

**MONTGOMERY ALCOHOLIC  
BEVERAGE CONTROL BOARD**

**BASIC FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**March 31, 2018 and 2017**

**JBW**

**J. B. WATSON & Co., P.L.L.C.**  
Certified Public Accountants

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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**March 31, 2018 and 2017**

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## INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
Montgomery Alcoholic Beverage Control Board  
Biscoe, North Carolina

Management is responsible for the accompanying financial statements of the business-type activities and each major fund of Montgomery Alcoholic Beverage Control Board as of and for the nine months ended March 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

### Supplementary Information

The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any form of assurance on such information.

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Local Governmental Employees' Retirement System's Schedules of Proportionate Share of Net Pension Liability (Asset) and Contributions be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. The required supplementary information was subject to our compilation engagement. We have not audited or reviewed the required supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information. During our compilation, however, we became aware that the required supplementary information had not been updated as required by accounting principles generally accepted in the United States of America.

As disclosed in Note 3 to the financial statements, accounting principles generally accepted in the United States of America require accounting and financial reporting for pensions as of a certain measurement period. Management has not updated the pension information due to unavailability of the actuarial valuation. Management has not determined the effect of this departure on the financial statements.

*J. B. Watson + Co., P.L.L.C.*

May 4, 2018

**BASIC FINANCIAL STATEMENTS**

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD  
STATEMENTS OF FUND NET POSITION  
March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 147,913	\$ 133,053
Inventory	<u>289,230</u>	<u>287,945</u>
<b>TOTAL CURRENT ASSETS</b>	<u>437,143</u>	<u>420,998</u>
<b>CAPITAL ASSETS</b>		
Land	20,000	20,000
Building and improvements	178,585	174,560
Furniture and equipment	<u>125,678</u>	<u>125,678</u>
	324,263	320,238
Accumulated depreciation	<u>(263,559)</u>	<u>(257,960)</u>
	<u>60,704</u>	<u>62,278</u>
<b>TOTAL ASSETS</b>	<u>497,847</u>	<u>483,276</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<u>33,456</u>	<u>11,454</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u>\$ 531,303</u>	<u>\$ 494,730</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 111,824	\$ 115,446
<b>NONCURRENT LIABILITIES</b>		
Net pension liability	<u>32,684</u>	<u>6,687</u>
<b>TOTAL LIABILITIES</b>	<u>144,508</u>	<u>122,133</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<u>1,145</u>	<u>3,475</u>
<b>NET POSITION</b>		
Net investment in capital assets	60,704	62,278
Restricted for:		
Working capital	49,217	47,042
Unrestricted	<u>275,729</u>	<u>259,802</u>
<b>TOTAL NET POSITION</b>	<u>385,650</u>	<u>369,122</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<u>\$ 531,303</u>	<u>\$ 494,730</u>

See accompanying notes and accountants' report.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION**  
**For the Nine Months Ended March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>OPERATING REVENUES</b>		
Liquor sales	\$ 1,150,275	\$ 1,111,349
Mixed beverage sales	<u>94,690</u>	<u>77,850</u>
<b>TOTAL GROSS SALES</b>	<u>1,244,965</u>	<u>1,189,199</u>
<b>DEDUCT TAXES ON GROSS SALES</b>		
State excise tax	271,753	259,954
Rehabilitation tax	4,673	4,568
Mixed beverage tax (Revenue)	8,012	6,673
Mixed beverage tax (Human Resources)	<u>802</u>	<u>682</u>
<b>TOTAL TAXES</b>	<u>285,240</u>	<u>271,877</u>
<b>NET SALES</b>	959,725	917,322
<b>COST OF LIQUOR SALES</b>	<u>649,881</u>	<u>620,895</u>
<b>GROSS PROFIT ON SALES</b>	<u>309,844</u>	<u>296,427</u>
<b>OPERATING EXPENSES</b>		
Store expenses	197,587	201,246
Administrative expenses	65,776	65,227
Depreciation expense	<u>4,220</u>	<u>4,140</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>267,583</u>	<u>270,613</u>
<b>INCOME FROM OPERATIONS</b>	42,261	25,814
<b>NONOPERATING REVENUES</b>		
Interest income	<u>262</u>	<u>181</u>
<b>CHANGE IN NET POSITION BEFORE DISTRIBUTIONS</b>	42,523	25,995
Law enforcement distributions	<u>(900)</u>	<u>(900)</u>
<b>CHANGE IN NET POSITION BEFORE PROFIT DISTRIBUTIONS</b>	<u>41,623</u>	<u>25,095</u>
<b>PROFIT DISTRIBUTIONS</b>		
Towns - Law enforcement per enabling act	-	-
Towns	-	-
County	<u>-</u>	<u>-</u>
<b>TOTAL PROFIT DISTRIBUTIONS</b>	<u>-</u>	<u>-</u>
<b>CHANGE IN NET POSITION</b>	41,623	25,095
<b>NET POSITION, BEGINNING</b>	<u>344,027</u>	<u>344,027</u>
<b>NET POSITION, ENDING</b>	<u>\$ 385,650</u>	<u>\$ 369,122</u>

See accompanying notes and accountants' report.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**STATEMENTS OF CASH FLOWS**  
**For the Nine Months Ended March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from customers	\$ 1,325,578	\$ 1,267,087
Liquor taxes paid	(281,885)	(268,430)
Cash payments to suppliers for goods and services	(697,938)	(632,704)
Cash payments to employees for services	(156,494)	(151,041)
Other operating expenses	(85,178)	(84,261)
Liquor sales taxes paid	<u>(79,026)</u>	<u>(76,857)</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>25,057</u>	<u>53,794</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Acquisition of capital assets	<u>(4,025)</u>	<u>(15,034)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Law enforcement distributions	(900)	(1,000)
Profit distributions to County and Towns	<u>(44,800)</u>	<u>(24,651)</u>
<b>NET CASH USED BY NONCAPITAL FINANCING ACTIVITIES</b>	<u>(45,700)</u>	<u>(25,651)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest income	<u>262</u>	<u>181</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(24,406)	13,290
<b>CASH AND CASH EQUIVALENTS, BEGINNING</b>	<u>172,319</u>	<u>119,763</u>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>	<u>\$ 147,913</u>	<u>\$ 133,053</u>

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**STATEMENTS OF CASH FLOWS**  
**For the Nine Months Ended March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:</b>		
Income from operations	\$ 42,261	\$ 25,814
Adjustments to reconcile income from operations to net cash provided by operating activities:		
Depreciation	4,220	4,140
Changes in assets and liabilities:		
(Increase) decrease in inventory	(5,934)	5,324
Increase (decrease) in accounts payable and accrued expenses	<u>(15,490)</u>	<u>18,516</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>\$ 25,057</u>	<u>\$ 53,794</u>

See accompanying notes and accountants' report.



**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**March 31, 2018 and 2017**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Principles used in determining the scope of the entity for financial reporting**

Montgomery ABC Board is a corporate body with powers outlined by G.S. 18B-701. The Town councils of Biscoe, Candor, Mt. Gilead, Star, and Troy appoint the ABC Board. The basic criteria of oversight responsibility was used to determine that the Towns do not exercise sufficient control to warrant inclusion of the ABC Board as part of the Towns' reporting entities.

Effective January 1, 2009, the Montgomery County Board of Commissioners appoints a board member in addition to the members appointed by the Town councils of Biscoe, Candor, Mount Gilead, Star, and Troy. This change to the ABC Board necessitated a change in the legal corporate name from Montgomery Municipal Alcoholic Beverage Control Board to Montgomery Alcoholic Beverage Control Board.

**B. Organizational History**

The Board was organized under the provisions of Senate Bill #170, Chapter 145 of the North Carolina legislature, General Assembly of 1969, March 31, 1969, and implemented by citywide elections in the Towns of Biscoe and Mount Gilead, North Carolina held May 6, 1969. The Town councils of Biscoe, Candor, Mount Gilead, Star, and Troy each appointed one member to serve on the Board.

The ABC Board, as provided by North Carolina Alcoholic Beverage Control laws, operates two retail liquor stores. North Carolina General Statute 18B-805(c)(2)(3) requires the ABC Board to expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation purposes.

**C. Basis of Presentation**

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided periodic determination of revenues earned, expenses incurred, and/or the change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**D. Basis of Accounting**

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred. The ABC Board

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distinguishes operating revenues and expenses from nonoperating items. Operating revenues include liquor, mixed beverage, and wine sales. Operating expenses include cost of sales, store expenses, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

**E. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date and reported amounts of revenue and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts, and certain claims and judgment liabilities, among other accounts. Actual results may differ from those estimates.

**F. Pensions**

For purposes of measuring the net pension asset/liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

**G. Assets, Liabilities, and Net Position**

**Deposits**

All deposits of the ABC Board are made in board-designated official depositories and are collateralized as required by State law [G.S.159-31]. The ABC Board may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the ABC Board may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

All the ABC Board's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the ABC Board's agent in the ABC Board's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the ABC Board, these deposits are considered to be held by the ABC Board's agent in the ABC Board's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest bearing

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deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the ABC Board or the escrow agent. Because of the inability to measure the exact amount of collateral pledged for the ABC Board under the Pooling Method, the potential exists for undercollateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The ABC Board has no policy regarding custodial credit risk for deposits.

At March 31, 2018 and 2017, the ABC Board's deposits had a carrying amount of \$144,948 and \$130,088, respectively, and bank balances of \$128,315 and \$134,595, respectively. At March 31, 2018, all of the ABC Board's bank balances were covered by federal depository insurance. At March 31, 2018 and 2017, the ABC Board's petty cash fund totaled \$2,965.

**Investments**

State law [G.S. 159-30 (c)] authorizes the ABC Board to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund. At March 31, 2018 and 2017, the ABC Board had no investments.

**Cash and Cash Equivalents**

For purposes of the Statements of Cash Flows, the ABC Board considers all highly liquid investments (including restricted assets, if any) with a maturity of three months or less when purchased to be cash equivalents.

**Accounts Receivable**

Montgomery ABC Board had no accounts receivable at March 31, 2018 and 2017.

**Inventory**

Inventory is valued at the lower of cost (FIFO) or market.

**Capital Assets**

Capital assets are stated at cost and are being depreciated over their estimated useful lives on a straight-line basis as follows:

	<u>Useful life of asset</u>
Building and improvements	20 yrs.
Furniture and equipment	5-10 yrs.

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Capital asset activity for the nine months ended March 31, 2018, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Capital assets not being depreciated:</b>				
Land	\$ 20,000	\$ -	\$ -	\$ 20,000
<b>Capital assets being depreciated:</b>				
Building and improvements	174,560	4,025	-	178,585
Furniture and equipment	<u>125,678</u>	<u>-</u>	<u>-</u>	<u>125,678</u>
Total capital assets being depreciated	<u>300,238</u>	<u>4,025</u>	<u>-</u>	<u>304,263</u>
<b>Less accumulated depreciation for:</b>				
Building and improvements	142,231	2,013	-	144,244
Furniture and equipment	<u>117,108</u>	<u>2,207</u>	<u>-</u>	<u>119,315</u>
Total accumulated depreciation	<u>259,339</u>	<u>4,220</u>	<u>-</u>	<u>263,559</u>
<b>Capital assets, net</b>	<u>\$ 60,899</u>			<u>\$ 60,704</u>

When an asset is disposed of, the cost and the related accumulated depreciation of the asset are removed from the books. Any gain or loss on the disposition is reflected in the earnings for the period.

Depreciation expense for the nine months ended March 31, 2018 and 2017, was \$4,220 and \$4,140, respectively.

**Net Position**

Net position consists of the following:

- a. Net investment in capital assets - This component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at period end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as unspent proceeds.
- b. Restricted for working capital - North Carolina Alcoholic Beverage Control Commission Rule [.0902] defines working capital as the total of cash, investments, and inventory less all unsecured liabilities. An ABC Board shall set its working capital requirements at not less than two weeks' average gross sales of the last fiscal year or greater than four months' average gross sales of the

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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last fiscal year. Average gross sales means gross receipts from the sale of alcoholic beverages less distributions required by State law [G.S. 18B-805 (b) (2), (3), and (4)].

- c. Unrestricted net position - This component of net position consists of net position that does not meet the definition of *restricted* or *net investment in capital assets*.

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Noncompliance with North Carolina General Statutes**

No significant matters of noncompliance with fiscal and General Statute requirements have occurred.

**NOTE 3 – PENSION PLAN OBLIGATIONS**

**Local Governmental Employees' Retirement System**

*Plan Description:* The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing, multiple-employer, defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G. S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at [www.osc.nc.gov](http://www.osc.nc.gov).

*Benefits Provided:* LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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*Contributions:* Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute six percent of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the nine months ended March 31, 2018, was 7.62% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. The ABC Board does not employ any law enforcement officers. The ABC Board's contributions to LGERS for the nine months ended March 31, 2018 and 2017, were \$6,767 and \$6,336, respectively.

*Refunds of Contributions:* Board employees who have terminated service as a contributing member of LGERS may file an application for a refund of their contributions. By State law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

The net pension liability, deferred outflows of resources, deferred inflows of resources, and pension deferrals have not been updated to the measurement date June 30, 2017, using the December 31, 2016, actuarial valuation because these calculations are not available yet from LGERS. Therefore, the ABC Board is still reporting the net pension liability and related deferrals as reported in its June 30, 2017, financial statements, which were measured as of June 30, 2016. This is a departure from accounting principles generally accepted in the United States of America. The ABC Board has not determined the effect of this departure on the financial statements but feels any effect would be immaterial.

At June 30, 2017, the ABC Board reported an liability of \$32,684 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015. The total pension liability was then rolled forward to the measurement date of June 30, 2016, utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2016, the Board's proportion was 0.00154%, which was an increase of 0.00005% from its proportion measured as of June 30, 2015.

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For the fiscal year ended June 30, 2017, the Board recognized pension expense of \$10,344. At June 30, 2017, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 614	\$ 1,145
Changes of assumptions	2,239	-
Net difference between projected and actual earnings on pension plan investments	18,071	-
Changes in proportion and differences between Board contributions and proportionate share of contributions	3,853	-
ABC Board's contributions subsequent to the measurement date	<u>8,679</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 33,456</u></b>	<b><u>\$ 1,145</u></b>

\$8,679 reported at June 30, 2017, as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ending June 30, 2018. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	
2018	\$ 4,394
2019	4,391
2020	9,359
2021	5,488
2022	-
Thereafter	-

*Actuarial Assumptions:* The total pension liability in the December 31, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.50 to 7.75 percent, including inflation and productivity factor
Investment rate of return	7.25 percent, net of pension plan investment expense, including inflation

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The plan currently uses mortality tables that vary by age, gender, employee group (i.e., general, law enforcement officer) and health status (i.e., disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2015, valuation were based on the results of an actuarial experience study for the period January 1, 2010, through December 31, 2014.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2016, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	<u>100.0%</u>	

The information above is based on 30 year expectations developed with the consulting actuary for the 2016 asset, liability, and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.



**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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*Discount Rate:* The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Board’s Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate:* The following presents the Board’s proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the Board’s proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25 percent) or one percentage point higher (8.25 percent) than the current rate:

	1% Decrease <u>(6.25%)</u>	Discount Rate <u>(7.25%)</u>	1% Increase <u>(8.25%)</u>
Board’s proportionate share of the net pension liability (asset)	\$ 77,574	\$ 32,684	\$ (4,812)

*Pension Plan Fiduciary Net Position:* Detailed information about the pension plan’s fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

**Death Benefits**

Montgomery Alcoholic Beverage Control Board has elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees’ Retirement System (Death Benefit Plan), a multiple employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee’s 12 highest months’ salary in a row during the 24 months prior to the employee’s death, but the benefit may not exceed \$50,000 or be less than \$25,000. Because all death benefit payments are made from the Death Benefit Plan and not by the ABC Board, the ABC Board does not determine the number of eligible participants. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the postemployment benefit amount and the other benefit amount. Contributions are determined as a percentage of monthly payroll based upon rates established by the State. Separate rates are set for employees not engaged in law enforcement and for law enforcement officers. The Board considers these contributions to be immaterial.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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For the nine months ended March 31, 2018, Montgomery Alcoholic Beverage Control Board made contributions to the State for death benefits of \$107. The Board's required contributions for employees not engaged in law enforcement represented 0.12% of covered payroll. The Board does not employ any law enforcement officers.

**NOTE 4 – COMMITMENTS**

The ABC Board had no commitments at March 31, 2018, outside of the normal course of operations.

**NOTE 5 – LONG TERM DEBT AND LEASES**

The ABC Board had no leases or long-term debt as of March 31, 2018 and 2017.

**NOTE 6 – RELATED PARTY TRANSACTIONS**

The ABC Board had no significant transactions involving related parties.

**NOTE 7 – SUBSEQUENT EVENTS**

No events have occurred from March 31, 2018, until the date of this report that would have a significant effect on the ABC Board's financial statements.

**NOTE 8 – VACATION AND SICK LEAVE COMPENSATION**

ABC Board employees may accumulate up to twenty-five days of earned vacation and such leave is fully vested when earned. Accumulated earned vacation was \$1,892 and \$1,494 at March 31, 2018 and 2017, respectively.

Employees can accumulate up to eight weeks of sick leave. Sick leave does not vest and cannot be used in the determination of length of service for retirement benefit purposes. Since the Board has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

**NOTE 9 – DISTRIBUTIONS OF INCOME**

The Board has made distributions since its inception in 1969 as follows:

	<u>Current period</u>	<u>Total to date</u>
Montgomery County	\$ -	\$ 829,984
Town of Biscoe	-	288,094
Town of Candor	-	109,055
Town of Mount Gilead	-	286,096
Town of Star	-	124,229
Town of Troy	-	405,236
	<u>\$ -</u>	<u>\$2,042,694</u>

S.L. 1969 – 145 requires the entire profit, after deducting amounts required for law enforcement and retaining proper working capital, be paid annually to the County and Towns.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**March 31, 2018 and 2017**

**NOTE 10 – LAW ENFORCEMENT AND ALCOHOL EDUCATION EXPENSES**

The ABC Board is required by law to expend at least 5% of its profits for law enforcement and not less than 7% of its profits for alcohol education (alcohol education requirements follow local enabling act). Profits are defined by law for these calculations as change in net position before law enforcement and educational expenses, less the 3.5% markup provided for in G.S. 18B-804 (b) (5) and the bottle charge provided for in G.S. 18B-804 (b) (6b).

	<u>2018</u>	<u>2017</u>
Profit before distributions	\$ 42,523	\$ 25,995
Less 3.5% tax and bottle charge	<u>(36,378)</u>	<u>(34,889)</u>
Profit (loss) subject to expense percentages	<u>\$ 6,145</u>	<u>\$ (8,894)</u>
Law enforcement distributions - actual	<u>\$ 900</u>	<u>\$ 900</u>
Percent of profit	<u>14.65%</u>	<u>-%</u>
Alcohol education distributions - actual	<u>\$ -</u>	<u>\$ -</u>
Percent of profit	<u>-%</u>	<u>-%</u>

**NOTE 11 – DISBURSEMENT OF TAXES INCLUDED IN SELLING PRICE**

A state excise tax, at the rate of 30%, on the retail (net sales) price is charged monthly on liquor sales (excluding wine sales). Transactions for this account for the nine months ended March 31, 2018 and 2017, are summarized as follows:

	<u>2018</u>	<u>2017</u>
Taxes payable at July 1,	\$ 29,832	\$ 27,898
Taxes collected during the period	271,753	259,954
Taxes remitted to Department of Revenue during the period	<u>(267,865)</u>	<u>(256,594)</u>
Taxes payable at March 31,	<u>\$ 33,720</u>	<u>\$ 31,258</u>

The excise tax is computed in accordance with G.S. 18B-805 (i).

The accrued North Carolina excise tax at March 31, 2018 and 2017, was remitted to the North Carolina Department of Revenue in April, 2018 and 2017, respectively.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the County commissioners for alcohol education and rehabilitation. Payments to the County for the nine months ended March 31, 2018 and 2017, were based on the following bottle sales:

	<u>2018</u>	<u>2017</u>
Regular bottles	79,743 @ \$.05 = \$ 3,987.	78,463 @ \$.05 = \$ 3,923
Mixed beverage bottles	4,273 @ \$.05 = 214	3,559 @ \$.05 = 178
Miniature bottles	47,223 @ \$.01 = <u>472</u> <u>\$ 4,673</u>	46,720 @ \$.01 = <u>467</u> <u>\$ 4,568</u>

A “mixed beverage tax” at the rate of \$20 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted monthly to the Department of Human Resources

The mixed beverage tax for the nine months ended March 31, 2018 and 2017, was as follows:

	<u>2018</u>	<u>2017</u>
Department of Revenue (50%)	\$ 8,012	\$ 6,673
Department of Human Resources (5%)	802	682
Profit Retained (45%)	<u>7,217</u>	<u>6,287</u>
Total	<u>\$ 16,031</u>	<u>\$ 13,642</u>

**NOTE 12 – SURCHARGE COLLECTED**

The total amount of surcharge of \$10,285 and \$9,897 was collected for the nine months ended March 31, 2018 and 2017, respectively. (The rate is \$1.40 per case sold.)

**NOTE 13 – LIQUOR SALES TAX**

The total amount of sales tax collected by the ABC Board and remitted to the Department of Revenue for the nine months ended March 31, 2018 and 2017, was \$80,614 and \$77,888, respectively. The current sales tax rate is 7%.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**March 31, 2018 and 2017**

**NOTE 14 – RETAIL OUTLETS**

The ABC Board operates two retail outlets:

Store #1 - 509 E. Main Street; Biscoe, NC 27209

	<u>2018</u>	<u>2017</u>
Gross Sales	\$ 929,212	\$ 886,587
Gross Profit	225,433	221,741
Change in Net Position Before Profit Distributions	36,019	29,678

Store #2 - 202 North Wadesboro Blvd; Mt. Gilead, NC 27306

	<u>2018</u>	<u>2017</u>
Gross Sales	\$ 315,753	\$ 302,612
Gross Profit	84,411	74,686
Change in Net Position Before Profit Distributions	5,604	(4,583)

**NOTE 15 – WORKING CAPITAL**

The ABC Board is required by the Alcoholic Beverage Control Commission rule [.0902] to set its working capital requirements at not less than two weeks' average gross sales and not more than four months' average gross sales of the last fiscal year. (Gross sales are gross receipts from the sale of alcoholic beverages less distributions as defined in G.S. 18B-805 (b), (2), (3), and (4).)

The ABC Board's position on this requirement at March 31, 2018 and 2017, was as follows:

	<u>2018</u>	<u>2017</u>
Minimum requirement	\$ 49,217	\$ 47,042
Maximum allowable	426,543	407,696
Actual working capital	325,319	305,552

Montgomery ABC Board has met the working capital requirements at March 31, 2018 and 2017.

**NOTE 16 – RISK MANAGEMENT**

The ABC Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The ABC Board has commercial property, general liability, workmen's compensation, and employee health coverage. The Board also has liquor legal liability.

There have been no significant reductions in insurance coverage from coverage in the prior year, and settled claims have not exceeded coverage in any of the past three fiscal years.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
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In accordance with G.S. 18B-700(i), each board member and the employees designated as the general manager and finance officer are bonded in the amount of \$50,000 secured by a corporate security.

**REQUIRED SUPPLEMENTARY INFORMATION**

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD  
 REQUIRED SUPPLEMENTARY INFORMATION  
 LOCAL GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM  
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY (ASSET)  
 Last Four Fiscal Years\***

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
ABC Board's proportion of the net pension liability (asset) (%)	0.00154%	0.00149%	0.00141%	0.00150%
ABC Board's proportionate share of the net pension liability (asset) (\$)	\$ 32,684	\$ 6,687	\$ (8,315)	\$ 18,081
ABC Board's covered-employee payroll	\$ 114,955	\$ 112,604	\$ 130,413	\$ 125,835
ABC Board's proportion of the net pension liability (asset) as a percentage of its covered-employee payroll	28.43%	5.94%	6.38%	14.37%
Plan fiduciary net position as a percentage of the total pension liability**	91.45%	98.09%	102.64%	94.35%

\* The amounts presented for each fiscal year were determined as of the prior fiscal year ended June 30.

\*\* This will be the same percentage for all participant employers in the LGERS plan.



**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD  
REQUIRED SUPPLEMENTARY INFORMATION  
LOCAL GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM  
SCHEDULE OF CONTRIBUTIONS  
Last Four Fiscal Years**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 8,679	\$ 7,874	\$ 7,961	\$ 9,220
Contributions in relation to the contractually required contribution	<u>8,679</u>	<u>7,874</u>	<u>7,961</u>	<u>9,220</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
ABC Board's covered-employee payroll	\$ 117,444	\$ 114,955	\$ 112,604	\$ 130,413
Contributions as a percentage of covered-employee payroll	7.39%	6.85%	7.07%	7.07%

**SUPPLEMENTARY INFORMATION**

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**SCHEDULES OF STORE EXPENSES**  
**For the Nine Months Ended March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Salaries	\$ 141,227	\$ 133,115
Payroll taxes	10,936	10,794
Pension expense	6,767	6,336
Electricity	7,310	7,199
Water	1,448	910
Repairs and maintenance	2,680	15,767
Computer maintenance	11,199	11,660
Bags	3,561	2,110
Unloading	1,512	1,200
Supplies	1,815	2,429
Credit card fees	<u>9,132</u>	<u>9,726</u>
	<u>\$ 197,587</u>	<u>\$ 201,246</u>

See accountants' report.

**MONTGOMERY ALCOHOLIC BEVERAGE CONTROL BOARD**  
**SCHEDULES OF ADMINISTRATIVE EXPENSES**  
**For the Nine Months Ended March 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Telephone	\$ 2,686	\$ 2,590
Office supplies	1,725	1,480
Insurance and bonds	49,025	48,716
Travel	404	699
Board member fees	5,100	4,800
Auditing and accounting	4,950	4,950
Dues, conventions, subscriptions, etc.	312	370
Bank charges	<u>1,574</u>	<u>1,622</u>
	<u>\$ 65,776</u>	<u>\$ 65,227</u>

See accountants' report.

**GENERAL  
MANAGER  
EVALUATION**

# Employee Performance Evaluation Program

<b><u>Name:</u></b>		<b><u>Job Title:</u></b>	
<b><u>Evaluation Period From:</u></b>		<b><u>Evaluation Period To:</u></b>	

**Professionalism**

**Demonstrates professional ethics, honesty, and integrity while ensuring high quality service. Works with a customer service focus. Customers are both internal and external including citizens, vendors, co-workers, supervisors/upper management/subordinates, employees in other county departments, other agencies and businesses. Recognizes, respects, and follows the chain of command. Demonstrates the ability to communicate tactfully and appropriately verbally and/or in writing with customers. Follows and applies the policies, rules, and procedures of the County and the respective departments fairly and consistently. Takes pride in quality service and work. Professionalism should be displayed in all aspects of work including face to face contacts, telephone interactions, email correspondence and other electronic communications, written documents, etc.**

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Employee has a persistent documented history (discussion or written conference with supervisor or upper management) of failing to successfully establish and maintain positive professional relationships with customers while performing job duties and assignments.</li> <li>➤ Repeats confidential information.</li> <li>➤ Deliberate misuse of county or departmental rules/chain of command.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ On documented occasions (<i>discussion or written conference with supervisor or upper management</i>), employee failed to successfully establish and maintain positive professional relationships with customers while performing job duties and assignments.</li> <li>➤ Occasionally fails to handle customer issues timely.</li> <li>➤ May repeat confidential information.</li> <li>➤ Has misused county or departmental rules/chain of command.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Consistently establishes and maintains positive professional relationships with customers while performing job duties and assignments accurately, ethically, and timely.</li> <li>➤ Follows through on customer issues in appropriate timeframe.</li> <li>➤ Maintains confidentiality.</li> <li>➤ Follows county &amp; departmental rules/chain of command fairly and consistently.</li> <li>➤ Written and verbal communications are truthful and factual while containing appropriate level of respect/tact.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Encourages positive professional relationships with customers.</li> <li>➤ Proactively seeks to resolve customer issues timely and appropriately.</li> <li>➤ Displays positive communications even when handling difficult situations.</li> <li>➤ Promotes an environment in which trust and respect are highly valued.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Demonstrates exceptional professional performance in fulfilling commitments to customers.</li> <li>➤ Strategically plans ways to demonstrate superior customer service.</li> <li>➤ Displays the highest ethics, adherence to policy, respect for the chain of command consistently in business actions and decisions.</li> <li>➤ Diffuses difficult situations in a professional manner.</li> </ul>

Supervisor's explanation of rating other than proficient:

- ▶
- ▶
- ▶
- ▶

Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Job Knowledge**

Extent to which employee understands details of the job requirements and job standards as described in the job description. Extent to which the employee has the required skills that are necessary to perform the job in the required job areas. Demonstrates a strong technical and functional knowledge of job. Keeps alert to current trends, methods and practices. Seeks to gain, enhance and/or improve knowledge through training.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Makes numerous functional/technical errors.</li> <li>➤ May display a lack of interest in learning the job requirements.</li> <li>➤ Employee has a persistent documented history (discussions and/or written conferences with supervisor or upper management) of failing to display acceptable job knowledge/skills.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Does not take the time to learn the job or ask appropriate questions.</li> <li>➤ May be reluctant to adapt to present skills and technologies.</li> <li>➤ On documented occasions (discussions and/or written conferences with supervisor or upper management), employee failed to successfully display acceptable job knowledge/skills.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Demonstrates a full understanding of the details of the job requirements and job standards as described in the job description.</li> <li>➤ Has the required skills necessary to perform the job.</li> <li>➤ Deals with job concepts and complexities competently.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Increases job knowledge through continuing education, certification, and/or self-study to enhance the ability to perform job requirements.</li> <li>➤ Excels in most job areas and seeks ways to improve the process.</li> <li>➤ Often utilizes enhanced job knowledge by developing new solutions.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Has mastered job tasks and seeks ways to improve the process.</li> <li>➤ Applies increased job knowledge by recommending new work procedures.</li> <li>➤ Is sought out by others for technical expertise and knowledge or for troubleshooting.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Team Work & Cooperation**

Extent to which employee establishes and maintains positive, productive and effective work relationships with the work group, division, and/or department. Effectively seeks and uses the talent of team members. Contributes to work projects, assignments, and tasks of team members when needed. Seeks to prevent or resolve conflict among team members. Does not cause or contribute to conflict.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Is frequently uncooperative and ineffective in working relationships.</li> <li>➤ Is often involved in interpersonal conflicts.</li> <li>➤ Is insensitive to the needs of peers or teams.</li> <li>➤ Is unapproachable, uncompromising, and/or unwilling to negotiate alternative solutions.</li> <li>➤ May withhold relevant information or resources from other team members.</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of involvement in conflicts or uncooperativeness.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Has difficulty respecting and/or accepting the decisions of the supervisor/upper management.</li> <li>➤ Uncooperative or confrontational with other team members.</li> <li>➤ Does not consider peers and/or team members when making decisions impacting their work duties.</li> <li>➤ On documented occasions (<i>discussions and/or written conferences with supervisor or upper management</i>), employee has involvement in conflicts or uncooperativeness.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Consistently displays professional cooperation with co-workers and supervisor.</li> <li>➤ Builds and maintains constructive and effective relationships.</li> <li>➤ Consistently shows respect toward the County, department, and co-workers.</li> <li>➤ Provides pertinent information to others in a timely fashion.</li> <li>➤ Effectively uses the team concept in performing work duties.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Provides knowledge and expertise in an effort to cross-train co-workers.</li> <li>➤ Volunteers and helps co-workers as needed.</li> <li>➤ Takes initiative in team problem solving.</li> <li>➤ Enhances team concept by seeking feedback from others.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Gains and maintains respect and support of peers and management.</li> <li>➤ Actively encourages and facilitates cooperation within the work group.</li> <li>➤ Promotes harmony and greater productivity.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_



## Quality of Work

Extent to which employee thoroughly, accurately, and safely completes job assignments. Understands the value and importance of high quality work. Adequately reviews work prior to completion in an effort to prevent errors. Work defects are eliminated prior to customer delivery.

<input type="checkbox"/> Unacceptable	<ul style="list-style-type: none"> <li>➤ Routinely fails to complete job assignments according to departmental standards of quality and safety.</li> <li>➤ Work is repeatedly returned to employee for multiple corrections on the same task.</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of failing to meet job performance standards of quality.</li> </ul>
<input type="checkbox"/> Not Proficient	<ul style="list-style-type: none"> <li>➤ Frequently fails to complete job assignments according to departmental standards of quality and safety.</li> <li>➤ First effort is often not of acceptable quality.</li> <li>➤ On documented occasions (<i>discussions and/or written conferences with supervisor or upper management</i>), employee failed to successfully meet job performance standards of quality.</li> </ul>
<input type="checkbox"/> Proficient	<ul style="list-style-type: none"> <li>➤ Consistently completes job assignments according to departmental standards of quality and safety.</li> <li>➤ Sets goals, evaluates results, and monitors own work to ensure quality.</li> <li>➤ Demonstrates accuracy and thoroughness with assignments.</li> </ul>
<input type="checkbox"/> Commendable	<ul style="list-style-type: none"> <li>➤ Frequently exceeds departmental quality/safety standards for job assignments.</li> <li>➤ Anticipates potential obstacles and makes necessary adjustments to produce a quality product.</li> <li>➤ Presents ways to improve and promote quality work.</li> </ul>
<input type="checkbox"/> Exceptional	<ul style="list-style-type: none"> <li>➤ Consistently exceeds departmental quality standards for job assignments.</li> <li>➤ Frequently identifies and recommends pre-emptive actions that will insure quality products now and in the future.</li> <li>➤ Often acts as an advisor and/or advocate in developing high quality work/services standards.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## Dependability

Extent to which employee can be relied upon to meet work schedules, fulfill job responsibilities/commitments in an accurate, complete, and thorough manner. Can be counted on to achieve results in emergency and/or demanding situations. Fully accepts responsibility for all job duties and meets deadlines. Reliable, conscientious, trustworthy, and fully prepared.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Frequently requires supervisor and/or co-workers to either do his/her work, or to devise work around, due to his/her failed commitments.</li> <li>➤ Does not get tasks done, tasks left incomplete or unfinished.</li> <li>➤ Employee has a persistent documented history (discussions and/or written conferences with supervisor or upper management) of failure to fulfill commitments, either to the customer, co-workers, or supervisor.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Occasionally fails to fulfill normal job commitments, either to the customer, to co-workers, or to supervisor.</li> <li>➤ Does not routinely complete assigned tasks within required time frames.</li> <li>➤ On documented occasions (discussion and/or written conference with supervisor or upper management), employee has failed to fulfill commitments, either to the customer, co-workers, or supervisor.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Performs normal job duties in a reliable manner.</li> <li>➤ Plans ahead to insure that normal job commitments are fulfilled to the customer, to co-workers, or to supervisor.</li> <li>➤ Follows up to make sure assignments are effectively completed.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Accepts and fulfills additional work commitments.</li> <li>➤ Completes tasks even when occasionally faced with resistance or setbacks.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Demonstrates outstanding performance in fulfilling commitments to customers.</li> <li>➤ Commits to complex, difficult or undesirable assignments, and fulfills those commitments as promised.</li> <li>➤ Consistently achieves desired results in a timely fashion.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Initiative**

Extent to which employee is self-starting, sees and acts on work that needs to be done and/or new opportunities independently. The ability and action to begin and follow through energetically with a task, idea or plan. Performs tasks without being told. Seeks to find answers and solutions. Eagerly accepts new assignments. Looks for better ways to perform the job.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Needs constant supervision and micro-management.</li> <li>➤ Continuously unproductive and/or wastes downtime (ex. work time not efficiently used, playing games on the computer, web surfing).</li> <li>➤ Wastes other people's time (ex. non-business talk is too excessive).</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of failing to exhibit appropriate initiative.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Needs frequent supervision and/or close supervision.</li> <li>➤ Only performs the work that is requested, may procrastinate.</li> <li>➤ Never spearheads nor submits an idea on ways to improve the department and/or his/her job function.</li> <li>➤ Frequently does not meet assignment timetable or exceeds scheduled time to complete assignments.</li> <li>➤ On documented occasions (<i>discussion or written conference with supervisor or upper management</i>), employee has failed to successfully exhibit appropriate initiative.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Performs normal job duties with little supervision.</li> <li>➤ Occasionally spearheads or submits an idea on ways to improve the department and/or job function(s).</li> <li>➤ Assignments are completed promptly and accurately.</li> <li>➤ Uses resources effectively and efficiently.</li> <li>➤ Anticipates, gathers and produces information prior to need.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Performs independent research without being asked.</li> <li>➤ Often spearheads or submits new or unique ideas on ways to improve the department and/or job function(s).</li> <li>➤ Displays willingness to perform difficult or unpleasant assignments when they need to be completed.</li> <li>➤ Is result action oriented.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Consistently leads and spearheads ideas on ways to improve the County, the department and/or job function(s).</li> <li>➤ Ideas and actions add measurable value to the department in terms of cost savings, streamlined business processes, additional revenue, etc.</li> <li>➤ Takes appropriate additional steps to deliver and/or follow through to assure high level of job performance.</li> <li>➤ Provides creative solutions to challenging situations.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Quantity of Work**

Extent to which employee produces a specified/measurable amount of assigned and/or acceptable work in order to meet goals and schedules over which he/she has control. Produces measurable results consistently. Performs work in prompt and productive manner. Works at a high level of achievement.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Consistently fails to complete regular tasks on time.</li> <li>➤ Often cannot locate required work related materials which leads to lost productivity.</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of failure to produce and/or complete work assignments and/or responsibilities in a reasonable or agreed upon time frame.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Often fails to complete regular tasks on time.</li> <li>➤ Does not set appropriate goals or objectives to manage workload.</li> <li>➤ On documented occasions (<i>discussion and/or written conference with supervisor or upper management</i>), employee failed to produce and/or complete work assignments and/or responsibilities in a reasonable or agreed upon time frame.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Consistently produces and/or completes work assignments and/or responsibilities in a reasonable or agreed upon time frame.</li> <li>➤ Sets reasonable goals to accomplish assigned projects and tasks.</li> <li>➤ Makes prompt decisions to accomplish tasks.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Frequently accomplishes more than the assigned, responsible, and/or required amount of work in the expected time frame, or within an accelerated time frame.</li> <li>➤ Sets clear objectives and measures/monitors results.</li> <li>➤ Makes necessary adjustments to accommodate additional work.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Consistently exceeds expectations by significantly accomplishing more than the assigned, responsible, and/or required amount of work in the expected time frame, or within an accelerated time frame.</li> <li>➤ Monitors the entire process and provides others with feedback on status/results.</li> <li>➤ Designs benchmarks to measure success.</li> </ul>

Supervisor's explanation of rating other than proficient:

- ▶
- ▶
- ▶
- ▶

Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Adaptability**

Extent to which employee displays flexibility and willingness to adapt to job or organizational changes. Willing to alter activities to meet demand of new or changing situations.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Resistant to or uncomfortable with change.</li> <li>➤ Refuses to adhere to new/required procedures to perform job tasks.</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of failing to adapt to change.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Accepts change reluctantly.</li> <li>➤ Is disruptive to the work process due to lack of ability to accept change or cooperate.</li> <li>➤ On documented occasions (<i>discussion or written conference with supervisor or upper management</i>), employee failed to successfully adapt to change.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Consistently demonstrates flexibility and willingness to accommodate job or organizational changes.</li> <li>➤ Easily makes transition to new and different ways.</li> <li>➤ Supports changes with which they may not totally agree.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Consistently demonstrates a willingness to alter activities to accommodate job or organizational changes, and offers assistance or suggestions to facilitate those changes.</li> <li>➤ Can decide and act without the total picture.</li> <li>➤ Incorporates workplace changes appropriately.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Anticipates impact of change and directs self and/or others during transition periods.</li> <li>➤ Positively promotes changes even when facing uncertainty.</li> <li>➤ Adapts to changes in the work environment quickly and helps to guide others through the process.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

## **Time Management - Non-Exempt**

Extent to which employee uses time effectively and efficiently, concentrates efforts on the most important priorities, and smoothly handles several tasks at once. Effectively utilizes processes, methods, tools, and/or technology to achieve productivity and efficiency. Keeps work assignments on schedule. Employee is prompt at reporting for work, appointments, and/or meetings at specified time and maintains adequate leave balances.

<input type="checkbox"/> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>➤ Routinely arrives late to designated work station.</li> <li>➤ Routinely fails to begin work duties at designated time and may procrastinate or socialize rather than beginning work.</li> <li>➤ Employee has a persistent documented history (<i>discussions and/or written conferences with supervisor or upper management</i>) of failing to meet job performance standards of time management and attendance.</li> <li>➤ Fails to notify supervisor/upper management of unexpected absences.</li> </ul>
<input type="checkbox"/> <b>Not Proficient</b>	<ul style="list-style-type: none"> <li>➤ Occasionally arrives late to designated work station.</li> <li>➤ Occasionally fails to begin work duties at designated time and sometimes procrastinates or socializes rather than begin work.</li> <li>➤ On documented occasions (<i>discussion and/or written conference with supervisor or upper management</i>), employee failed to successfully meet job performance standards of time management and attendance.</li> <li>➤ Fails to properly notify supervisor/upper management of unexpected absences within allowable time frames.</li> </ul>
<input type="checkbox"/> <b>Proficient</b>	<ul style="list-style-type: none"> <li>➤ Routinely on time and begins work promptly at designated work station.</li> <li>➤ Uses time efficiently and prioritizes assigned tasks.</li> <li>➤ Adheres to county/departmental leave request procedures.</li> <li>➤ Routinely maintains positive leave balances to accommodate leave requests.</li> </ul>
<input type="checkbox"/> <b>Commendable</b>	<ul style="list-style-type: none"> <li>➤ Consistently on time and begins work promptly at designated work station.</li> <li>➤ Absences are planned well in advance.</li> <li>➤ Volunteers for and/or willingly accepts additional tasks, completes all tasks in assigned timeframe.</li> </ul>
<input type="checkbox"/> <b>Exceptional</b>	<ul style="list-style-type: none"> <li>➤ Plans work schedule to accommodate departmental needs.</li> <li>➤ Maximizes use of work time.</li> </ul>

Supervisor's explanation of rating other than proficient:



Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

**Current Year Goal Outcome**

Goals	Outcomes

**Upcoming Year's Goals**

Goals	Actions needed to achieve goal	Time frame for goal completion

Initial of Employee \_\_\_\_\_ and Supervisor \_\_\_\_\_

**VEHICLE USE SECTION:**

Supervisors should insure that employee provides (visual inspection) driver's license and liability information prior to completion of this section if employee drives personal or county vehicle on county business. All county travel must be in accordance with known work rules (i.e. Personnel Policy, Financial Services Policy and Vehicle Fleet Policy):

▶ An employee is driving a personal or county vehicle on County business:

Current North Carolina Driver's License?  Yes  No  N/A 973042

▶ An employee is driving a personal vehicle on county business:

Proof of liability insurance?  Yes  No  N/A INTEGRON 2002122448

**SIGNATURES**

Has your emergency contact information changed?  Yes  No If yes, please complete a new form.

Employee\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature indicates that the performance evaluation occurred but not that you necessarily agreed with this performance evaluation.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Section or Unit

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_



**NEXT**

**FISCAL YEAR**

**FY 2019**

**PROPOSED**

**BUDGET**

**MONTGOMERY ABC**  
**PROPOSED BUDGET**  
**July 1, 2018 - June 30, 2019**

**BE IT ORDAINED**, by the Montgomery ABC Board, of Montgomery County, North Carolina, the following FY 2019 Budget establishing revenues and setting expense appropriations funded by said revenues, is hereby approved on Wednesday, June 20st, 2018.

\_\_\_\_\_  
 Jackie Morris, Chairman

\_\_\_\_\_  
 Mary O'Brien, Secretary

\_\_\_\_\_  
 Phillip Richardson, Budget Officer

<b>TOTAL REVENUES</b>		<b>\$ 1,611,316.00</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 1,611,316.00</b>
TAXES	\$346,100.00	
COST OF SALES	\$858,500.00	
STORE COSTS	\$406,716.00	
ADMINISTRATIVE	\$ 45,320.00	
		<b>\$ -</b>

<b>SECTION 1. ESTIMATED REVENUES</b>	<b>AMOUNT</b>
Appropriated Fund Balance	\$ -
Liquor Sales	\$ 1,478,481.00
Mixed Beverage Sales Retail	\$ 114,310.00
Mixed Beverage Tax Revenue	\$ 18,400.00
Investment Income	\$ 125.00
<b>TOTAL REVENUES</b>	<b>\$ 1,611,316.00</b>

**SECTION 2. ESTIMATED APPROPRIATIONS**

<b>TAXES</b>	<b>AMOUNT</b>
NC Excise	\$ 336,500.00
Mixed Beverage Taxes	\$ 2,100.00
Rehabilitation & Education Taxes	\$ 7,500.00
<b>TOTAL TAXES</b>	<b>\$ 346,100.00</b>
<b>COST OF SALES:</b>	
Cost of Liquor Sold	\$ 858,500.00
<b>OPERATING EXPENSES:</b>	
Salaries and Wages	\$ 213,216.00
Payroll Taxes	\$ 19,100.00
Retirement	\$ 11,350.00
Group Health Insurance	\$ 51,650.00
Insurance and Bonds	\$ 13,000.00
Legal & Audit (Admin)	\$ 7,300.00
Board Member Meeting Fees (Admin)	\$ 6,000.00
Travel (Admin)	\$ 1,500.00
Building-Grounds Maintenance	\$ 12,000.00
Equipment Repair, Licenses, Taxes	\$ 13,000.00
Dues, Subscriptions, Advertising	\$ 1,000.00
Utilities	\$ 18,500.00
Office Supplies (Admin)	\$ 2,700.00
Store Supplies, Bags	\$ 8,200.00
Unloading	\$ 2,200.00
Bank & Process Charges	\$ 16,000.00
Projected Profit Distribution as Chartered	\$ 5,000.00
Law Enforcement Distribution	\$ 1,800.00
Law Enforcement Contract	\$ 1,200.00
Contingency Fund	\$ 2,000.00
<b>TOTAL STORE EXPENSES</b>	<b>\$ 406,716.00</b>
<b>TOTAL OF ALL APPROPRIATIONS</b>	<b>\$ 1,611,316.00</b>

**PROPOSED SALARY ADJUSTMENTS:**

**BOARD MEMBERS**

Proposes an increase \$150.00 for Each Member.

Members	\$1,000.00	Each Yearly	\$	6,000.00
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**EMPLOYEES**

Phillip Richardson	\$16.00	to	\$17.00	\$	16,796.00
Lisa Wilson	\$15.27	to	\$16.25	\$	33,800.00
Janice Carrick	\$15.60	to	\$16.25	\$	33,800.00
Willard Parsons	\$13.49	to	\$15.25	\$	31,720.00
Patricia Gillis	\$12.61	to	\$15.00	\$	31,200.00

Lead Part-time Clerks

Doris Bruton	\$9.00	to	\$9.75		
Marisa Burchette	\$9.00	to	\$9.75		
Regular Part-time	\$9.00	to	\$9.50	\$	65,900.00

Wages				\$	213,216.00
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FRINGE BENEFITS				\$	58,442.00
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<b>GRAND TOTAL</b>				\$	<b>271,658.00</b>
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**MONTGOMERY ABC**  
**PROPOSED FY 2019 EMPLOYMENT PACKAGE**

<b>SERVICE YEARS</b>		<b>PROPOSED WAGE</b>	<b>ANNUAL SALARY</b>	<b>FRINGE BENEFIT</b>	<b>TOTAL EMPLOYMENT PACKAGE</b>
39	PHILLIP RICHARDSON	\$ 17.00	\$ 16,796.00	\$ -	\$ 16,796.00
9	LISA WILSON	\$ 16.25	\$ 33,800.00	\$ 14,704.00	\$ 48,504.00
24	JANICE CARRICK	\$ 16.25	\$ 33,800.00	\$ 14,704.00	\$ 48,504.00
24	WILLARD PARSONS	\$ 15.25	\$ 31,720.00	\$ 14,538.00	\$ 46,258.00
14	PATRICIA GILLIS	\$ 15.00	\$ 31,200.00	\$ 14,496.00	\$ 45,696.00
	<b>TOTAL</b>		\$ 147,316.00	\$ 58,442.00	\$ 205,758.00
<b>SERVICE YEARS</b>	<b>PART-TIME</b>				
4	ANNIE BALDWIN	\$ 9.50	\$ 13,300.00	\$ -	\$ 13,300.00
4	DORIS BRUTON	\$ 9.75	\$ 17,550.00	\$ -	\$ 17,550.00
1	MARISA BURCHETTE	\$ 9.75	\$ 17,550.00	\$ -	\$ 17,550.00
3	CHARLES SANDERS	\$ 9.50	\$ 12,000.00	\$ -	\$ 12,000.00
1	JANET SPENCER	\$ 9.50	\$ 5,500.00	\$ -	\$ 5,500.00
	<b>TOTAL</b>		\$ 65,900.00	\$ -	\$ 65,900.00
	<b>GRAND TOTAL</b>		\$ 213,216.00	\$ 58,442.00	\$ 271,658.00

**THIS**  
**FISCAL YEAR**  
**FY 2018**  
**BUDGET**

**MONTGOMERY ABC**  
**FY 2018 BUDGET AMENDMENT**  
**MAY 2018**

	BUDGET	REVISION	REVISED BUDGET
<b>REVENUES</b>			
Liquor Sales	\$ 1,453,470.00	\$ 30,000.00	\$ 1,483,470.00
Mixed Beverage Sales	\$ 98,500.00	\$ 10,000.00	\$ 108,500.00
Mixed Beverage Taxes	\$ 19,000.00	\$ 2,100.00	\$ 21,100.00
Investment Income	\$ 250.00		\$ 250.00
<b>TOTAL</b>	<b>\$ 1,571,220.00</b>	<b>\$ 42,100.00</b>	<b>\$ 1,613,320.00</b>
<b>EXPENSES</b>			
Cost of Liquor Sold	\$ 832,347.00	\$ 16,800.00	\$ 849,147.00
NC Excise Tax	\$ 335,928.00	\$ 8,500.00	\$ 344,428.00
Mixed Beverage Taxes	\$ 2,000.00	\$ -	\$ 2,000.00
Rehabilitation Tax	\$ 7,400.00	\$ (750.00)	\$ 6,650.00
Salaries	\$ 194,800.00	\$ -	\$ 194,800.00
Yearend Bonus	\$ -	\$ 9,000.00	\$ 9,000.00
Payroll Taxes	\$ 15,900.00	\$ 800.00	\$ 16,700.00
Retirement	\$ 9,450.00	\$ 750.00	\$ 10,200.00
Group Health Insurance	\$ 48,000.00	\$ -	\$ 48,000.00
Insurance and Bonds	\$ 11,800.00	\$ -	\$ 11,800.00
Travel	\$ 1,300.00	\$ (500.00)	\$ 800.00
Building-Grounds Maintenance	\$ 30,000.00	\$ -	\$ 30,000.00
Equipment, Computers, License	\$ 12,700.00	\$ 10,000.00	\$ 22,700.00
Dues & Advertising	\$ 1,000.00	\$ -	\$ 1,000.00
Utilities	\$ 18,500.00	\$ (1,500.00)	\$ 17,000.00
Office Supplies	\$ 2,700.00	\$ -	\$ 2,700.00
Store Supplies & Bags	\$ 8,200.00	\$ -	\$ 8,200.00
Legal & Audit	\$ 7,300.00	\$ -	\$ 7,300.00
Board Member Fees	\$ 5,100.00	\$ -	\$ 5,100.00
Unloading	\$ 2,200.00	\$ -	\$ 2,200.00
Bank and Process Fees	\$ 16,000.00	\$ (1,000.00)	\$ 15,000.00
Projected Profit Distribution	\$ 5,495.00	\$ -	\$ 5,495.00
Law Enforcement Distribution	\$ 1,900.00	\$ -	\$ 1,900.00
Law Enforcement Contract	\$ 1,200.00	\$ -	\$ 1,200.00
Contingency Fund	\$ -		\$ -
<b>TOTAL</b>	<b>\$ 1,571,220.00</b>	<b>\$ 42,100.00</b>	<b>\$ 1,613,320.00</b>

## **BUDGET AMENDMENT JUNE 2018**

### **REVENUES**

INCORPORATING \$42,100 OF THE SURPLUS SALES.

### **EXPENDITURES**

EXPENDITURES ACCOUNTS HAVE BEEN ADJUSTED TO REFLECT CURRENT AND PROJECTED COSTS THROUGH JUNE 30, 2018.

ADDITIONALLY, THE EXPENDITURES ACCOUNTS HAVE BEEN ADJUSTED TO INCORPORATE THE OPTION OF AWARDING A YEAREND BONUS LINE ITEM AND UPGRADE THE LINUX INVENTORY SYSTEM.

Jackie Morris, Chairman

Mary O'Brien, Secretary

Phillip Richardson  
Budget Officer



**PROPOSED  
EMPLOYEE YEAR-END BONUS  
JUNE 2017**

	<b>BONUS 3% OPTION 1</b>	<b>BONUS 4% OPTION 2</b>
<b>MANAGEMENT &amp; FULL-TIME</b>		
PHILLIP RICHARDSON	\$ 750.00	\$ 900.00
JANICE CARRICK	\$ 1,200.00	\$ 1,650.00
WILLARD PARSONS	\$ 700.00	\$ 950.00
PATRICIA GILLIS	\$ 700.00	\$ 950.00
LISA WILSON	\$ 1,200.00	\$ 1,650.00
<b>PART-TIME CLERKS</b>		
ANNIE BALDWIN	\$ 250.00	\$ 325.00
DORIS BRUTON	\$ 300.00	\$ 400.00
MARISA BURCHETTE	\$ 300.00	\$ 375.00
CHARLES SANDERS	\$ 250.00	\$ 325.00
JANET SPENCER	\$ 200.00	\$ 275.00
<b>TOTAL</b>	<b>\$ 5,850.00</b>	<b>\$ 7,800.00</b>
<b>TAXES AND RETIREMENT</b>	<b>\$ 850.00</b>	<b>\$ 1,100.00</b>
<b>GRAND TOTAL</b>	<b>\$ 6,700.00</b>	<b>\$ 8,900.00</b>