

Hanover Seaside Club



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Minutes, Meeting of Board of Directors– July 11, 2016, NE Branch Library

Present: Cockrum, Beall, Lee, Collins, Godwin, Johnson, McFadyen, Walls, Wessell

			ITEM	Required Action	Responsible Party	Deadline
I			Adoption of Agenda: Motion to adopt as is by Collins. Second by Beall. Approved by voice vote.			
II			Executive Session: Motion to go into Executive Session by Lee. Second by Wessell. Approved by voice vote.			
	A		Conversion of Seasonal to Regular Membership: After consideration of 26 applicants presented by the Membership Committee, the Board unanimously approved that ten Seasonal Members be accorded status as Regular Members. List is attached.	Notify those accepted and those rejected.	Elise Beall	ASAP
	B		Approval of new Seasonal Members: After consideration of 7 candidates presented by the Membership Committee, the Board unanimously approved that four applicants be invited to join the Club as Seasonal Members. List is attached.	Process new members	Steve Lee	ASAP
	C		Approval of minutes of 6/13/16 Executive Session: Motion to approve as presented by Wessell. Second by Beall. Approved by voice vote.			
	D		Motion to exit Executive Session by Collins. Second by Johnson. Approved by voice vote.			
III			Approval of Minutes			
	A		6/13/16 Board Meeting: Motion to approve as presented by Beall. Second by Walls. Approved by voice vote.			

	B		2016 Annual Meeting Minutes Tabled to August meeting	Place on August agenda	John Cockrum	Prior to August Board Meeting
IV			Reports of Officers			
	A		President—John Cockrum: Cockrum presented a request from Jamie Butts of IronMan North Carolina to use the parking lot and pier for the Iron Man North Carolina event on October 22, 2016. Cockrum elaborated on the event, its history, and the for-profit organization that runs the event. Collins moved that The Hanover Seaside Club will permit IronMan North Carolina to use the parking lot and pier as described in Jamie Butts e-mail of 06.22.2016 [attached] at a rental fee of \$500. Second by Walls. Motion passed on a 5 to 4 vote.	Notify IronMan NC of our decision	John Cockrum	ASAP
	B		Vice President—Elise Beall			
		1	Drop Box: Beall summarized the procedures for use of Drop Box by Board members following a collaborative meeting of the officers as suggested at the June Board meeting. Procedures are available in a document called “Drop Box for Board Members” [attached]			
		2	Letter from member: Beall noted as a follow-up that the member censured and fined as directed by the Board had written an apology and paid the fine.			
	C		Secretary-Treasurer			
		1	Terminated memberships: Lee reported that the following memberships were terminated either by request or failure to pay dues after concerted effort at collection: T Bame, L McColl, J Blake, T Lambert.	Remove members from roll	Steve Lee	ASAP
		2	Correspondence re: Parking Lot Rental: Lee reported on a request from a movie location service to rent the parking lot the week of July 4 th . Request denied after consultation with the Club Manager.			

		3	Fine Received: Lee reported that a member receiving a fine had paid the fine in full.			
		4	Privacy panels for bookkeeper: Lee reported that delivery of privacy panels approved for purchase by the Board should occur by the end of the month.	Follow-up on delivery	Steve Lee	07.31.2016
V			Committee Reports			
	A		Constitution—Brad Walls No report			
	B		Facilities—Bo Wessell Report attached			
	C		Finance—Steve Lee Report attached			
		1	June Financials: Reports attached			
		2	Motion—Insurance proposal: On behalf of the Finance Committee, presented background information on the effort to obtain bids from other insurance providers, the bid received from BB&T Woodbury Insurance, and the recommendation from the Finance Committee, which moved that The board of Directors authorize the Secretary-Treasurer to accept the Insurance Proposal Package from BB&T Woodbury dated July 1, 2016. No second necessary. Discussion ensued. McFadyen offered an amendment to the motion in the form of a sentence to be added to the original: Prior to agreement with BB&T Woodbury, the Finance Committee will obtain an updated replacement cost of the building and adjust the coverage accordingly; the resulting premium increase should not exceed \$8,000. Second by Beall and agreed to by Lee on behalf of Finance Committee. Approved unanimously.	Obtain updated replacement cost Purchased insurance as directed	Finance Committee Steve Lee	ASAP ASAP
		3	Motion—Employment Contract for Tammy Brown: Lee introduced the following motion recommended by the Finance Committee: The Board of Directors adopt the Hiring Terms and Conditions for Tammy Brown as Staff Bookkeeper at the	Have Tammy Brown sign agreement	Steve Lee	ASAP

			Hanover Seaside Club dated July 12, 2016. No second needed. Nodiscussion. Approved by voice vote.			
	D		House—Elise Beall No report			
	E		Membership—Francie Godwin Report delivered orally in Executive Session			
	F		Operations/Management—Duncan McFadyen No Report			
	G		Social Activities—Ken Johnson No report			
	H		Policies Committee—Elise Beall Report attached			
		1	Motion to approve Organizational Chart: Beall presented a motion from the Policy Committee that Organizational Chart (HSC Policy 1003) be approved. [copy attached] No second needed. Discussion ensued. McFadyen expressed concern over the concept that the Operations and Finance Committee exerted a supervisory role over the Manager and Food Service Manager. Motion passed unanimously; no second reading is required. Policy 1003 is now in force.	Publicize policy as required	Elise Beall	ASAP
		2	Motion to approve Communications Policy: Beall presented a motion from the Policy Committee that Official Correspondence Policy (HSC Policy 2005) [copy attached] be approved. Discussion ensued. Unanimous agreement was reached to delete a sentence from Section II: <i>Failure of a Board member to respond in five days constitutes approval.</i> The motion (with policy wording change) passed unanimously; no second reading is required. Policy 2005 is now in force.	Publicize policy as required	Elise Beall	ASAP
		3	Brief discussion of Policy content—Steve Lee: Tabled to August meeting			
		4	Brief Explanation of Policies –Steve Lee: Tabled to August meeting			
VI			Unfinished Business			
		1	Digitizing historic images: Lee reported that photos were now in the hands of Digitizing Memories in			

		Wilmington. Smaller photos will be digitized by July 15, 2016, but oversized photos will have to be digitized separately. No means available at reasonable cost at the moment.			
VII		New Business			
	A	Nominating Committee: Tabled until August meeting			
VIII		Adjourn – Next Meeting August 15, 2016 4:30pm – Library			

Respectfully submitted,

Stephen X. Lee

Steve Lee

Secretary-Treasurer

Ironman NC-Hanover Seaside Request

1 message

John Cockrum <john@environmentsunlimited.com>

Mon, Jul 11, 2016 at 3:33 PM

To: secretary.hanoverseaside@gmail.com, Elise Beall <elise@elisebeall.com>

Please see below. The date for the event is Oct 22, 2016.

On Jun 22, 2016, at 9:10 AM, James Butts <jamescbutts@gmail.com> wrote:

John,

I know you and I have talked on the phone but I wanted to send you the formal request for the use of the parking lot and docks for the first ever Ironman North Carolina. I have copied Mollene on this as well for the office at the club.

As you know, the Beach to Battleship Iron Distance and Half Iron Distance race was purchased by Ironman. The benefits of being a great race, a great location with great support. This will only increase the visibility of the race and the promotion of the race.

Ironman North Carolina is requesting again the use of your clubs facilities on the water for the start of the half ironman portion of the race. The one change they would like to make is more use of the parking lot. Meaning they would make the parking lot a staging area and minimize the participants on the waterfront area. Only moving participants from the parking lot to the waterfront area when their wave is getting ready to start. The port o potty's will be utilized the same and will be picked up the same day. I will of course be back after everyone is out of the water to clear your club facilities of any trash and make sure everything is better than when we started.

This race as in the past has a major economic impact to our community and will benefit the family YMCA as in years past. We greatly appreciate Hanover Seaside Clubs support in allowing the use of your waterfront facilities.

Please call or send me an email if there is any questions or concerns from the Board of Directors.

Regards,

Jamie Butts

Swim Course Coordinator
Ironman North Carolina
[910-262-2767](tel:910-262-2767)

Hanover Seaside Club



founded in 1898

601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

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Wrightsville Beach, NC 28480

Dropbox Use for Board Members

Dropbox is used for sharing documents between Board members. Only those currently on the Board have access to the shared folders. The main shared folder is Hanover Seaside Club BOD Folder. There are numerous subfolders in this main folder. Those of major interest are:

1. Board Meeting Agendas – Agendas will be placed in this folder prior to each meeting
2. Board Meeting Minutes – Minutes from each Board meeting will be placed in the draft folder following the meeting. Once minutes are approved by the Board, they will be moved to the Board Approved folder. There is also a subfolder for Annual Meeting Minutes in this folder.
3. Budget – Contains original and revised budget documents for each year
4. Committee Minutes and Reports – This folder contains 2 folders – a Committee Folder which contains subfolders for each committee and a Monthly Reports folder which contains the report each committee submits for Board Meetings. Each committee should post their meeting minutes in their Committee Folder one week prior to each Board meeting. Board members should read each committees minutes so they are kept abreast of what each committee is working on. Also, one week before each meeting, the committee chair should place a Committee Report in the Committee Report folder for the correct month. This report should be a brief, concise summary of the committee's work. All motions must be placed in the committee report. Board members should be very familiar with committee reports prior to Board meetings. Please remember, members do not have access to minutes posted in Dropbox; however, Committee Reports are included with Board minutes posted on the website. This is the only way to keep members informed about committee actions.
5. Monthly Financial Reports – Subfolders include our Account Balances and Financial Reports. The Secretary/Treasurer will post monthly financial reports several days prior to Board meetings.
6. Policies and Procedures- Contains working subfolders for each committee. Once approved by the Policy Manual Committee and the Board, Policies and Procedures are placed on the website and in a notebook in the Club Office.
7. Templates and Forms – Contains templates and forms useful to Board members.

Please do not revise or delete any document that you did not create. If a document requires revision, contact the person who posted it for approval.

Hanover Seaside Club
1. Balance Sheet Prev Year Comparison
As of July 31, 2016

Accrual Basis

	Jul 31, 16	Jul 31, 15
ASSETS		
Current Assets		
Checking/Savings		
1 · UNRESTRICTED FUNDS	449,863.50	454,931.40
1080 · Cash Drawers	244.00	244.00
1082 · Petty Cash	371.34	182.39
2 · RESTRICTED FUNDS	200,250.28	200,250.28
Total Checking/Savings	650,729.12	655,608.07
Other Current Assets		
1105 · TAM Accounts Receivable	-60,069.84	-48,387.26
1120 · Inventory Asset-Food/Supplies	10,462.39	9,651.52
1121 · Inventory Asset-Merchandise	1,236.47	1,236.47
1200 · Owner Reserves-605 S Lumina	200.00	200.00
1400 · Prepaid Insurances	36,884.88	0.00
1499 · Undeposited Funds	3,056.67	1,206.78
149901 · Undeposited Funds TAM Cash	6,128.00	453.06
149902 · Undeposited Funds TAM Checks	-10,029.59	-4,373.03
149903 · Undeposited Funds TAM Crdt Crd	-1,972.49	0.00
149904 · Undeposited Funds Online Paymnt	-535.00	0.00
Total Other Current Assets	-14,638.51	-40,012.46
Total Current Assets	636,090.61	615,595.61
Fixed Assets		
1600 · FIXED ASSETS-601 LUMINA-CLUB	942,416.46	941,947.16
1640 · FIXED ASSETS-605 LUMINA COTTAGE	677,942.58	672,063.38
Total Fixed Assets	1,620,359.04	1,614,010.54
TOTAL ASSETS	2,256,449.65	2,229,606.15
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	27,488.12	61,763.28
Total Accounts Payable	27,488.12	61,763.28
Credit Cards		
2050 · PNC Credit Card-1454	2,928.05	980.65
Total Credit Cards	2,928.05	980.65
Other Current Liabilities		
2100 · Payroll Liabilities	5,565.66	4,573.18
2102 · Payroll Liabilities-2011	-16.00	0.00
2200 · Sales Tax Payable	5,133.26	5,019.18
2300 · Gift Fund-Employees Christmas	3,030.25	250.00
2400 · Prepaid DR Min Unused Portion	0.00	-31,866.02

Hanover Seaside Club
1. Balance Sheet Prev Year Comparison
As of July 31, 2016

Accrual Basis

	<u>Jul 31, 16</u>	<u>Jul 31, 15</u>
2500 · Tips Received	9,558.21	4,586.72
2502 · Tips Allocated	-9,081.59	-4,556.72
2504 · Gift Certificate Sold/Redeemed	135.10	95.10
Total Other Current Liabilities	<u>14,324.89</u>	<u>-21,898.56</u>
Total Current Liabilities	44,741.06	40,845.37
Long Term Liabilities		
2600 · N/P-First Cit-Mortgage 1819259	30,828.58	92,951.08
Total Long Term Liabilities	<u>30,828.58</u>	<u>92,951.08</u>
Total Liabilities	75,569.64	133,796.45
Equity		
3900 · Fund Balance	1,950,700.73	1,883,707.96
Net Income	230,179.28	212,101.74
Total Equity	<u>2,180,880.01</u>	<u>2,095,809.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,256,449.65</u></u>	<u><u>2,229,606.15</u></u>

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison

July 2016

Accrual Basis

	Jul 16	Jul 15
Ordinary Income/Expense		
Income		
4000 · Dues/Membership Income		
400002 · Dues-Annual Seasonal	1,900.00	0.00
400005 · Dues-Annual Dining Room Minimum	240.00	0.00
400006 · Dues-DR Min to Meals & Unused	-240.00	0.00
Total 4000 · Dues/Membership Income	1,900.00	0.00
4005 · Fee Income		
400501 · Boat Fee Income	175.00	375.00
400502 · Initiation Fee Income	20,000.00	10.00
400503 · Locker Fee Income	105.00	0.00
400504 · Parking Lot Income	660.00	415.00
400505 · Member Fines	93.46	0.00
Total 4005 · Fee Income	21,033.46	800.00
4010 · Food Income		
401001 · Food-Meals Income	28,967.79	30,317.25
401002 · Food-Snack Bar Income	6,550.92	5,994.79
401003 · Food-Vending Income	246.82	281.31
401004 · Food-Event Income [Committee]	0.00	224.40
401005 · Food-Party Income	3,002.00	1,620.00
Total 4010 · Food Income	38,767.53	38,437.75
4020 · Rental Income		
402001 · Rental Income-601-Lodging	25,219.15	24,415.60
402002 · Rental Income-605-Cottage	5,200.00	2,169.98
402003 · Rental Income-601-Club Parties	274.97	216.00
Total 4020 · Rental Income	30,694.12	26,801.58
4030 · Event Income-Non Food		
403001 · Event Income-Bingo [Committee]	517.44	1,043.00
Total 4030 · Event Income-Non Food	517.44	1,043.00
4050 · Supporting Income		
405001 · Merchandise Sales	334.45	458.00
405004 · Interest Income	38.33	47.70
405006 · Non Food Vending Income	137.25	60.75
405007 · Sales Tax Rounding	0.25	0.30
Total 4050 · Supporting Income	510.28	566.75
4070 · Gift to Club	0.00	10,000.00
Total Income	93,422.83	77,649.08
Cost of Goods Sold		
5010 · COGs Food		
501001 · COGs-Meals/Dining Room Food	15,779.01	16,938.31
501002 · COGs-Snack Bar Food	3,751.75	3,127.27
501003 · COGs-Vending Food	88.03	89.92
501005 · COGs-Party Food	1,313.99	451.83
Total 5010 · COGs Food	20,932.78	20,607.33
5015 · COGs Supplies		
501501 · COGs-Dining Room Supplies	1,152.19	877.43
501502 · COGs-Snack Bar Supplies	80.18	94.19
501503 · COGs-Event Supplies [Committee]	94.30	0.00
5015035 · COGs-Event Supplies [Staff]	87.63	0.00
501504 · COGs-Party Supplies	0.00	125.51
Total 5015 · COGs Supplies	1,414.30	1,097.13
5020 · COGs Rental 601 Lodging		
502005 · COGs-601 Lodging-Janitorial	0.00	96.51
502006 · COGs-601 Lodging-R&M Rooms	175.00	175.00
502010 · COGs-601 Lodging-Supplies/Fees	25.49	213.36

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison

July 2016

Accrual Basis

	Jul 16	Jul 15
Total 5020 · COGs Rental 601 Lodging	200.49	484.87
5025 · COGs Rental 605 Cottage		
502503 · COGs-605 Cottage-Mgmt Fee/Comm	1,459.00	355.10
502505 · COGs-605 Cottage-Janitorial	0.00	90.00
502506 · COGs-605 Cottage-R&M Building	75.00	44.57
502509 · COGs-605 Cottage-Utilities	372.05	397.87
Total 5025 · COGs Rental 605 Cottage	1,906.05	887.54
5030 · COGs Event Costs		
503003 · COGs Other Events [Committee]	100.00	947.08
Total 5030 · COGs Event Costs	100.00	947.08
5050 · COGs Supporting Costs		
50501 · COGs-Merchandise for Resale	48.89	0.00
Total 5050 · COGs Supporting Costs	48.89	0.00
Total COGS	24,602.51	24,023.95
Gross Profit	68,820.32	53,625.13
Expense		
5100 · Payroll Expenses		
5101 · Salaries & Wages		
510101 · Salaries-Manager	3,453.84	3,351.92
510102 · Salaries-Asst Manager	0.00	2,000.00
510103 · Wages-Dining Room	5,768.73	6,794.52
510104 · Wages-Snack Bar	2,386.28	1,561.89
510105 · Wages-Janitorial	3,578.86	2,900.55
510107 · Wages-Parking Lot	511.88	496.88
Total 5101 · Salaries & Wages	15,699.59	17,105.76
5105 · Payroll Taxes & Contributions	1,580.15	1,486.65
5100 · Payroll Expenses - Other	3,589.30	0.00
Total 5100 · Payroll Expenses	20,869.04	18,592.41
5106 · Honorarium-Sec/Officers	150.00	150.00
5116 · Auto & Truck Expense		
5117 · Auto Fuel/Mileage	230.27	90.20
Total 5116 · Auto & Truck Expense	230.27	90.20
5120 · Bank Charges	45.95	3.78
5135 · Over/Short	0.00	-1.70
5140 · Casual Labor	0.00	100.00
5170 · Computer Expenses		
5176 · Service & Repairs	20.00	0.00
Total 5170 · Computer Expenses	20.00	0.00
5180 · Contributions	50.00	0.00
5245 · Equipment, Furniture & Fixtures	138.97	0.00
5260 · Finance Charge Expense	71.22	0.00
5300 · Insurance		
5301 · Flood/Fire/Wind & Liab Ins	2,337.79	19,865.00
5308 · Directors & Officers Liab Ins	795.08	0.00
5310 · Workers Comp Insurance	254.50	5,424.00
Total 5300 · Insurance	3,387.37	25,289.00
5320 · Interest Expense		
5320.1 · Mortgage Interest	149.17	345.05
Total 5320 · Interest Expense	149.17	345.05
5322 · Janitorial, 601 Non-Lodging	432.05	232.71
5330 · Licenses & Fees	0.00	50.00
5360 · Maintenance & Repairs		
5361 · Grounds and Landscaping	39.77	0.00

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison

July 2016

Accrual Basis

	Jul 16	Jul 15
5362 · Building R&M-Club-601 S Lumina	117.54	517.53
5366 · Equip R&M-Fire System	255.00	0.00
5367 · Contingency Repairs-Maintenance		
5367.10 · HVAC Contingency		
5367.11 · 601 HVAC Contingency	0.00	3,009.09
Total 5367.10 · HVAC Contingency	0.00	3,009.09
5367.20 · Plumbing Contingency		
5367.21 · 601 Plumbing Contingency	96.35	502.32
5367.22 · 605 Plumbing Contingency	0.00	477.10
Total 5367.20 · Plumbing Contingency	96.35	979.42
5367.70 · All Other contingency	767.87	2,900.83
Total 5367 · Contingency Repairs-Maintenance	864.22	6,889.34
5369 · Sound Deck-Bulkhead-Pierhouse	2,662.00	0.00
Total 5360 · Maintenance & Repairs	3,938.53	7,406.87
5370 · Merchant Services	0.00	894.18
5380 · Office Expenses and Supplies	53.99	0.00
5385 · Printing, Ink, and Copy Paper	88.77	73.82
5460 · Professional and Other Fees		
5461 · Security Services	0.00	960.00
5462 · Accounting Fees [Bookkeeper]	160.00	1,250.00
5464 · CPA Fees	0.00	1,133.00
Total 5460 · Professional and Other Fees	160.00	3,343.00
5600 · Utilities		
5602 · Electric	3,233.33	3,083.19
5604 · Gas/Propane	388.03	471.29
5608 · Telephone	137.72	372.91
5612 · Internet, Cable, Website	267.04	214.53
Total 5600 · Utilities	4,026.12	4,141.92
6001 · Depreciation		
6001.1 · Depreciation Exp-601 Club	6,886.00	6,886.00
6001.2 · COGs-605 Cottage-Depreciation	611.00	611.00
Total 6001 · Depreciation	7,497.00	7,497.00
66900 · Reconciliation Discrepancies	0.00	0.05
6999 · Uncategorized Expense	78.95	49.44
Total Expense	41,387.40	68,257.73
Net Ordinary Income	27,432.92	-14,632.60
Net Income	27,432.92	-14,632.60

Hanover Seaside Club

08/07/16

3. Profit & Loss Budget vs. Actual-This Fiscal Year To Date

Accrual Basis

November 2015 through July 2016

	Nov '15 - Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - Dues/Membership Income				
400001 - Dues-Annual Regular	110,675.00	108,675.00	2,000.00	101.8%
400002 - Dues-Annual Seasonal	233,225.00	236,075.00	-2,850.00	98.8%
400003 - Dues-Annual Regular 70/75	7,008.40	6,000.00	1,008.40	116.8%
400004 - Dues-Annual Seasonal 70/75	3,942.50	7,000.00	-3,057.50	56.3%
400005 - Dues-Annual Dining Room Minimum	49,139.92	50,000.00	-860.08	98.3%
400006 - Dues-DR Min to Meals & Unused	-47,843.73	-50,000.00	2,156.27	95.7%
Total 4000 - Dues/Membership Income	356,147.09	357,750.00	-1,602.91	99.6%
4005 - Fee Income				
400501 - Boat Fee Income	3,800.00	5,000.00	-1,200.00	76.0%
400502 - Initiation Fee Income	23,000.00	7,000.00	16,000.00	328.6%
400503 - Locker Fee Income	6,630.00	6,500.00	130.00	102.0%
400504 - Parking Lot Income	995.00	900.00	95.00	110.6%
400505 - Member Fines	93.46			
Total 4005 - Fee Income	34,518.46	19,400.00	15,118.46	177.9%
4010 - Food Income				
401001 - Food-Meals Income	61,469.78	68,000.00	-6,530.22	90.4%
401002 - Food-Snack Bar Income	11,544.04	12,700.00	-1,155.96	90.9%
401003 - Food-Vending Income	344.53	675.00	-330.47	51.0%
401004 - Food-Event Income [Committee]	480.58	1,875.00	-1,394.42	25.6%
4010045 - Food--Event Income [Staff]	3,615.98	4,450.00	-834.02	81.3%
401005 - Food-Party Income	32,340.30	16,100.00	16,240.30	200.9%
401006 - Food-DR Min Income (EOY Unused)	18,296.55	0.00	18,296.55	100.0%
Total 4010 - Food Income	128,091.76	103,800.00	24,291.76	123.4%
4020 - Rental Income				
402001 - Rental Income-601-Lodging	64,156.80	68,900.00	-4,743.20	93.1%
402002 - Rental Income-605-Cottage	22,920.00	30,080.00	-7,160.00	76.2%
402003 - Rental Income-601-Club Parties	7,714.52	4,030.00	3,684.52	191.4%
Total 4020 - Rental Income	94,791.32	103,010.00	-8,218.68	92.0%
4030 - Event Income-Non Food				
403001 - Event Income-Bingo [Committee]	1,050.44	1,100.00	-49.56	95.5%
Total 4030 - Event Income-Non Food	1,050.44	1,100.00	-49.56	95.5%
4050 - Supporting Income				
405001 - Merchandise Sales	1,309.20	1,475.00	-165.80	88.8%
405003 - Employee Gift Income Received	637.00	4,800.00	-4,163.00	13.3%
405004 - Interest Income	354.79	760.00	-405.21	46.7%
405006 - Non Food Vending Income	212.25	0.00	212.25	100.0%
405007 - Sales Tax Rounding	0.77	0.00	0.77	100.0%
Total 4050 - Supporting Income	2,514.01	7,035.00	-4,520.99	35.7%
4055 - Prepaid Bill Discounts Earned	18.84			

Hanover Seaside Club

08/07/16

3. Profit & Loss Budget vs. Actual-This Fiscal Year To Date

Accrual Basis

November 2015 through July 2016

	Nov '15 - Jul 16	Budget	\$ Over Budget	% of Budget
Total Income	617,131.92	592,095.00	25,036.92	104.2%
Cost of Goods Sold				
5010 · COGs Food				
501001 · COGs-Meals/Dining Room Food	41,701.28	41,500.00	201.28	100.5%
501002 · COGs-Snack Bar Food	4,967.91	7,125.00	-2,157.09	69.7%
501003 · COGs-Vending Food	383.74	240.00	143.74	159.9%
501004 · COGs-Event Food [Committee]	0.00	1,000.00	-1,000.00	0.0%
5010045 · COGs-Event Food [Staff]	4,054.65	4,200.00	-145.35	96.5%
501005 · COGs-Party Food	11,173.67	8,050.00	3,123.67	138.8%
Total 5010 · COGs Food	62,281.25	62,115.00	166.25	100.3%
5015 · COGs Supplies				
501501 · COGs-Dining Room Supplies	3,259.97	5,280.00	-2,020.03	61.7%
501502 · COGs-Snack Bar Supplies	206.45	400.00	-193.55	51.6%
501503 · COGs-Event Supplies [Committee]	94.30	110.00	-15.70	85.7%
5015035 · COGs-Event Supplies [Staff]	250.91	185.00	65.91	135.6%
501504 · COGs-Party Supplies	109.71	225.00	-115.29	48.8%
Total 5015 · COGs Supplies	3,921.34	6,200.00	-2,278.66	63.2%
5020 · COGs Rental 601 Lodging				
502005 · COGs-601 Lodging-Janitorial	322.89	550.00	-227.11	58.7%
502006 · COGs-601 Lodging-R&M Rooms	1,427.14	200.00	1,227.14	713.6%
502007 · COGs-601 Lodging-R&M Equip	24.67	400.00	-375.33	6.2%
502010 · COGs-601 Lodging-Supplies/Fees	25.49	575.00	-549.51	4.4%
Total 5020 · COGs Rental 601 Lodging	1,800.19	1,725.00	75.19	104.4%
5025 · COGs Rental 605 Cottage				
502503 · COGs-605 Cottage-Mgmt Fee/Comm	4,225.51	3,720.00	505.51	113.6%
502505 · COGs-605 Cottage-Janitorial	0.00	960.00	-960.00	0.0%
502506 · COGs-605 Cottage-R&M Building	1,436.14	1,200.00	236.14	119.7%
502507 · COGs-605 Cottage-R&M Equip	5.75	225.00	-219.25	2.6%
502509 · COGs-605 Cottage-Utilities	3,682.87	4,200.00	-517.13	87.7%
Total 5025 · COGs Rental 605 Cottage	9,350.27	10,305.00	-954.73	90.7%
5030 · COGs Event Costs				
503003 · COGs Other Events [Committee]	1,209.63	1,225.00	-15.37	98.7%
5030035 · COGs Other Events [Staff]	150.00	0.00	150.00	100.0%
Total 5030 · COGs Event Costs	1,359.63	1,225.00	134.63	111.0%
5050 · COGs Supporting Costs				
50501 · COGs-Merchandise for Resale	48.89	0.00	48.89	100.0%
Total 5050 · COGs Supporting Costs	48.89	0.00	48.89	100.0%
Total COGS	78,761.57	81,570.00	-2,808.43	96.6%
Gross Profit	538,370.35	510,525.00	27,845.35	105.5%

Hanover Seaside Club

08/07/16

3. Profit & Loss Budget vs. Actual-This Fiscal Year To Date

Accrual Basis

November 2015 through July 2016

Expense	Nov '15 - Jul 16	Budget	\$ Over Budget	% of Budget
5100 · Payroll Expenses				
5101 · Salaries & Wages				
510101 · Salaries-Manager	32,811.48	33,675.02	-863.54	97.4%
510102 · Salaries-Asst Manager	13,390.00	20,085.02	-6,695.02	66.7%
510103 · Wages-Dining Room	16,829.49	19,000.00	-2,170.51	88.6%
5101035 · Wages-Event [Staff]	1,878.30	1,550.00	328.30	121.2%
510104 · Wages-Snack Bar	3,754.40	3,000.00	754.40	125.1%
510105 · Wages-Janitorial	13,283.29	10,100.00	3,183.29	131.5%
510106 · Wages-Maintenance	2,069.97	0.00	2,069.97	100.0%
510107 · Wages-Parking Lot	885.92	1,100.00	-214.08	80.5%
510110 · Wages-Bonuses [Old Party Bonus]	3,258.07	3,700.00	-441.93	88.1%
510111 · Wages-Employee Gift Income Paid	3,382.26	4,800.00	-1,417.74	70.5%
510114 · Quickbooks DDep Fees	237.54	360.00	-122.46	66.0%
Total 5101 · Salaries & Wages	91,780.72	97,370.04	-5,589.32	94.3%
5105 · Payroll Taxes & Contributions	8,259.71	8,330.00	-70.29	99.2%
5100 · Payroll Expenses - Other	6,826.81			
Total 5100 · Payroll Expenses	106,867.24	105,700.04	1,167.20	101.1%
5106 · Honorarium-Sec/Officers	2,350.00	2,350.00	0.00	100.0%
5115 · Advertising	15.00	0.00	15.00	100.0%
5116 · Auto & Truck Expense				
5117 · Auto Fuel/Mileage	763.25	900.00	-136.75	84.8%
Total 5116 · Auto & Truck Expense	763.25	900.00	-136.75	84.8%
5119 · Background Checks	28.00	175.00	-147.00	16.0%
5120 · Bank Charges	366.37	225.00	141.37	162.8%
5135 · Over/Short	-10.96	0.00	-10.96	100.0%
5140 · Casual Labor	250.00	0.00	250.00	100.0%
5160 · Collection Expense	32.35	0.00	32.35	100.0%
5170 · Computer Expenses				
5172 · Hardware/Software	403.83	262.49	141.34	153.8%
5173 · Hardware Replacement	30.81	466.66	-435.85	6.6%
5176 · Service & Repairs	740.49	125.00	615.49	592.4%
5170 · Computer Expenses - Other	342.74			
Total 5170 · Computer Expenses	1,517.87	854.15	663.72	177.7%
5180 · Contributions	78.00	0.00	78.00	100.0%
5220 · Dues & Subscriptions	400.25	150.00	250.25	266.8%
5240 · Equipment Lease	42.80	0.00	42.80	100.0%
5245 · Equipment, Furniture & Fixtures	1,855.21	35.00	1,820.21	5,300.6%
5250 · Furnishings and Decorations				
5250.1 · Furnishings paid by member gift	5,373.42	4,693.00	680.42	114.5%
5250.5 · All other furnishings	489.30	1,087.51	-598.21	45.0%
Total 5250 · Furnishings and Decorations	5,862.72	5,780.51	82.21	101.4%
5260 · Finance Charge Expense	71.22	0.00	71.22	100.0%

Hanover Seaside Club

08/07/16

3. Profit & Loss Budget vs. Actual-This Fiscal Year To Date

Accrual Basis

November 2015 through July 2016

	Nov '15 - Jul 16	Budget	\$ Over Budget	% of Budget
5300 - Insurance				
5301 - Flood/Fire/Wind & Liab Ins	6,921.79	44,000.00	-37,078.21	15.7%
5308 - Directors & Officers Liab Ins	1,513.33	4,600.00	-3,086.67	32.9%
5310 - Workers Comp Insurance	254.50	5,000.00	-4,745.50	5.1%
Total 5300 - Insurance	8,689.62	53,600.00	-44,910.38	16.2%
5320 - Interest Expense				
5320.1 - Mortgage Interest	1,848.92	2,835.00	-986.08	65.2%
Total 5320 - Interest Expense	1,848.92	2,835.00	-986.08	65.2%
5322 - Janitorial, 601 Non-Lodging	2,484.48	2,400.00	84.48	103.5%
5325 - Late Fees	10.32	0.00	10.32	100.0%
5330 - Licenses & Fees	286.25	175.00	111.25	163.6%
5335 - Mailing Services	0.00	2,500.00	-2,500.00	0.0%
5360 - Maintenance & Repairs				
5361 - Grounds and Landscaping	526.59	2,610.00	-2,083.41	20.2%
5362 - Building R&M-Club-601 S Lumina	6,127.63	14,145.75	-8,018.12	43.3%
5363 - Equip R&M-Snackbar	0.00	400.00	-400.00	0.0%
5364 - Equip R&M-Alarm	1,716.60	1,800.00	-83.40	95.4%
5365 - Equip R&M-Elevator	4,121.82	3,859.00	262.82	106.8%
5366 - Equip R&M-Fire System	1,830.00	2,575.00	-745.00	71.1%
5367 - Contingency Repairs-Maintenance				
5367.10 - HVAC Contingency				
5367.11 - 601 HVAC Contingency	5,897.08	2,250.00	3,647.08	262.1%
5367.12 - 605 HVAC Contingency	194.24	450.00	-255.76	43.2%
Total 5367.10 - HVAC Contingency	6,091.32	2,700.00	3,391.32	225.6%
5367.20 - Plumbing Contingency				
5367.21 - 601 Plumbing Contingency	2,569.79	1,499.99	1,069.80	171.3%
5367.22 - 605 Plumbing Contingency	0.00	525.01	-525.01	0.0%
Total 5367.20 - Plumbing Contingency	2,569.79	2,025.00	544.79	126.9%
5367.70 - All Other contingency	17,938.49	3,000.01	14,938.48	597.9%
Total 5367 - Contingency Repairs-Maintenance	26,599.60	7,725.01	18,874.59	344.3%
5368 - Equip R&M-Club-601 S Lumina	171.20	0.00	171.20	100.0%
5369 - Sound Deck-Bulkhead-Pierhouse	2,751.51	3,065.00	-313.49	89.8%
5360 - Maintenance & Repairs - Other	93.75			
Total 5360 - Maintenance & Repairs	43,938.70	36,179.76	7,758.94	121.4%
5370 - Merchant Services	10,822.85	12,750.00	-1,927.15	84.9%
5380 - Office Expenses and Supplies	1,738.95	1,499.99	238.96	115.9%
5385 - Printing, Ink, and Copy Paper	3,300.75	1,575.00	1,725.75	209.6%
5440 - Postage & Delivery	1,031.37	1,000.00	31.37	103.1%
5450 - Software Subscriptions	521.40	2,550.01	-2,028.61	20.4%
5455 - Spoilage, Food	1,000.30	500.00	500.30	200.1%
5460 - Professional and Other Fees				
5461 - Security Services	0.00	1,000.00	-1,000.00	0.0%

Hanover Seaside Club

08/07/16

3. Profit & Loss Budget vs. Actual-This Fiscal Year To Date

Accrual Basis

November 2015 through July 2016

	Nov '15 - Jul 16	Budget	\$ Over Budget	% of Budget
5462 · Accounting Fees [Bookkeeper]	8,465.00	11,250.00	-2,785.00	75.2%
5464 · CPA Fees	0.00	3,600.00	-3,600.00	0.0%
5466 · Legal Fees	0.00	2,250.00	-2,250.00	0.0%
5467 · Other Fees	225.00			
Total 5460 · Professional and Other Fees	8,690.00	18,100.00	-9,410.00	48.0%
5500 · Tax Expense-990 Tax	378.00	0.00	378.00	100.0%
5505 · Tax Expense-Property Tax				
5505.3 · Business Personal Property Tax	723.01	750.00	-26.99	96.4%
Total 5505 · Tax Expense-Property Tax	723.01	750.00	-26.99	96.4%
5600 · Utilities				
5602 · Electric	17,442.69	19,200.01	-1,757.32	90.8%
5604 · Gas/Propane	3,092.44	5,090.92	-1,998.48	60.7%
5606 · Water	8,493.64	9,000.00	-506.36	94.4%
5608 · Telephone	1,268.89	2,325.01	-1,056.12	54.6%
5611 · Recycling	1,575.00	1,724.99	-149.99	91.3%
5612 · Internet, Cable, Website	2,248.98	2,100.01	148.97	107.1%
Total 5600 · Utilities	34,121.64	39,440.94	-5,319.30	86.5%
6001 · Depreciation				
6001.1 · Depreciation Exp-601 Club	61,974.00	61,974.00	0.00	100.0%
6001.2 · COGs-605 Cottage-Depreciation	5,499.00	5,250.01	248.99	104.7%
Total 6001 · Depreciation	67,473.00	67,224.01	248.99	100.4%
66900 · Reconciliation Discrepancies	-6.68			
6999 · Uncategorized Expense	648.87			
Total Expense	308,191.07	359,249.41	-51,058.34	85.8%
Net Ordinary Income	230,179.28	151,275.59	78,903.69	152.2%
Net Income	230,179.28	151,275.59	78,903.69	152.2%

Hanover Seaside Club
4. Profit & Loss by Class

July 2016

Accrual Basis

	Admin	DRoom	SnBar	Party	Event [Committee]	Vend	601Lodging	605Rental	Unclassified	TOTAL
Ordinary Income/Expense										
Income										
4000 · Dues/Membership Income	1,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00
4005 · Fee Income	21,033.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,033.46
4010 · Food Income	0.00	28,967.79	6,550.92	3,002.00	0.00	246.82	0.00	0.00	0.00	38,767.53
4020 · Rental Income	0.00	0.00	0.00	274.97	0.00	0.00	25,219.15	5,200.00	0.00	30,694.12
4030 · Event Income-Non Food	0.00	0.00	0.00	0.00	517.44	0.00	0.00	0.00	0.00	517.44
4050 · Supporting Income	510.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	510.28
Total Income	23,443.74	28,967.79	6,550.92	3,276.97	517.44	246.82	25,219.15	5,200.00	0.00	93,422.83
Cost of Goods Sold										
5010 · COGs Food	0.00	15,779.01	3,751.75	1,313.99	0.00	88.03	0.00	0.00	0.00	20,932.78
5015 · COGs Supplies	0.00	1,152.21	80.16	0.00	181.93	0.00	0.00	0.00	0.00	1,414.30
5020 · COGs Rental 601 Lodging	0.00	0.00	0.00	0.00	0.00	0.00	200.49	0.00	0.00	200.49
5025 · COGs Rental 605 Cottage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,906.05	0.00	1,906.05
5030 · COGs Event Costs	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00
5050 · COGs Supporting Costs	48.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.89
Total COGS	48.89	16,931.22	3,831.91	1,313.99	281.93	88.03	200.49	1,906.05	0.00	24,602.51
Gross Profit	23,394.85	12,036.57	2,719.01	1,962.98	235.51	158.79	25,018.66	3,293.95	0.00	68,820.32
Expense										
5100 · Payroll Expenses	8,694.45	7,633.49	2,416.71	303.52	0.00	167.88	1,652.99	0.00	0.00	20,869.04
5106 · Honorarium-Sec/Officers	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
5116 · Auto & Truck Expense	230.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.27
5120 · Bank Charges	45.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.95
5135 · Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5170 · Computer Expenses	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
5180 · Contributions	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
5245 · Equipment, Furniture & Fixtures	0.00	0.00	0.00	0.00	138.97	0.00	0.00	0.00	0.00	138.97
5260 · Finance Charge Expense	71.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.22
5300 · Insurance	3,387.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,387.37
5320 · Interest Expense	149.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.17
5322 · Janitorial, 601 Non-Lodging	0.00	400.73	0.00	0.00	0.00	0.00	31.32	0.00	0.00	432.05
5360 · Maintenance & Repairs	3,063.75	753.98	0.00	0.00	0.00	0.00	120.80	0.00	0.00	3,938.53
5380 · Office Expenses and Supplies	53.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.99
5385 · Printing, Ink, and Copy Paper	88.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.77
5460 · Professional and Other Fees	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
5600 · Utilities	3,638.09	388.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,026.12
6001 · Depreciation	6,886.00	0.00	0.00	0.00	0.00	0.00	0.00	611.00	0.00	7,497.00
6999 · Uncategorized Expense	0.00	78.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.95
Total Expense	26,689.03	9,255.18	2,416.71	303.52	138.97	167.88	1,805.11	611.00	0.00	41,387.40
Net Ordinary Income	-3,294.18	2,781.39	302.30	1,659.46	96.54	-9.09	23,213.55	2,682.95	0.00	27,432.92
Net Income	-3,294.18	2,781.39	302.30	1,659.46	96.54	-9.09	23,213.55	2,682.95	0.00	27,432.92

Hanover Seaside Club
5. Cash Position
As of August 5, 2016

	<u>Aug 5, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1 · UNRESTRICTED FUNDS	
1000 · PNC Operating-0766	17,350.08
1020 · PNC MMarket-5823	382,097.32
1024 · TD Bank 0.25% 12 Mo CD-4479	17,218.86
1025 · PNC MM 8221 (from Init. Fees)	27,101.87
Total 1 · UNRESTRICTED FUNDS	<u>443,768.13</u>
1080 · Cash Drawers	
1080.01 · REG 01 Drawer Reserve	100.00
1080.02 · REG 02 Drawer Reserve	100.00
1080.04 · Vending Machine Reserves	44.00
Total 1080 · Cash Drawers	<u>244.00</u>
1082 · Petty Cash	371.34
2 · RESTRICTED FUNDS	
1053 · Live Oak Bank CD	101,250.28
1054 · TD Bank CD-6101	99,000.00
Total 2 · RESTRICTED FUNDS	<u>200,250.28</u>
Total Checking/Savings	644,633.75
Other Current Assets	
1499 · Undeposited Funds	34.49
Total Other Current Assets	<u>34.49</u>
Total Current Assets	<u>644,668.24</u>
TOTAL ASSETS	<u><u>644,668.24</u></u>
LIABILITIES & EQUITY	0.00

Hanover Seaside Club
6. Transaction List by Vendor
July 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Amazon								
Credit Card Charge	07/23/2016		lights for fans...	2050 · PNC Credit ...	X	5362 · Buildin...		24.45
AT&T-1913 [605 L/L and DSL]								
Check	07/08/2016	Debit	9102563750...	1000 · PNC Operati...	X	-SPLIT-		86.62
AT&T-1917 [601 L/L]								
Check	07/08/2016	DEBIT	9102562726...	1000 · PNC Operati...	X	5608 · Teleph...		137.72
AT&T-287266356706 [Tablet]								
Bill Pmt -Check	07/08/2016	16580	287266356706	1000 · PNC Operati...	X	2000 · Accou...		22.29
BB and T Woodbury								
Check	07/26/2016	16608	Wind Covera...	1000 · PNC Operati...	X	1400 · Prepai...		14,319.50
BFPE International, Inc								
Bill Pmt -Check	07/08/2016	16581	0911715	1000 · PNC Operati...	X	2000 · Accou...		525.00
Bub White								
Check	07/16/2016	16593	Music for 7/1...	1000 · PNC Operati...	X	503003 · CO...		100.00
Bugs, Etc, Inc								
Bill Pmt -Check	07/08/2016	16582		1000 · PNC Operati...	X	2000 · Accou...		250.00
Bill	07/29/2016	65860	605 Pest Ser...	2000 · Accounts Pa...		502506 · CO...		75.00
Bill	07/29/2016	65859	601 Pest Ser...	2000 · Accounts Pa...		502006 · CO...		175.00
C.H.Clark & Son, Inc								
Bill	07/01/2016	541911	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		294.45
Bill	07/08/2016	541987	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		105.45
Bill Pmt -Check	07/08/2016	16583		1000 · PNC Operati...	X	2000 · Accou...		1,149.89
Bill	07/12/2016	542020	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		189.63
Bill	07/15/2016	542063	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		199.59
Bill	07/19/2016	542081	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		184.36
Bill	07/26/2016	542159	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		158.15
Bill	07/29/2016	542220	Eggs and Me...	2000 · Accounts Pa...		-SPLIT-		151.85
Cincinnati Insurance Company								
Check	07/19/2016	16603	Commercial ...	1000 · PNC Operati...	X	1400 · Prepai...		12,497.00
Check	07/19/2016	16604	Workmans C...	1000 · PNC Operati...	X	1400 · Prepai...		3,054.00
Check	07/19/2016	16605	Directors and...	1000 · PNC Operati...	X	1400 · Prepai...		5,026.00
Coastal Marine Construction								
Bill	07/11/2016	7/11/16	pier and doc...	2000 · Accounts Pa...		5369 · Sound ...		2,662.00
Bill Pmt -Check	07/19/2016	16602	pier and doc...	1000 · PNC Operati...		2000 · Accou...		2,662.00
Coastal Water Systems, Inc								
Bill	07/01/2016	July 2...	Acct# 1 0019...	2000 · Accounts Pa...		5362 · Buildin...		37.45
Bill	07/06/2016	453545	Acct# 1 0019...	2000 · Accounts Pa...		-SPLIT-		55.64
Bill Pmt -Check	07/19/2016	16601	Acct# 1 0019...	1000 · PNC Operati...	X	2000 · Accou...		93.09
Cool's Refridgeration Service, Inc								
Bill	07/22/2016	29930	walk in freez...	2000 · Accounts Pa...		5367.70 · All ...		604.18
Craft American Hardware								
Bill	07/06/2016	A724...	pvc pipe	2000 · Accounts Pa...		5367.70 · All ...		13.89
Bill Pmt -Check	07/08/2016	16584		1000 · PNC Operati...	X	2000 · Accou...		181.20
Digitizing Memories								
Credit Card Charge	07/21/2016	2481	digitize club ...	2050 · PNC Credit ...	X	5380 · Office ...		53.99
Dollar General								
Credit Card Charge	07/30/2016		coffe makers...	2050 · PNC Credit ...	X	501501 · CO...		26.75
Duke Energy Progress-1136-3PH								
Check	07/26/2016	DRAFT	6328151136	1000 · PNC Operati...	X	5602 · Electric		3,107.34
Duke Energy Progress-1136-Pier								
Check	07/27/2016	DRAFT	7803251136	1000 · PNC Operati...	X	5602 · Electric		82.41
Duke Energy Progress-5092-Parking								
Check	07/27/2016	DRAFT	2243685092	1000 · PNC Operati...	X	5602 · Electric		18.85
Duke Energy Progress-6113-605 S Lumina								
Check	07/05/2016	DRAFT	0406196113	1000 · PNC Operati...	X	502509 · CO...		181.93
Duke Energy Progress-6819-Traffic Sig								
Check	07/22/2016	DRAFT	6919216819	1000 · PNC Operati...	X	5602 · Electric		24.73
EFTPS								
Liability Check	07/08/2016	EFTPS	56-0733557	1000 · PNC Operati...	X	-SPLIT-		2,858.20
Faye Hammond								
Bill	07/08/2016	7/6/1...	Food and Ja...	2000 · Accounts Pa...		501001 · CO...		115.06
Bill Pmt -Check	07/08/2016	16585	Food and Ja...	1000 · PNC Operati...		2000 · Accou...		115.06
First Citizens - Mortgage \$7235								
Check	07/26/2016	Debit	Cust#001203...	1000 · PNC Operati...	X	-SPLIT-		5,410.00
Food Lion								
Credit Card Charge	07/20/2016		breakfast	2050 · PNC Credit ...	X	501001 · CO...		6.63
Harris Teeter								
Credit Card Charge	07/05/2016	090027	Dining Room...	2050 · PNC Credit ...	X	501001 · CO...		174.58
Credit Card Charge	07/08/2016		Friday dinner	2050 · PNC Credit ...	X	501001 · CO...		88.97

Hanover Seaside Club
6. Transaction List by Vendor
July 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Credit Card Charge	07/12/2016		Dining Room...	2050 · PNC Credit ...	X	501001 · CO...		120.69
Credit Card Charge	07/13/2016		Dining Room...	2050 · PNC Credit ...	X	501001 · CO...		46.22
Credit Card Charge	07/28/2016		Dining Room...	2050 · PNC Credit ...	X	501001 · CO...		11.61
Credit Card Charge	07/28/2016		Dining Room...	2050 · PNC Credit ...	X	501001 · CO...		62.26
Credit Card Charge	07/29/2016		dining room f...	2050 · PNC Credit ...	X	501001 · CO...		116.93
Credit Card Charge	07/30/2016		party food	2050 · PNC Credit ...	X	501005 · CO...		10.68
Henrietta Godwin								
Check	07/06/2016	16579	Prizes for 4th...	1000 · PNC Operati...	X	5015035 · CO...		87.63
Holliday Vacations, Inc								
General Journal	07/31/2016	Hollid...	Rental Incom...	402002 · Rental Inc...		-SPLIT-		5,200.00
Hood Services								
Bill	07/20/2016	16099	Routine Hoo...	2000 · Accounts Pa...		5367.70 · All ...		149.80
Interstate Insurance Management								
Check	07/19/2016	16606	VOID: Com...	1000 · PNC Operati...	X	1400 · Prepai...	0.00	
Intuit Customer Service								
Credit Card Charge	07/23/2016			2050 · PNC Credit ...	X	160803 · Soft...		1,107.45
Ken Johnson								
Bill	07/25/2016	July 4...	Reimburse fo...	2000 · Accounts Pa...		501503 · CO...		94.30
Mollene Smith								
Bill	07/08/2016	7/8/1...	Reimburse...	2000 · Accounts Pa...		-SPLIT-		86.03
Bill Pmt -Check	07/08/2016	16586	Reimburse...	1000 · PNC Operati...	X	2000 · Accou...		86.03
Mott's Channel Seafood								
Credit Card Charge	07/30/2016	80314		2050 · PNC Credit ...	X	501005 · CO...		170.00
National Flood Service								
Check	07/19/2016	16607	Commercial ...	1000 · PNC Operati...		1400 · Prepai...		1,237.00
NCDOR-Payroll Withholding								
Liability Check	07/08/2016	EFT	Payroll Withh...	1000 · PNC Operati...	X	2100 · Payroll ...		271.00
NCDOR-Sales Tax								
Sales Tax Payment	07/18/2016	EFT	Sales Tax ID...	1000 · PNC Operati...	X	2200 · Sales ...		2,767.51
New Hanover County-Room Tax								
Sales Tax Payment	07/18/2016	16594	Room Tax A...	1000 · PNC Operati...	X	2200 · Sales ...		1,041.42
Odyssey Fire Protection, LLC								
Bill	07/21/2016	C-10...		2000 · Accounts Pa...		5366 · Equip ...		255.00
Office Depot								
Credit Card Charge	07/09/2016		printer ink	2050 · PNC Credit ...	X	5385 · Printin...		51.34
Credit Card Charge	07/26/2016		printer ink	2050 · PNC Credit ...	X	5385 · Printin...		19.25
Credit Card Charge	07/31/2016		printer ink	2050 · PNC Credit ...	X	5385 · Printin...		18.18
PNC Bank-1454								
Bill	07/12/2016	Per S...	Acct# 4436 0...	2000 · Accounts Pa...		2050 · PNC C...		4,809.77
Bill Pmt -Check	07/12/2016	EFT	Acct# 4436 0...	1000 · PNC Operati...	X	2000 · Accou...		4,809.77
Pridgen Brothers Contractors, Inc.								
Bill Pmt -Check	07/19/2016	16600	replaced ind...	1000 · PNC Operati...	X	2000 · Accou...		762.00
Queensboro								
Credit Card Charge	07/07/2016	1340...	40 visors for ...	2050 · PNC Credit ...	X	1120.4 · Inven...		388.19
QuickBooks Payroll Service								
Liability Check	07/06/2016		Created by P...	1000 · PNC Operati...	X	2110 · Direct ...		7,418.00
Liability Check	07/13/2016		Created by P...	1000 · PNC Operati...	X	2110 · Direct ...		881.57
Liability Check	07/20/2016		Created by P...	1000 · PNC Operati...	X	2110 · Direct ...		8,108.71
Sam's Club								
Credit Card Charge	07/11/2016	011151	portable spe...	2050 · PNC Credit ...	X	5245 · Equip...		138.97
Steve Lee								
Bill	07/01/2016	July ...	Honorarium ...	2000 · Accounts Pa...		5106 · Honora...		150.00
Bill	07/01/2016	2016-...	Bookkeeper ...	2000 · Accounts Pa...		-SPLIT-		180.00
Bill	07/01/2016	June ...	June mileage	2000 · Accounts Pa...		5117 · Auto F...		230.27
Bill Pmt -Check	07/01/2016	16578		1000 · PNC Operati...	X	2000 · Accou...		560.27
Suburban Propane								
Bill	07/06/2016	1728-...	Acct# 1728-1...	2000 · Accounts Pa...		-SPLIT-		106.95
Bill Pmt -Check	07/08/2016	16587	1728	1000 · PNC Operati...	X	2000 · Accou...		346.93
Bill	07/12/2016	1728-...	Acct# 1728-1...	2000 · Accounts Pa...		-SPLIT-		131.25
Bill Pmt -Check	07/19/2016	16599	1728	1000 · PNC Operati...	X	2000 · Accou...		346.65
Bill	07/19/2016	1728-...	Acct# 1728-1...	2000 · Accounts Pa...		-SPLIT-		149.83
TD Bank 6101								
General Journal	07/12/2016	Interest	Interest earn...	405004 · Interest In...		1499 · Undep...		8.41
Time Warner Cable-2401 (601 S Lumina)								
Bill Pmt -Check	07/19/2016	16598	202-2212124...	1000 · PNC Operati...	X	2000 · Accou...		267.04
Bill	07/23/2016	STM...	Acct# 202-22...	2000 · Accounts Pa...		5612 · Interne...		267.04
Time Warner Cable-7702 (605 S Lumina)								
Bill Pmt -Check	07/19/2016	16597	202-2261777...	1000 · PNC Operati...	X	2000 · Accou...		103.50
Bill	07/22/2016	7/22/...	Acct# 202-22...	2000 · Accounts Pa...		502509 · CO...		103.50

Hanover Seaside Club
6. Transaction List by Vendor
July 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Tinga Nursery								
Bill	07/19/2016	14369	plants	2000 · Accounts Pa...		5361 · Ground...		20.00
Tinga, Eelco								
Bill	07/20/2016	R36136	fittings to rep...	2000 · Accounts Pa...		5361 · Ground...		19.77
Town of Wrightsville Beach-601 S Lumina								
Bill Pmt -Check	07/08/2016	DRAFT	003-0001920-1	1000 · PNC Operati...	X	2000 · Accou...		2,250.55
Town of Wrightsville Beach-605 S Lumina								
Bill Pmt -Check	07/08/2016	DRAFT	003-0001960-1	1000 · PNC Operati...	X	2000 · Accou...		167.04
Town of Wrightsville Beach-Irrigation								
Bill Pmt -Check	07/08/2016	DRAFT	003-0001940-1	1000 · PNC Operati...	X	2000 · Accou...		62.00
Town of Wrightsville Beach-Pier								
Bill Pmt -Check	07/08/2016	DRAFT	003-0009240-1	1000 · PNC Operati...	X	2000 · Accou...		46.00
Trader Joe's								
Credit Card Charge	07/20/2016		Tuesday Dln...	2050 · PNC Credit ...	X	501001 · CO...		41.65
US Food, Inc								
Bill	07/02/2016	0381...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		355.61
Bill	07/02/2016	0381...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,194.69
Bill	07/02/2016	0381...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		955.26
Bill	07/06/2016	0461...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,081.10
Bill	07/08/2016	0542...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,347.24
Bill	07/09/2016	0577...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		472.86
Bill Pmt -Check	07/12/2016	16592	80787401	1000 · PNC Operati...	X	2000 · Accou...		17,366.76
Bill	07/13/2016	0678...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		357.03
Bill	07/13/2016	0678...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,295.20
Bill	07/15/2016	0752...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,148.80
Bill	07/19/2016	0847...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		327.17
Bill	07/19/2016	0847...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,224.60
Bill	07/21/2016	0926...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,374.70
Bill	07/23/2016	0997...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,177.59
Bill	07/27/2016	1099...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		1,504.27
Bill	07/27/2016	1099...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		412.35
Bill	07/29/2016	1180...	Customer # ...	2000 · Accounts Pa...		1120.1 · Inven...		386.14
Bill	07/29/2016	1180...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		200.84
Bill	07/29/2016	1180...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		2,486.17
Vantiv (Mercury Payment Systems)								
Bill Pmt -Check	07/05/2016	DRAFT	MERCHANT:...	1000 · PNC Operati...	X	2000 · Accou...		600.93
Walmart								
Credit Card Charge	07/01/2016	3691...	Snacks vendi...	2050 · PNC Credit ...	X	501002 · CO...		115.17
Credit Card Charge	07/15/2016		Snacks vendi...	2050 · PNC Credit ...	X	501002 · CO...		134.09
Woodbury Plumbing Co., Inc								
Bill	07/05/2016	13401	sink repair	2000 · Accounts Pa...		5367.21 · 601 ...		96.35
Bill Pmt -Check	07/19/2016	16596	sink repair	1000 · PNC Operati...	X	2000 · Accou...		96.35
Wrightsville Beach Volunteer Firefighters								
Bill	07/01/2016	2016	WBVFFA Do...	2000 · Accounts Pa...		5180 · Contrib...		50.00
Bill Pmt -Check	07/19/2016	16595	WBVFFA Do...	1000 · PNC Operati...	X	2000 · Accou...		50.00

Hanover Seaside Club
07. P & L Year-to-Date Comapred with Previous Year

Accrual Basis

November 2015 through June 2016

	Nov '15 - Jun 16	Nov '14 - Jun 15
Ordinary Income/Expense		
Income		
4000 · Dues/Membership Income		
400001 · Dues-Annual Regular	110,675.00	109,150.00
400002 · Dues-Annual Seasonal	231,325.00	234,650.00
400003 · Dues-Annual Regular 70/75	7,008.40	6,162.50
400004 · Dues-Annual Seasonal 70/75	3,942.50	7,220.00
400005 · Dues-Annual Dining Room Minimum	48,899.92	48,951.34
400006 · Dues-DR Min to Meals & Unused	-47,603.73	0.00
Total 4000 · Dues/Membership Income	354,247.09	406,133.84
4005 · Fee Income		
400501 · Boat Fee Income	3,625.00	4,550.00
400502 · Initiation Fee Income	3,000.00	24,000.00
400503 · Locker Fee Income	6,525.00	6,485.00
400504 · Parking Lot Income	335.00	620.00
Total 4005 · Fee Income	13,485.00	35,655.00
4010 · Food Income		
401001 · Food-Meals Income	32,501.99	38,684.14
401002 · Food-Snack Bar Income	4,993.12	5,445.52
401003 · Food-Vending Income	97.71	487.63
401004 · Food-Event Income [Committee]	480.58	6,188.03
4010045 · Food-Event Income [Staff]	3,615.98	0.00
401005 · Food-Party Income	29,338.30	14,993.52
401006 · Food-DR Min Income (EOY Unused)	18,296.55	0.00
Total 4010 · Food Income	89,324.23	65,798.84
4020 · Rental Income		
402001 · Rental Income-601-Lodging	38,937.65	43,540.20
402002 · Rental Income-605-Cottage	17,720.00	22,666.99
402003 · Rental Income-601-Club Parties	7,439.55	3,862.00
Total 4020 · Rental Income	64,097.20	70,069.19
4030 · Event Income-Non Food		
403001 · Event Income-Bingo [Committee]	533.00	359.00
403003 · Other Event Income [Committee]	0.00	199.07
Total 4030 · Event Income-Non Food	533.00	558.07
4050 · Supporting Income		
405001 · Merchandise Sales	974.75	938.06
405002 · Rocking Chair Income	0.00	200.00
405003 · Employee Gift Income Received	637.00	4,369.32
405004 · Interest Income	316.46	901.17
405006 · Non Food Vending Income	75.00	6.75
405007 · Sales Tax Rounding	0.52	1.30
Total 4050 · Supporting Income	2,003.73	6,416.60
4055 · Prepaid Bill Discounts Earned	18.84	0.00
Total Income	523,709.09	584,631.54
Cost of Goods Sold		
5010 · COGs Food		
501001 · COGs-Meals/Dining Room Food	25,922.27	24,462.58
501002 · COGs-Snack Bar Food	1,216.16	3,289.82
501003 · COGs-Vending Food	295.71	187.06
501004 · COGs-Event Food [Committee]	0.00	5,438.65
5010045 · COGs-Event Food [Staff]	4,054.65	0.00
501005 · COGs-Party Food	9,859.68	8,652.62
Total 5010 · COGs Food	41,348.47	42,030.73
5015 · COGs Supplies		
501501 · COGs-Dining Room Supplies	2,107.78	1,873.39
501502 · COGs-Snack Bar Supplies	126.27	226.75
501503 · COGs-Event Supplies [Committee]	0.00	282.52

Hanover Seaside Club
07. P & L Year-to-Date Compared with Previous Year

Accrual Basis

November 2015 through June 2016

	Nov '15 - Jun 16	Nov '14 - Jun 15
5015035 · COGs-Event Supplies [Staff]	163.28	0.00
501504 · COGs-Party Supplies	109.71	12.81
Total 5015 · COGs Supplies	2,507.04	2,395.47
5020 · COGs Rental 601 Lodging		
502005 · COGs-601 Lodging-Janitorial	322.89	382.07
502006 · COGs-601 Lodging-R&M Rooms	1,252.14	1,399.16
502007 · COGs-601 Lodging-R&M Equip	24.67	80.00
502010 · COGs-601 Lodging-Supplies/Fees	0.00	345.11
Total 5020 · COGs Rental 601 Lodging	1,599.70	2,206.34
5025 · COGs Rental 605 Cottage		
502503 · COGs-605 Cottage-Mgmt Fee/Comm	2,766.51	2,910.00
502505 · COGs-605 Cottage-Janitorial	0.00	325.00
502506 · COGs-605 Cottage-R&M Building	1,361.14	7,843.52
502507 · COGs-605 Cottage-R&M Equip	5.75	0.00
502509 · COGs-605 Cottage-Utilities	3,310.82	3,645.20
Total 5025 · COGs Rental 605 Cottage	7,444.22	14,723.72
5030 · COGs Event Costs		
503003 · COGs Other Events [Committee]	1,109.63	148.50
5030035 · COGs Other Events [Staff]	150.00	0.00
Total 5030 · COGs Event Costs	1,259.63	148.50
5050 · COGs Supporting Costs		
50501 · COGs-Merchandise for Resale	0.00	1,504.85
Total 5050 · COGs Supporting Costs	0.00	1,504.85
Total COGS	54,159.06	63,009.61
Gross Profit	469,550.03	521,621.93
Expense		
5100 · Payroll Expenses		
5101 · Salaries & Wages		
510101 · Salaries-Manager	29,357.64	28,491.32
510102 · Salaries-Asst Manager	13,390.00	17,000.00
510103 · Wages-Dining Room	11,060.76	14,082.92
5101035 · Wages-Event [Staff]	1,878.30	0.00
510104 · Wages-Snack Bar	1,368.12	1,213.14
510105 · Wages-Janitorial	9,704.43	8,504.60
510106 · Wages-Maintenance	2,069.97	0.00
510107 · Wages-Parking Lot	374.04	575.64
510110 · Wages-Bonuses [Old Party Bonus]	3,258.07	4,193.84
510111 · Wages-Employee Gift Income Paid	3,382.26	4,369.35
510114 · Quickbooks DDep Fees	237.54	171.20
Total 5101 · Salaries & Wages	76,081.13	78,602.01
5105 · Payroll Taxes & Contributions	6,679.56	6,715.26
5100 · Payroll Expenses - Other	3,237.51	0.00
Total 5100 · Payroll Expenses	85,998.20	85,317.27
5106 · Honorarium-Sec/Officers	2,200.00	2,200.00
5115 · Advertising	15.00	0.00
5116 · Auto & Truck Expense		
5117 · Auto Fuel/Mileage	532.98	919.05
Total 5116 · Auto & Truck Expense	532.98	919.05
5119 · Background Checks	28.00	0.00
5120 · Bank Charges	320.42	217.56
5130 · Capital Improvements	0.00	755.85
5135 · Over/Short	-10.96	-22.25
5140 · Casual Labor	250.00	202.00
5160 · Collection Expense	32.35	0.00
5170 · Computer Expenses		

Hanover Seaside Club
07. P & L Year-to-Date Comapred with Previous Year

Accrual Basis

November 2015 through June 2016

	Nov '15 - Jun 16	Nov '14 - Jun 15
5172 · Hardware/Software	403.83	883.07
5173 · Hardware Replacement	30.81	0.00
5176 · Service & Repairs	720.49	41.95
5170 · Computer Expenses - Other	342.74	30.66
Total 5170 · Computer Expenses	1,497.87	955.68
5180 · Contributions	28.00	0.00
5220 · Dues & Subscriptions	400.25	289.00
5240 · Equipment Lease	42.80	0.00
5245 · Equipment, Furniture & Fixtures	1,716.24	2,163.29
5250 · Furnishings and Decorations		
5250.1 · Furnishings paid by member gift	5,373.42	0.00
5250.5 · All other furnisings	489.30	0.00
Total 5250 · Furnishings and Decorations	5,862.72	0.00
5260 · Finance Charge Expense	0.00	77.90
5300 · Insurance		
5301 · Flood/Fire/Wind & Liab Ins	4,584.00	22,586.00
5308 · Directors & Officers Liab Ins	718.25	4,569.00
5310 · Workers Comp Insurance	0.00	-1,598.00
Total 5300 · Insurance	5,302.25	25,557.00
5320 · Interest Expense		
5320.1 · Mortgage Interest	1,699.75	4,032.43
5320.2 · Non-mortgage Interest	0.00	13.00
Total 5320 · Interest Expense	1,699.75	4,045.43
5322 · Janitorial, 601 Non-Lodging	2,052.43	1,972.32
5325 · Late Fees	10.32	36.94
5330 · Licenses & Fees	286.25	75.00
5335 · Mailing Services	0.00	1,996.80
5360 · Maintenance & Repairs		
5361 · Grounds and Landscaping	486.82	634.91
5362 · Building R&M-Club-601 S Lumina	6,010.09	14,641.86
5363 · Equip R&M-Snackbar	0.00	335.28
5364 · Equip R&M-Alarm	1,716.60	1,716.60
5365 · Equip R&M-Elevator	4,121.82	3,984.42
5366 · Equip R&M-Fire System	1,575.00	1,076.50
5367 · Contingency Repairs-Maintenance		
5367.10 · HVAC Contingency		
5367.11 · 601 HVAC Contingency	5,897.08	5,329.67
5367.12 · 605 HVAC Contingency	194.24	248.08
Total 5367.10 · HVAC Contingency	6,091.32	5,577.75
5367.20 · Plumbing Contingency		
5367.21 · 601 Plumbing Contingency	2,473.44	887.38
Total 5367.20 · Plumbing Contingency	2,473.44	887.38
5367.70 · All Other contingency	17,170.62	10,329.10
Total 5367 · Contingency Repairs-Maintenance	25,735.38	16,794.23
5368 · Equip R&M-Club-601 S Lumina	171.20	124.40
5369 · Sound Deck-Bulkhead-Pierhouse	89.51	109.78
5360 · Maintenance & Repairs - Other	93.75	0.00
Total 5360 · Maintenance & Repairs	40,000.17	39,417.98
5370 · Merchant Services	10,822.85	10,783.95
5380 · Office Expenses and Supplies	1,684.96	1,495.55
5385 · Printing, Ink, and Copy Paper	3,211.98	1,391.06
5440 · Postage & Delivery	1,031.37	1,032.70
5450 · Software Subscriptions	521.40	682.35
5455 · Spoilage, Food	1,000.30	364.83
5460 · Professional and Other Fees		
5462 · Accounting Fees [Bookkeeper]	8,305.00	10,000.00
5464 · CPA Fees	0.00	8,803.00

Hanover Seaside Club
07. P & L Year-to-Date Compared with Previous Year

Accrual Basis

November 2015 through June 2016

	Nov '15 - Jun 16	Nov '14 - Jun 15
5467 · Other Fees	225.00	0.00
5460 · Professional and Other Fees - Other	0.00	3,370.00
Total 5460 · Professional and Other Fees	8,530.00	22,173.00
5500 · Tax Expense-990 Tax	378.00	22.00
5505 · Tax Expense-Property Tax		
5505.3 · Business Personal Property Tax	723.01	719.29
Total 5505 · Tax Expense-Property Tax	723.01	719.29
5600 · Utilities		
5602 · Electric	14,209.36	13,115.11
5604 · Gas/Propane	2,704.41	4,593.41
5606 · Water	8,493.64	7,144.10
5608 · Telephone	1,131.17	2,043.29
5611 · Recycling	1,575.00	1,575.00
5612 · Internet, Cable, Website	1,981.94	1,485.71
Total 5600 · Utilities	30,095.52	29,956.62
6001 · Depreciation		
6001.1 · Depreciation Exp-601 Club	55,088.00	55,088.00
6001.2 · COGs-605 Cottage-Depreciation	4,888.00	4,888.00
Total 6001 · Depreciation	59,976.00	59,976.00
66900 · Reconciliation Discrepancies	-6.68	-1.00
6999 · Uncategorized Expense	569.92	114.42
Total Expense	266,803.67	294,887.59
Net Ordinary Income	202,746.36	226,734.34
Net Income	202,746.36	226,734.34



Facilities Committee Report for July 11, 2016

I. Projects Completed.

1. Installed the new windsock and replaced pier ladder. Thanks to Eddie Lawler and Bob Morton.
2. Completed repairs to the doors, porches and stairs at 605 S. Lumina Ave. Passed inspection with a few suggested changes requested by the Wrightsville Beach inspector.
3. Totally rebuilt two picnic tables at sound side.
4. Repaired the seat on the northwest corner of pier. Damage from people jumping up on the rail to jump into the water.
5. Reattached the walkway around the shelter.
6. Sprayed weeds in the asphalt and dirt parking lots.
7. Replaced one stand fan in the snack bar area.
8. Replaced fan motor in kitchen air handler.

II. Projects in Progress:

1. Paint the inside white street walkway on Lumina Ave.
2. Wrap upstairs ocean door with aluminum.
3. Perform safety inspection of all HSC property– when repairs are complete-Mark Wilson
4. Complete the kitchen/dining room punch list.
5. Paint the front entrance door at 601 S. Lumina Ave.
6. Schedule construction to repair deficiencies at 601 S. Lumina Ave. once drawings are complete.
7. Construct a hurricane tool box. Until the 2016-17 budget is approved, members will be asked to bring their tools.
8. Create a list of volunteers for the Hurricane Committee.

Present volunteers are:

- | | |
|------------------------|--------------|
| 1. Richard Cobb | 910-352-5249 |
| 2. Kevin Edwards | 910-395-5393 |
| 3. Dewey Furr | 910-409-8863 |
| 4. John Gray | 910-620-6316 |
| 5. Eddie & Jean Lawler | 910-617-5050 |
| 6. Mike & Cher Pridgen | 910-799-9515 |
| 7. Craig Schutt | 910-392-1966 |

8. Sam Spah	910-232-7913
9. Dennis Stokley	910-470-2350
10. Bo Wessell	919-920-5938
11. Patrick Whitman	910-465-2923
12. David Woodbury	910-540-5600
13. Joe Woodward	910-792-6752

9. Make a 10'X15' sun shade for picnic tables at the cooking shelter on sound side.

III. Old/New Business:

1. Compiling facility needs for the 2016-17 budget.
2. Reviewed the 2015-16 budget and spending for year-to-date.
3. Aaron Annis has agreed to take over the lawn maintenance at \$40.00 a visit.
4. Maintenance agreement confirmed with Pridgen Brothers for HVAC. Mileage will be added with crews being local.
5. Began a lengthy discussion on the future rental and use of the 605 S. Lumina Ave. property. Discussion to continue at the next meeting.

IV. Next meeting of the Facilities Committee will be at 11:45 am Monday, July 18, 2016 at the Hanover Seaside Club.



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Finance Committee Report for July 11, 2016

Prepared July 10, 2016 reporting on Activities Since June 13, 2016

The Finance Committee (FC) met on July 6, 2016. Discussion and action is summarized below.

Hiring Terms and Conditions—Per direction from the Board at its June meeting, the terms of employment for Tammy Brown were reconsidered. The FC agreed on a revision of the terms of employment and agreed upon a motion to adopt a revised hiring agreement. The motion is attached.

Administrative Calendar Policy—A draft of an Administrative Calendar Policy was presented by Steve Lee for review and consideration. After discussion, the FC moved to forward the draft as is to the Policy Committee for review and submission to the Board.

June 2016 Financials—The FC reviewed the June Financials. Mike Pavlov and Clark Whitman raised question about two items: negative assets and non-accrual of insurance premiums. Pavlov and Whitman volunteered to review the data summarized in the reports and to help with setting up accrual of insurance and taxes. The FC reached a consensus that a monthly report showing Profit and Loss fiscal-year-to-date compared with previous year would be useful tool for analysis. That report has been included with the June Financials.

Club Insurance Policies—The insurance team (Susan Collins and Clark Whitman) explained the results of their investigation into Club policies and premiums and their bid request to another agent, BB and T Insurance. They presented the BB and T Insurance Proposal. After discussion, the FC agreed to submit a motion to the Board recommended that the Club accept the BB and T Insurance Proposal. The motion is attached.

Respectfully submitted,

A handwritten signature in black ink that reads 'Stephen L. Lee'.

Steve Lee
Secretary-Treasurer



Monday, July 11, 2016

MOTION from Finance Committee

Does Not Require a Second

TEXT OF MOTION

It is moved that the Board of Directors adopt the Hiring Terms and Conditions for Tammy Brown as Staff Bookkeeper at the Hanover Seaside Club dated July 12, 2016. [Attached]

July 12, 2016

Hiring Terms and Conditions for Tammy Brown
as Staff Bookkeeper at the Hanover Seaside Club

The Hanover Seaside Club agrees to hire Tammy Brown as Staff Bookkeeper under the following terms and conditions:

1. The salary for this position is \$15,000 annually retroactive to the pay period beginning June 5, 2016. Pay period is bi-weekly.
2. For purpose of analysis, hours on the job should be recorded and reported as requested.
3. There are no fringe benefits.
4. The daily work schedule is flexible with the following caveats:
 - a. Daily sales work must be posted within four days of sales
 - b. Attendance at a twice weekly, regularly-scheduled meeting with the Club Secretary-Treasurer jointly agreed upon
 - c. Payroll must be submitted no later than 5PM the Tuesday following the end of the pay period
 - d. End of month work as specified on Attachment One must be completed at least five days prior to scheduled monthly meetings of Board of Directors
 - e. Applicable Tax filing and reporting deadlines as shown on https://calendar.google.com/calendar/embed?src=ncdepartmentofrevenue@gmail.com&ctz=America/New_York must be met
 - f. Annual billing task must be completed per the deadlines on the *Hanover Seaside Club Administrative Calendar*. (Publication pending)
5. The Club will provide space for secure recordkeeping and a workspace that mitigates interruption and distraction.
6. The direct supervisor of the Staff Bookkeeper is the Secretary-Treasurer of the Hanover Seaside Club.

Approved by the Board of Directors on July 11, 2016

For the Board:

Steve Lee, Secretary-Treasurer

Tammy Brown

Attachment One: Routine Monthly Bookkeeping Tasks

Reconcile the following accounts

-) Operating
-) Money Market
-) Other bank accounts as necessary
-) Credit Card
-) Petty Cash
-) Cash Drawers
-) Vending
-) PNC Merchant Services
-) Mercury Payment

Post Inventory

-) Dining Room
-) Snack bar
-) Vending

Post Analyses

-) Parties
-) Events

Adjust Inventory

-) Dining Room
-) Snack bar
-) Vending

File and Pay Taxes

-) NC Sales and Use
-) NC Withholding
-) Federal Withholding
-) NC Unemployment
-) Federal Unemployment
-) NHC Room Tax

Reports to Finance Committee BOD

-) Six routine Reports

Payments

-) Credit Card
-) Mortgage

Special Items

-) Record monthly Depreciation
-) Make Mortgage Payment
-) Issue statement to members as directed by Secretary-Treasurer



Monday, July 11, 2016

MOTION from Finance Committee

Does Not Require a Second

BACKGROUND

After a review of Club insurance policies, coverages, and premiums from current agent; and after acquiring a competitive bid, the Finance Committee recommends purchasing the complete proposed insurance package submitted by BB and T Woodbury. The insurance expense for the Club could be reduced by between approximately \$10,000 to \$16,000 depending upon selected carrier for Wind Storm Coverage.

TEXT OF MOTION

It is moved that the Board of Directors authorize the Secretary-Treasurer to accept the Insurance Proposal Package from BB and T Woodbury dated July 1, 2016. [Attached]

Hanover Seaside Club, Inc.

	Current Expiring Premiums	Proposed B&T Woodbury
D&O/EPL 5M Limit Coverage	2015 \$ 4,569	\$ 5,026
Pkg. (does not include rental dwelling)	2015 \$14,663	\$ 8,622
Umbrella	2015 \$ 4,000	\$ 3,750
Workers Compensation	2015 \$ 5,424	\$ 3,054
NCIUA (dwelling)	2015 \$ 2,296	N/A (incl. in pkg & wind quote)
NCIUA – Wind for Pkg.	2015 \$20,374	\$15,023 (Interstate Ins. Mgmt Co.)
Fidelity Bond \$15,000	2015 \$ 342	\$ 125
Flood (Dwelling)	2015 \$ 1,051 (can take by AOR)	\$ 1,051
Flood (Club)	2015 \$ <u>1,237</u> (can take by AOR)	\$ <u>1,237</u>
Total Premium	\$53,956	\$37,888

Note: Optional NCIUA Quote

2% Named Storm w/\$5,000 All Other Wind \$20,524 Annual Premium

Summary: Substituting the Interstate Mgt. Wind Quote with the NCIUA quote increases the total proposed premium to \$43,389

To carry a flat deductible vs. a % w/NCIUA the flat deductible cannot be less than 1% of the building value.

Bldg. Limit \$2,098,000 x 1% = \$20,988 Named Storm Wind Deductible

Bldg. Limit \$2,098,000 x 2% = \$41,960 Named Storm Wind Deductible

The only way to carry a flat deductible with NCIUA without a percentage would be to go with a \$25,000 flat deductible.



Monday, July 11, 2016

MOTION from Finance Committee

Does Not Require a Second

BACKGROUND

After a review of Club insurance policies, coverages, and premiums from current agent; and after acquiring a competitive bid, the Finance Committee recommends purchasing the complete proposed insurance package submitted by BB and T Woodbury. The insurance expense for the Club could be reduced by between approximately \$10,000 to \$16,000 depending upon selected carrier for Wind Storm Coverage.

TEXT OF MOTION

It is moved that the Board of Directors authorize the Secretary-Treasurer to accept the Insurance Proposal Package from BB and T Woodbury dated July 1, 2016. [Attached]

Insurance Proposal
for

Hanover Seaside Club, Inc.
601 S. Lumina Avenue
Wrightsville Beach NC 28480-6104

Presented by:

D. Pate Southerland
BB&T Woodbury
1111 Military Cutoff Road
Suite 221
Wilmington, NC 28405

July 1st, 2016

Hanover Seaside Club, Inc.

Hanover Seaside Club, Inc.

Premium Summary

	Proposed
Commercial Package Cincinnati Insurance Company	
Property	\$ 6,020
Crime	\$ 125
General Liability	\$ 2,509
Umbrella	\$ 3,750
Terrorism	<u>\$ 93</u>
Cincinnati Package Premium	\$12,497
Commercial Wind Interstate Insurance Mgmt.	\$15,023
Workers Compensation Cincinnati Insurance Company	\$ 3,054
Directors & Officers Cincinnati Insurance Company	<u>\$ 5,026</u>
Total Annual Premium	\$35,600
Flood (Dwelling)	\$ 1,051 (can take by AOR)
Flood (Club)	<u>\$ 1,237</u> (can take by AOR)
Total Premium Including Flood	\$37,888

Hanover Seaside Club, Inc.

PROPERTY

Policy Location Schedule

Location #1 601 S. Lumina Avenue, Wrightsville Beach, NC 28480

Location #2 605 S. Lumina Avenue, Wrightsville Beach, NC 28480

<u>Building Coverage & Business Personal Property Coverage</u>		Limit	Deductible
Location #1	Building	\$2,098,000	\$5,000
	Business Personal Property	\$ 208,000	\$5,000
Location #2	Building	\$ 322,000	\$5,000
	Business Personal Property	\$ 50,000	\$5,000

Coinsurance 80%

Windstorm/Hail – Excluded

Replacement Cost

All Locations

Equipment Breakdown (Form FA244-Excluding Production Machinery) – *Insures the sudden and accidental breakdown of machinery and equipment vital to your business*

Crime Expanded Coverage (XC) Plus

Hanover Seaside Club, Inc.

CinciPlus Commercial Property Expanded Coverage XC+® FA250 09 09

Property Coverages (All limits per location unless indicated otherwise)	Limits Subject to \$150,000 Blanket Limit
Accounts receivable (additional \$5,000 limit away from premises not per location)	Included within BCL
Debris removal of covered property from a covered loss	25% of loss within limit, plus BCL
Ordinance or law; <ul style="list-style-type: none"> • Undamaged portion of the building • Demolition costs and increased costs of construction 	Subject to building limit included within BCL
Peak season for business personal property (BPP) (90 days maximum)	Included within BCL
Personal property of others	Included within BCL
Tenant move back expenses	Included within BCL
Valuable papers (additional \$5,000 limit away from premises, not per location)	Included within BCL
Worldwide laptop (not per location)	Included within BCL
Electronic data processing property (EDP) <ul style="list-style-type: none"> • Duplicate and backup electronic data • Newly acquired EDP property • In transit or away from premises 	BCL applies, subject to sublimits of: \$2,000 – in addition to BCL \$10,000 – in addition to BCL \$10,000 – included within BCL
Property Coverages (All limits per location unless indicated otherwise)	Limits' not subject to BCL
Brands and labels	\$25,000
Building glass – insured as part of the building	Included up to building limit
Business income/extra expense (BI/EX EX) (no waiting period) <ul style="list-style-type: none"> • Dependent properties (24-hour waiting period) • Computer operations (24-hour waiting period) 	\$100,000 \$5,000 – included in BI/Ex \$25,000 – included in BI EX (per coverage term)
Fairs/exhibitions (not per location)	\$10,000
Fences (within 1,000 feet of premises)	\$5,000
Fine arts	\$25,000
Fire department service charge-by contract or agreement or required by ordinance (not available in AZ)	\$25,000
Fire protection equipment recharge	\$50,000
Fungi, wet rot, dry rot and bacteria – limited coverage	\$15,000 (per coverage term)
Inflation guard	4% on building property
Inventory, appraisal, loss statement expenses	\$10,000
Key and lock expense	\$1,000
Newly acquired property – buildings (up to 90 days)	\$1,000,000
Nonowned building damage: <ul style="list-style-type: none"> • Caused by theft, burglary or robbery • Caused by any other covered cause of loss 	Included in BPP limit \$25,000 included in BPP limit or BPP limit of insurance (whichever is less)
Outdoor property (trees, shrubs, plants \$1,000 limit per item)	\$25,000
Paved surfaces	\$20,000
Personal effects (\$1,000 theft limit-excluding theft of employees' tools)	\$25,000
Pollutant cleanup and removal from land or water at each insured premises	\$25,000 (per coverage term)
Premises boundary 1,000 feet – BPP in the open or in a vehicle	Included
Preservation of covered property moved to avoid imminent covered loss (up to 60 days)	Included in BPP limit
Property temporarily at other premises (not per location)	\$10,000
Property in transit in a vehicle (not per location)	\$10,000
Rewards for reporting arson, V&MM, theft and burglary, which leads to a conviction (not available in NY)	\$10,000

Hanover Seaside Club, Inc.

Signs <ul style="list-style-type: none"> • If attached to building, include in building limit • If detached but permanently installed within 1,000 feet of premises, may be scheduled • Detached but not part of building (does not apply per location) 	Included Per Dec Page \$10,000
Temperature change – broadened coverage for perishable stock	\$5,000 included within BPP limit
Trailers (detached and nonowned left in the insured's care, custody or control)	\$5,000
Underground property	Included in building limit
Utility services (off-premises water, communication and power supply, excluding overhead lines) for direct and time element loss	\$25,000
Water backup from seers, drains or sump pumps	\$10,000

GENERAL LIABILITY

Premises/Operations and Products Completed Operations

Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products Aggregate Limit	\$2,000,000
Medical Payments	\$ 10,000
Personal and Advertising Injury	\$1,000,000
Damage to Premises Rented to You	
Hired and NonOwned Auto	\$1,000,000
Liquor Liability	\$1,000,000
Occurrence	\$1,000,000
Aggregate	\$2,000,000

Classification Description:	Premium Basis
Restaurants-No Alcohol	Gross Sales
Premium Operations Exposure	\$200,000
Products/Completed Operations Exposure	\$200,000
Club-Civ.Serv.Soc./Buildings/Premises-Own/Lease NFP	Area
Premium Operations Exposure	18,684 sq. ft
Products/Completed Operations Exposure	18,684 sq. ft.
Hotels&Motels-W/O Pools, Beaches-Less 4 Story	Gross Sales
Premium Operations Exposure	\$89,166
Products/Completed Operations Exposure	Included

Hanover Seaside Club, Inc.

Commercial General Liability Broadened Endorsement GA210

CGL Broadened Endorsement

Liability Coverages	Limits
Employee benefit liability (\$1,000 deductible)	\$1,000,000 each employee \$3,000,000 aggregate
Expands damage to premises rented to insured to include lightning, smoke, soot or water	At the lesser of \$500,000 or the CGL each occurrence limit
Waiver of subrogation if required in a written contract	Included
Unintentional failure to disclose existing hazards provision	Included
Broadened notice of occurrence	Included
Property damage to borrowed equipment when not in use (\$250 deductible)	\$10,000 each occurrence
Newly formed or newly acquired organizations for up to 180 days	Included
Automatic additional insured coverage where required in a written contract or oral agreement (where a certificate of insurance showing that person or organization as an additional insured has been issued) for: lessors of premise, lessors of equipment, vendors or state or political subdivision's permits relating to premises	Included
Supplementary payments <ul style="list-style-type: none"> • Bail bonds • Loss of earnings 	\$1,000 \$350 per day
Employees as insureds for specified healthcare services (nurses, EMTs and paramedics)	Included
Medical payments	\$10,000 any one person

CRIME

All Locations

Crime Expanded Coverage (XC®) Plus Endorsement

Crime Coverages	Limits
Employee theft (blanket including ERISA coverage)	\$25,000
Forgery	\$25,000
Money and Securities	\$25,000 inside \$5,000 outside
Money Orders and Counterfeit Money	\$25,000

Hanover Seaside Club, Inc.

UMBRELLA

All Locations	Limit
Commercial Umbrella	
Occurrence	\$5,000,000
Aggregate	\$5,000,000

Commercial umbrella policies provide additional liability limits and broader coverage over scheduled policies and drop down coverage to replace exhausted or reduced primary insurance aggregate limits.

- Availability of limits up to \$25,000,000
- No self-insured retention, except where required by law
- Follow-form defense and supplementary payments in addition to the limit of liability
- Expanded bodily injury definition – includes humiliation, shock, fright and mental anguish or mental injury
- First dollar defense costs – covers in some cases, losses not covered by your primary insurance
- Personal injury definition – includes nonemployment related discrimination, abuse of process and defamation of character (third-party liability)
- Fewer automatic exclusions – No automatic exclusions for aircraft liability, care, custody or control, fellow employee, liquor liability and water craft liability

DIRECTORS & OFFICERS

Directors and Officers
Company: Cincinnati Insurance Company

	Limit:	Deductible
Directors & Officers Liability	\$5,000,000	\$2,500
Employment Practices Liability (Includes 3 rd Part Discrimination)	\$5,000,000	\$2,500

Hanover Seaside Club, Inc.

WORKERS COMPENSATION

Workers Compensation

Company: Cincinnati Insurance Company

Limits:

\$1,000,000/\$1,000,000/\$1,000,000

Class Description	Exposure	Rate	Premium
9061 Clubs – NOC & Clerical	\$195,219	1.49	\$2,909
9807 Premium For Increased Limits Part Two 0.8%			\$ 32
9848 Premium to Equal Increased Limits Minimum Charge			\$ 88
0900 Expense Constant			\$ 250
9887 Schedule Modification			\$- 303
9740 Terrorism			\$ 39
9741 Catastrophe (other than Terrorism)			<u>\$ 39</u>
Total Estimated Premium			\$3,054

WIND

Broker: Interstate Insurance Mgmt., Inc.
Company: Lloyds of London – AM Best Rating A

- Minimum Earned Premium: 25%

Policy Location Schedule

Location #1 601 S. Lumina Avenue, Wrightsville Beach, NC 28480
Location #2 605 S. Lumina Avenue, Wrightsville Beach, NC 28480

- Building & Business Personal Property Wind Coverage

		Limit	Deductible
Location #1	Building	\$2,098,000	\$10,000
	BPP	\$ 208,000	\$10,000
Location #2	Building	\$ 322,000	\$10,000
	BPP	\$ 50,000	\$10,000

Coinsurance 80%
Replacement Cost Valuation

Deductible Applies Per Building

Hanover Seaside Club, Inc.

Current Expiring Premiums

D&O/EPL 5M Limit Coverage	2015	\$ 4,569
Pkg. (does not include rental dwelling)	2015	\$14,663
Umbrella	2015	\$ 4,000
Workers Compensation	2015	\$ 5,424
NCIUA (dwelling)	2015	\$ 2,296
NCIUA – Wind for Pkg.	2015	\$20,374
Fidelity Bond \$15,000	2015	\$ 342
Flood (Dwelling)	2015	\$ 1,051 (can take by AOR)
Flood (Club)	2015	\$ 1,237 (can take by AOR)
Total Premium		\$53,956



Monday, July 11, 2016

MOTION from Finance Committee

Does Not Require a Second

TEXT OF MOTION

It is moved that the Board of Directors adopt the Hiring Terms and Conditions for Tammy Brown as Staff Bookkeeper at the Hanover Seaside Club dated July 12, 2016. [Attached]

July 12, 2016

Hiring Terms and Conditions for Tammy Brown
as Staff Bookkeeper at the Hanover Seaside Club

The Hanover Seaside Club agrees to hire Tammy Brown as Staff Bookkeeper under the following terms and conditions:

1. The salary for this position is \$15,000 annually retroactive to the pay period beginning June 5, 2016. Pay period is bi-weekly.
2. For purpose of analysis, hours on the job should be recorded and reported as requested.
3. There are no fringe benefits.
4. The daily work schedule is flexible with the following caveats:
 - a. Daily sales work must be posted within four days of sales
 - b. Attendance at a twice weekly, regularly-scheduled meeting with the Club Secretary-Treasurer jointly agreed upon
 - c. Payroll must be submitted no later than 5PM the Tuesday following the end of the pay period
 - d. End of month work as specified on Attachment One must be completed at least five days prior to scheduled monthly meetings of Board of Directors
 - e. Applicable Tax filing and reporting deadlines as shown on https://calendar.google.com/calendar/embed?src=ncdepartmentofrevenue@gmail.com&ctz=America/New_York must be met
 - f. Annual billing task must be completed per the deadlines on the *Hanover Seaside Club Administrative Calendar*. (Publication pending)
5. The Club will provide space for secure recordkeeping and a workspace that mitigates interruption and distraction.
6. The direct supervisor of the Staff Bookkeeper is the Secretary-Treasurer of the Hanover Seaside Club.

Approved by the Board of Directors on July 11, 2016

For the Board:

Steve Lee, Secretary-Treasurer

Tammy Brown

Attachment One: Routine Monthly Bookkeeping Tasks

Reconcile the following accounts

-) Operating
-) Money Market
-) Other bank accounts as necessary
-) Credit Card
-) Petty Cash
-) Cash Drawers
-) Vending
-) PNC Merchant Services
-) Mercury Payment

Post Inventory

-) Dining Room
-) Snack bar
-) Vending

Post Analyses

-) Parties
-) Events

Adjust Inventory

-) Dining Room
-) Snack bar
-) Vending

File and Pay Taxes

-) NC Sales and Use
-) NC Withholding
-) Federal Withholding
-) NC Unemployment
-) Federal Unemployment
-) NHC Room Tax

Reports to Finance Committee BOD

-) Six routine Reports

Payments

-) Credit Card
-) Mortgage

Special Items

-) Record monthly Depreciation
-) Make Mortgage Payment
-) Issue statement to members as directed by Secretary-Treasurer

Hanover Seaside Club



founded in 1898

601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Policy Committee Report July 11, 2016

The Policy Committee of the Hanover Seaside Club met on Wednesday, June 20, 2016 at 6:00 pm at the Club.

Motions:

The Policy Committee moves that the Organizational Chart (HSC Policy 1003) be approved.

The Policy Committee moves that the Official Correspondence Policy (HSC Policy 2005) be approved.

Both policies are in Dropbox.

ORGANIZATION CHART

Purpose:

The purpose of the organization chart is to define the relationships among and between the Board of Directors, Committees, and staff as defined by the Constitution and Club Policies.

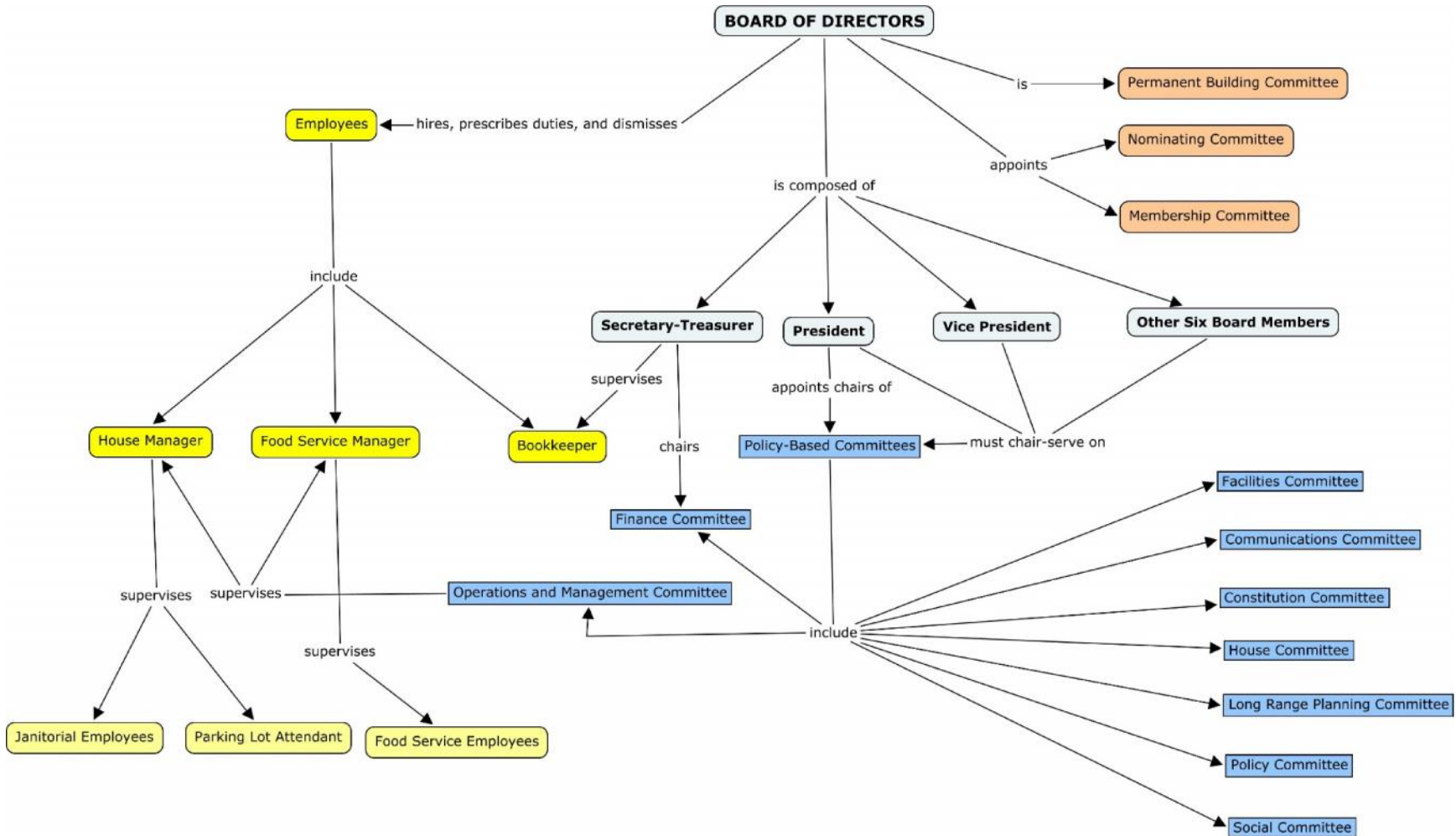
Scope:

Officers, Board of Directors, and Staff in regards to oversight and supervision of duties, responsibilities, and performance as specified by the Constitution, Policies, and job descriptions

Responsible Party:

Officer(s), BOD, Committee(s), Staff

[Chart is on page 2 of this document]



HANOVER SEASIDE CLUB ORGANIZATION CHART

OFFICIAL CORRESPONDENCE POLICY

Purpose:

In order to insure that the content of certain official communications from the Club has the consent of all Board members, approval for such documents must be obtained before transmission by any means.

Scope:

Members, Committees, Board, Officers, Staff

Responsible Party:

Officer(s), BOD, Committee(s), Staff

POLICY

- I. The following documents require Board approval before transmission by any means:
 - a. Annual Meeting Notice
 - b. Season Opening Letter
 - c. Any other official correspondence transmitted to all members
 - d. Any correspondence to a member or members regarding fines or disciplinary action not pre-defined in policy statements
 - e. Any correspondence censuring an Officer, Board member, or an employee in a supervisory position
- II. Documents requiring Board approval may be circulated to Board members electronically for review and approval. Approval by six Board members is sufficient for approval. The published document must adhere to the circulated, approved version.
- III. The following documents do not require Board approval before transmission:
 - a. Website or social media postings of a general informational nature or of reasonable widespread interest to Club members
 - b. Routine communications from a Committee to an individual member
 - c. Routine business communications with individual members concerning member accounts, reservations, etc.
 - d. Any correspondence to a member or members regarding fines or disciplinary action if such fines or action are pre-defined in policy statements

List of Seasonal Members
Awarded Regular Member Status

by Board Action on July 11, 2016

- | | | |
|----|------|----------------------------|
| 1 | 1696 | Dave and Ellen Allen |
| 2 | 2565 | Armistead and Melissa Boyd |
| 3 | 2502 | Hank Carter |
| 4 | 2603 | John and Donna Hancock |
| 5 | 2612 | Gene and Tracey Meadows |
| 6 | 2134 | Joshua and Abbey Miller |
| 7 | 2494 | Sean and Cornelia Ruttkey |
| 8 | 2311 | Jimmie and Maria Stasios |
| 9 | 2433 | Patrick and Katie Whitman |
| 10 | 2540 | Angie and Donald Harris |

List of New Applicants
Awarded Seasonal Membership Status

by Board Action on July 11, 2016

- | | | |
|---|------|----------------------------|
| 1 | 2731 | Jeffrey and Sue Bowyer |
| 2 | 2732 | Kevin and Ashley Reynolds |
| 3 | 2733 | Holly Trulove Noble |
| 4 | 2734 | David and Alyson Whetstone |