NET DUE</b>	\$	<b>2,832</b>	

Acct #	Description	FY 2019 Budget	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APRIL 2019	MAY 2019	JUNE 2019	YTD EXPENSE	AVAILABLE BUDGET	% Collected or Spent
<b>REVENUES</b>																	
401	Liquor Sales	1,500,000.00	120,111.00	136,699.30	138,061.55	142,990.50	149,844.65	151,931.60	104,460.85	106,506.30	-	-	-	-	1,050,605.75		
404	Mixed Beverage Sales		702.30	-	834.70	752.40	-	-	-	-	-	-	-	-	2,289.40	1,052,895.15	
410	Investment Income							166.32	192.66	174.02					533.00	533.00	
<b>TOTAL</b>		<b>1,500,000.00</b>	<b>120,813.30</b>	<b>136,699.30</b>	<b>138,896.25</b>	<b>143,742.90</b>	<b>149,844.65</b>	<b>152,097.92</b>	<b>104,653.51</b>	<b>106,680.32</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,053,428.15</b>	<b>1,053,428.15</b>	<b>70.23%</b>
% spent per month			8.05%	9.11%	9.26%	9.58%	9.99%	10.14%	6.98%	7.11%	0.00%	0.00%	0.00%	0.00%	1,052,895.15	447,104.85	70.23%
<b>EXPENSES</b>																	
501	Purchases	780,000.00	79,672.11	64,217.07	69,803.21	83,102.55	115,064.74	97,572.43	16,100.46	57,657.33	-	-	-	-	583,189.90	196,810.10	74.77%
<u>Taxes:</u>		370,000.00															
502	Bailment Tax		2,952.20	2,285.20	2,421.50	2,995.70	3,553.65	2,946.80	530.00	1,915.95	-	-	-	-			
503	Rehabilitation Tax		475.94	542.22	531.09	559.04	565.55	543.90	420.80	407.30	-	-	-	-			
506	Mixed Beverage Tax		81.00	-	93.00	86.00	-	-	-	-	-	-	-	-			
507	Mixed Beverage Tax HR		8.06	-	9.31	8.63	-	-	-	-	-	-	-	-			
530	State Excise Tax		26,656.00	30,200.00	30,657.00	31,730.00	33,179.00	33,664.00	23,115.00	23,582.00	-	-	-	-	256,715.84	113,284.16	69.38%
601	Advertising/Promotion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
603	Bank Svc Charge	1,800.00	115.30	106.06	102.70	274.30	116.90	112.38	90.70	78.22	-	-	-	-	996.56	803.44	55.36%
604	Bd Member per Diem	3,600.00	300.00	300.00	300.00	200.00	200.00	200.00	300.00	300.00	-	-	-	-	2,100.00	1,500.00	58.33%
605	Conference & Training	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	500.00	0.00%
607	Credit Card Fees	18,500.00	1,279.89	1,413.31	1,596.54	1,576.83	1,596.96	1,525.44	1,314.17	1,204.67	-	-	-	-	11,507.81	6,992.19	62.20%
609	General & Bonds Ins	3,500.00	559.20	559.20	-	-	-	-	-	-	-	-	-	-	1,118.40	2,381.60	31.95%
610	Health Insurance	4,700.00	169.57	226.10	226.10	211.76	296.13	196.81	197.42	197.42	-	-	-	-	1,721.31	2,978.69	36.62%
611	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
612	Travel Reimbursement	1,500.00	-	51.23	-	34.88	65.61	93.76	160.66	65.59	-	-	-	-	471.73	1,028.27	31.45%
613	Dues & Subscriptions	300.00	221.00	-	-	-	-	-	-	-	-	-	-	-	221.00	79.00	73.67%
614	Rent Expense	30,000.00	2,389.74	2,389.74	2,389.74	2,389.74	2,389.74	2,389.74	2,389.74	2,389.74	-	-	-	-	19,117.92	10,882.08	63.73%
615	Repairs & Maintenance	8,000.00	349.24	125.00	-	304.24	290.00	1,316.89	304.24	655.73	-	-	-	-	3,345.34	4,654.66	41.82%
616	Unemployment Ins	3,510.00	291.08	450.08	-	-	-	-	-	-	-	-	-	-	741.16	2,768.84	21.12%
617	Uniforms	1,000.00	-	-	999.73	-	-	-	-	-	-	-	-	-	999.73	0.27	0.00%
<u>Office Supplies:</u>		8,000.00															
641	Janitorial Expense		47.98	-	-	132.42	-	30.42	-	417.08	-	-	-	-			
642	Postage		-	8.96	100.00	-	-	-	195.90	-	-	-	-	-			
643	Warehouse Supplies		-	-	47.67	-	-	-	140.59	68.59	-	-	-	-			
640	Office Supplies-Other		695.83	507.22	599.63	426.35	523.50	744.80	729.21	266.01	-	-	-	-	5,682.16	2,317.84	71.03%
651	Hiring Expense	500.00	55.00	-	10.00	155.00	-	-	-	-	-	-	-	-	220.00	280.00	44.00%
652	Payroll Fees	2,800.00	233.62	216.32	223.38	262.56	354.40	238.79	472.22	241.39	-	-	-	-	2,242.68	557.32	80.10%
653	Payroll Taxes	14,800.00	738.23	906.19	988.45	933.49	1,327.13	924.51	902.34	943.59	-	-	-	-	7,663.93	7,136.07	51.78%
654	Employee Incentives	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
650	Payroll	145,000.00	8,694.23	10,112.37	11,301.52	10,816.22	15,490.67	11,265.61	10,387.28	10,671.10	-	-	-	-	88,739.00	56,261.00	61.20%
<u>Professional Fees:</u>		16,000.00															
662	Computers & Software		49.00	3,892.00	49.00	49.00	49.00	49.00	49.00	49.00	-	-	-	-			
660	Professional Fees-Other		66.00	-	5,800.00	-	-	53.50	-	-	-	-	-	-	10,154.50	5,845.50	63.47%
<u>Utilities:</u>		12,000.00															
671	Computer & Internet		119.12	119.05	119.38	119.11	119.20	119.26	119.20	119.70	-	-	-	-			
670	Utilities		829.11	794.77	922.33	799.70	607.99	723.71	799.85	772.39	-	-	-	-	7,203.87	4,796.13	60.03%
Cont to Town of Wingate		44,829.00	-	-	11,737.00	-	-	13,192.00	-	-	-	-	-	-	24,929.00	19,900.00	55.61%
Cont to Law Enforcement		4,000.00	-	-	1,000.00	-	-	1,000.00	-	-	-	-	-	-	2,000.00	2,000.00	50.00%
Cont to Alcohol Educ		2,100.00	-	-	-	1,416.00	-	1,416.00	-	-	-	-	-	-	2,832.00	(732.00)	134.86%
Cont to Fund Balance		23,061.00	-	-	-	-	-	-	-	-	-	-	-	-	-	23,061.00	0.00%
<b>TOTAL</b>		<b>1,500,000.00</b>	<b>127,048.45</b>	<b>119,422.09</b>	<b>142,028.28</b>	<b>138,583.52</b>	<b>175,843.67</b>	<b>170,266.25</b>	<b>58,718.78</b>	<b>102,002.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,033,913.84</b>	<b>466,086.16</b>	<b>68.93%</b>
% spent per month			8.47%	7.96%	9.47%	9.24%	11.72%	11.35%	3.91%	6.80%	0.00%	0.00%	0.00%	0.00%	68.93%		68.93%