

TOWN OF BERLIN
Timberlin Golf Commission
230 Kensington Road • Berlin, CT 06037
Thursday, October 20, 2022
6:00 p.m.

Location for in person: Town Hall, Engineering Conference Room, #118

Zoom Information:

<https://us02web.zoom.us/j/88087390755?pwd=SW5MT3VDcDVDczV3SE1tcmxUcGx5dz09>

Meeting ID: 880 8739 0755

Passcode: 117958

Via Phone: 929-205-6099

- A. CALL TO ORDER**
- B. AUDIENCE OF CITIZENS**
- C. APPROVAL OF MINUTES: September 15, 2022 Meeting**
- D. OLD BUSINESS None**
- E. NEW BUSINESS**
 - 1. Town Manager to address Golf Commission
 - 2. YTD spending vs. budget
 - 3. Update on Youth on the Course
 - 4. Status of new golf carts
 - 5. Timberlin September FY23 P&L
 - 6. Donation request from Futures, Inc./Good Cause Gifts
 - 7. Account Balances:
 - Tee sign account (\$9,439)
 - CIP Budget balance (\$60,277)
 - Encumbrances \$9,786 to date, does not include sod
 - 8. Reports:
 - Directors Report, attached
 - Golf Pro Report, attached
- F. ADJOURNMENT**

Timberlin Golf Course Financial Results

YTD SEPTEMBER

FY 2022-23

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

| | <u>FY23</u> | <u>FY22</u> | <u>YOY Chg</u> | <u>NOTES</u> |
|---------------------------------|-------------------------|--------------------------|------------------------|-------------------------------------------------------------------|
| Revenue: | | | | |
| Daily Passes (Greens Fees) | \$311,674 | \$279,618 | \$32,055 | |
| Season Passes | \$0 | \$1,185 | (\$1,185) | |
| Golf Carts | \$191,775 | \$147,688 | \$44,087 | |
| Driving Range | \$0 | \$0 | \$0 | |
| Restaurant Rent | \$14,140 | \$13,813 | \$327 | |
| Golf Pro Rent | \$693 | \$693 | \$0 | |
| | <u>\$518,281</u> | <u>\$442,997</u> | <u>\$75,284</u> | |
| Expenditure: | | | | |
| Wages/Salaries | \$118,810 | \$125,647 | \$6,837 | |
| Fringe Benefits | \$71,694 | \$108,374 | \$36,680 | FY22 included new FT (w/ health), FY23 includes 9BCS (w/o health) |
| 53102 - Electricity | \$13,277 | \$11,895 | (\$1,382) | |
| 53105 - Natural Gas | \$3,062 | \$2,321 | (\$741) | |
| 53106 - Vehicle Fuel | \$9,328 | \$4,682 | (\$4,646) | |
| 53201 - Supplies | \$327 | \$219 | (\$108) | |
| 53202 - Irrigation Materials | \$0 | \$5,600 | \$5,600 | |
| 53208 - Equipment (New) | \$0 | \$845 | \$845 | |
| 53219 - Operating Materials | \$673 | \$555 | (\$118) | |
| 53233 - Auto Parts | \$4,106 | \$5,468 | \$1,362 | |
| 53241 - Sand & Stone | \$2,846 | \$3,201 | \$355 | |
| 53243 - Fertilizer, Seed, Chem. | \$111,773 | \$90,756 | (\$21,016) | |
| 53245 - Maintenance & Repair | \$3,117 | \$5,449 | \$2,332 | |
| 53501 - Pro share of cart rev. | \$8,299 | \$6,086 | (\$2,213) | |
| 53510 - Golf Pro Contr. Serv. | \$70,820 | \$68,065 | (\$2,755) | |
| 53603 - Golf Cart Lease | \$52,741 | \$52,741 | \$0 | |
| 53730 - Insurance | \$37,664 | \$28,168 | (\$9,496) | |
| 53813 - Computer Support | \$0 | \$0 | \$0 | |
| 53823 - Refuse Disposal | \$1,144 | \$1,040 | (\$104) | |
| 53902 - Telephone | \$306 | \$305 | (\$1) | |
| 53917 - Water & Sewer | \$2,201 | \$2,597 | \$396 | |
| 53940 - Advertising | \$0 | \$0 | \$0 | |
| 53941 - Bank charges | \$11,823 | \$8,776 | (\$3,048) | |
| 53944 - Organizational Fees | \$220 | \$205 | (\$15) | |
| 53945 - Training | \$0 | \$0 | \$0 | |
| 53950 - Internet Service | \$1,371 | \$1,250 | (\$121) | |
| Capital Items | \$0 | \$0 | \$0 | |
| | <u>\$525,602</u> | <u>\$534,244</u> | <u>\$8,643</u> | |
| NET INCOME | <u>(\$7,321)</u> | <u>(\$91,248)</u> | <u>\$83,927</u> | |

| | Account | GHPrime | GHMinor |
|-------|-------------------------------------|--------------------|--------------------------|
| 51 | 51100 - Department Head | 001 - General Fund | 0 - Not Used |
| 51 | 51125 - Mid-Managers Personnel | 001 - General Fund | 0 - Not Used |
| 51 | 51135 - Blue Collar Personnel | 001 - General Fund | 0 - Not Used |
| 51 | 51160 - Strtrs, Rngrs, Golf Carts | 001 - General Fund | 0 - Not Used |
| 51 | 51305 - Commission Secretaries | 001 - General Fund | 0 - Not Used |
| 51 | 51400 - Overtime | 001 - General Fund | 0 - Not Used |
| 51 | 51510 - Part time & Summer Help | 001 - General Fund | 0 - Not Used |
| 51 | 51805 - Longevity | 001 - General Fund | 0 - Not Used |
| 52 | 52001 - Imputed Income | 001 - General Fund | 0 - Not Used |
| 52 | 52010 - Worker's Compensation | 001 - General Fund | 0 - Not Used |
| 52 | 52100 - Social Security | 001 - General Fund | 0 - Not Used |
| 52 | 52110 - Unemployment Compensation | 001 - General Fund | 0 - Not Used |
| 52 | 52200 - Pension | 001 - General Fund | 0 - Not Used |
| 52 | 52220 - Insurance, Life, Disability | 001 - General Fund | 0 - Not Used |
| 52 | 52235 - Health Insurance | 001 - General Fund | 0 - Not Used |
| 52 | 52300 - Uniforms | 001 - General Fund | 0 - Not Used |
| 53001 | 53001 - Depreciation | 001 - General Fund | 0 - Not Used |
| 53102 | 53102 - Electricity | 001 - General Fund | 0 - Not Used |
| 53105 | 53105 - Natural Gas | 001 - General Fund | 0 - Not Used |
| 53106 | 53106 - Vehicle Fuel | 001 - General Fund | 0 - Not Used |
| 53201 | 53201 - Supplies | 001 - General Fund | 0 - Not Used |
| 53202 | 53202 - Irrigation Materials | 001 - General Fund | 0 - Not Used |
| 53201 | 53201 - Supplies | 001 - General Fund | 0 - Not Used |
| 53219 | 53219 - Operating Materials | 001 - General Fund | 0 - Not Used |
| 53233 | 53233 - Auto Parts | 001 - General Fund | 0 - Not Used |
| 53241 | 53241 - Sand & Stone | 001 - General Fund | 0 - Not Used |
| 53243 | 53243 - Fertilizer, Seed, Chem. | 001 - General Fund | 0 - Not Used |
| 53245 | 53245 - Maintenance & Repair | 001 - General Fund | 0 - Not Used |
| 53501 | 53501 - Pro share of cart rev. | 001 - General Fund | 0 - Not Used |
| 53510 | 53510 - Golf Pro Contr. Serv. | 001 - General Fund | 0 - Not Used |
| 53603 | 53603 - Golf Cart Lease | 001 - General Fund | 0 - Not Used |
| 53730 | 53730 - Insurance | 001 - General Fund | 0 - Not Used |
| 53813 | 53813 - Computer Support | 001 - General Fund | 0 - Not Used |
| 53823 | 53823 - Refuse Disposal | 001 - General Fund | 0 - Not Used |
| 53902 | 53902 - Telephone | 001 - General Fund | 0 - Not Used |
| 53917 | 53917 - Water & Sewer | 001 - General Fund | 0 - Not Used |
| 53940 | 53940 - Advertising | 001 - General Fund | 0 - Not Used |
| 53941 | 53941 - Bank charges | 001 - General Fund | 0 - Not Used |
| 53944 | 53944 - Organizational Fees | 001 - General Fund | 0 - Not Used |
| 53945 | 53945 - Training | 001 - General Fund | 0 - Not Used |
| 53950 | 53950 - Internet Service | 001 - General Fund | 0 - Not Used |
| 54 | 54000 - Capital Items | 001 - General Fund | 0 - Not Used |
| 42 | 42451 - Golf Course Revenue | 001 - General Fund | 1 - Charges for Services |
| 42 | 42453 - Golf Restaurant Rent | 001 - General Fund | 1 - Charges for Services |
| 42 | 42454 - Golf Season Pass Revenue | 001 - General Fund | 1 - Charges for Services |
| 42 | 42455 - Golf Pro Rent | 001 - General Fund | 1 - Charges for Services |

42451 - Golf Course Revenue
42454 - Golf Season Pass Revenue
42501 - Golf Cart Revenue
42551 - Golf Range Revenue
42453 - Golf Restaurant Rent
42455 - Golf Pro Rent

51

52

53001 - Depreciation
53102 - Electricity
53105 - Natural Gas
53106 - Vehicle Fuel
53201 - Supplies
53202 - Irrigation Materials
53208 - Equipment (New)
53219 - Operating Materials
53233 - Auto Parts
53241 - Sand & Stone
53243 - Fertilizer, Seed, Chem.
53245 - Maintenance & Repair
53501 - Pro share of cart rev.
53510 - Golf Pro Contr. Serv.
53603 - Golf Cart Lease
53730 - Insurance
53813 - Computer Support
53823 - Refuse Disposal
53902 - Telephone
53917 - Water & Sewer
53940 - Advertising
53941 - Bank charges
53944 - Organizational Fees
53945 - Training
53950 - Internet Service

54000 - Capital Items

CONTROL TOTALS:

| PrimeElem | PrimaryDesc | DetailElem | Account | MinorElem |
|-----------|--------------------|------------|-------------------------------------|-----------|
| 001 | 001 - General Fund | 51100 | 51100 - Department Head | 0 |
| 001 | 001 - General Fund | 51125 | 51125 - Mid-Managers Personnel | 0 |
| 001 | 001 - General Fund | 51135 | 51135 - Blue Collar Personnel | 0 |
| 001 | 001 - General Fund | 51160 | 51160 - Strtrs, Rngrs, Golf Carts | 0 |
| 001 | 001 - General Fund | 51305 | 51305 - Commission Secretaries | 0 |
| 001 | 001 - General Fund | 51400 | 51400 - Overtime | 0 |
| 001 | 001 - General Fund | 51510 | 51510 - Part time & Summer Help | 0 |
| 001 | 001 - General Fund | 51805 | 51805 - Longevity | 0 |
| 001 | 001 - General Fund | 52001 | 52001 - Imputed Income | 0 |
| 001 | 001 - General Fund | 52010 | 52010 - Worker's Compensation | 0 |
| 001 | 001 - General Fund | 52100 | 52100 - Social Security | 0 |
| 001 | 001 - General Fund | 52110 | 52110 - Unemployment Compensation | 0 |
| 001 | 001 - General Fund | 52200 | 52200 - Pension | 0 |
| 001 | 001 - General Fund | 52220 | 52220 - Insurance, Life, Disability | 0 |
| 001 | 001 - General Fund | 52235 | 52235 - Health Insurance | 0 |
| 001 | 001 - General Fund | 52300 | 52300 - Uniforms | 0 |
| 001 | 001 - General Fund | 53001 | 53001 - Depreciation | 0 |
| 001 | 001 - General Fund | 53102 | 53102 - Electricity | 0 |
| 001 | 001 - General Fund | 53105 | 53105 - Natural Gas | 0 |
| 001 | 001 - General Fund | 53106 | 53106 - Vehicle Fuel | 0 |
| 001 | 001 - General Fund | 53201 | 53201 - Supplies | 0 |
| 001 | 001 - General Fund | 53202 | 53202 - Irrigation Materials | 0 |
| 001 | 001 - General Fund | 53208 | 53208 - Equipment (New) | 0 |
| 001 | 001 - General Fund | 53219 | 53219 - Operating Materials | 0 |
| 001 | 001 - General Fund | 53233 | 53233 - Auto Parts | 0 |
| 001 | 001 - General Fund | 53241 | 53241 - Sand & Stone | 0 |
| 001 | 001 - General Fund | 53243 | 53243 - Fertilizer, Seed, Chem. | 0 |
| 001 | 001 - General Fund | 53245 | 53245 - Maintenance & Repair | 0 |
| 001 | 001 - General Fund | 53501 | 53501 - Pro share of cart rev. | 0 |
| 001 | 001 - General Fund | 53510 | 53510 - Golf Pro Contr. Serv. | 0 |
| 001 | 001 - General Fund | 53603 | 53603 - Golf Cart Lease | 0 |
| 001 | 001 - General Fund | 53730 | 53730 - Insurance | 0 |
| 001 | 001 - General Fund | 53813 | 53813 - Computer Support | 0 |
| 001 | 001 - General Fund | 53823 | 53823 - Refuse Disposal | 0 |
| 001 | 001 - General Fund | 53902 | 53902 - Telephone | 0 |
| 001 | 001 - General Fund | 53917 | 53917 - Water & Sewer | 0 |
| 001 | 001 - General Fund | 53940 | 53940 - Advertising | 0 |
| 001 | 001 - General Fund | 53941 | 53941 - Bank charges | 0 |
| 001 | 001 - General Fund | 53944 | 53944 - Organizational Fees | 0 |
| 001 | 001 - General Fund | 53945 | 53945 - Training | 0 |
| 001 | 001 - General Fund | 53950 | 53950 - Internet Service | 0 |
| 001 | 001 - General Fund | 54000 | 54000 - Capital Items | 0 |
| 001 | 001 - General Fund | 42451 | 42451 - Golf Course Revenue | 1 |
| 001 | 001 - General Fund | 42453 | 42453 - Golf Restaurant Rent | 1 |
| 001 | 001 - General Fund | 42454 | 42454 - Golf Season Pass Revenue | 1 |
| 001 | 001 - General Fund | 42455 | 42455 - Golf Pro Rent | 1 |

| | | | | |
|-----|--------------------|-------|---------------------------|---|
| 001 | 001 - General Fund | 42501 | 42501 - Golf Cart Revenue | 1 |
|-----|--------------------|-------|---------------------------|---|

| MinorDesc | <u>Jul</u> | <u>Aug</u> | <u>Sep</u> | <u>Oct</u> |
|--------------------------|------------|------------|------------|------------|
| 0 - Not Used | 1061.82 | 707.88 | 707.88 | |
| 0 - Not Used | 10806.9 | 7204.6 | 7204.6 | |
| 0 - Not Used | 13055.52 | 21049.4 | 12321.83 | |
| 0 - Not Used | 5744.5 | 7129.5 | 5642 | |
| 0 - Not Used | 0 | 100 | 125 | |
| 0 - Not Used | 2641.92 | 3010.2 | 2072.04 | |
| 0 - Not Used | 6592.83 | 9076.5 | 2555.5 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 1709.2 | 1559.96 | 1173.79 | |
| 0 - Not Used | 2943.37 | 3599.99 | 2250.3 | |
| 0 - Not Used | -7500 | 0 | 0 | |
| 0 - Not Used | 2048.68 | 1308.68 | 1310.25 | |
| 0 - Not Used | 88.84 | 151.35 | 0 | |
| 0 - Not Used | 60679 | 0 | 0 | |
| 0 - Not Used | 47.07 | 242.79 | 80.9 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 0 | 13276.86 | 0 | |
| 0 - Not Used | 0 | 1728.33 | 1334.02 | |
| 0 - Not Used | 1580.57 | 4971.18 | 2776.08 | |
| 0 - Not Used | 34.06 | 0 | 292.78 | |
| 0 - Not Used | 617.35 | 4832.77 | 0 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 0 | 0 | 673 | |
| 0 - Not Used | 1141.21 | 1817.53 | 1147.08 | |
| 0 - Not Used | 829.68 | 0 | 2015.84 | |
| 0 - Not Used | 9657.5 | 102115.06 | 0 | |
| 0 - Not Used | 96.8 | 2387.7 | 632.65 | |
| 0 - Not Used | 0 | 4004.45 | 4294.87 | |
| 0 - Not Used | 70820 | 0 | 0 | |
| 0 - Not Used | 0 | 52740.8 | 0 | |
| 0 - Not Used | 0 | 37664 | 0 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 0 | 571.75 | 571.75 | |
| 0 - Not Used | 20.79 | 142.91 | 142.78 | |
| 0 - Not Used | 0 | 0 | 2201 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 3440.88 | 4301.88 | 4080.69 | |
| 0 - Not Used | 220 | 0 | 0 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 0 - Not Used | 610.72 | 379.94 | 379.94 | |
| 0 - Not Used | 0 | 0 | 0 | |
| 1 - Charges for Services | -113487.25 | -111366.5 | -86820 | |
| 1 - Charges for Services | -4713.4 | -4713.4 | -4713.4 | |
| 1 - Charges for Services | 0 | 0 | 0 | |
| 1 - Charges for Services | 0 | -346.25 | -346.25 | |

| | | | |
|--------------------------|-----------|-----------|----------|
| 1 - Charges for Services | -66740.88 | -71581.14 | -53452.6 |
|--------------------------|-----------|-----------|----------|

Nov

Dec

Jan

Feb

Mar

Apr

| <u>May</u> | <u>Jun</u> | <u>YTD Jul</u> | <u>YTD Aug</u> | <u>YTD Sep</u> | <u>YTD Oct</u> | <u>YTD Nov</u> |
|------------|------------|----------------|----------------|----------------|----------------|----------------|
| | | 1,061.82 | 1,769.70 | 2,477.58 | 2,477.58 | 2,477.58 |
| | | 10,806.90 | 18,011.50 | 25,216.10 | 25,216.10 | 25,216.10 |
| | | 13,055.52 | 34,104.92 | 46,426.75 | 46,426.75 | 46,426.75 |
| | | 5,744.50 | 12,874.00 | 18,516.00 | 18,516.00 | 18,516.00 |
| | | - | 100.00 | 225.00 | 225.00 | 225.00 |
| | | 2,641.92 | 5,652.12 | 7,724.16 | 7,724.16 | 7,724.16 |
| | | 6,592.83 | 15,669.33 | 18,224.83 | 18,224.83 | 18,224.83 |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | 1,709.20 | 3,269.16 | 4,442.95 | 4,442.95 | 4,442.95 |
| | | 2,943.37 | 6,543.36 | 8,793.66 | 8,793.66 | 8,793.66 |
| | | (7,500.00) | (7,500.00) | (7,500.00) | (7,500.00) | (7,500.00) |
| | | 2,048.68 | 3,357.36 | 4,667.61 | 4,667.61 | 4,667.61 |
| | | 88.84 | 240.19 | 240.19 | 240.19 | 240.19 |
| | | 60,679.00 | 60,679.00 | 60,679.00 | 60,679.00 | 60,679.00 |
| | | 47.07 | 289.86 | 370.76 | 370.76 | 370.76 |
| | | - | - | - | - | - |
| | | - | 13,276.86 | 13,276.86 | 13,276.86 | 13,276.86 |
| | | - | 1,728.33 | 3,062.35 | 3,062.35 | 3,062.35 |
| | | 1,580.57 | 6,551.75 | 9,327.83 | 9,327.83 | 9,327.83 |
| | | 34.06 | 34.06 | 326.84 | 326.84 | 326.84 |
| | | - | - | - | - | - |
| | | - | - | 673.00 | 673.00 | 673.00 |
| | | 1,141.21 | 2,958.74 | 4,105.82 | 4,105.82 | 4,105.82 |
| | | 829.68 | 829.68 | 2,845.52 | 2,845.52 | 2,845.52 |
| | | 9,657.50 | 111,772.56 | 111,772.56 | 111,772.56 | 111,772.56 |
| | | 96.80 | 2,484.50 | 3,117.15 | 3,117.15 | 3,117.15 |
| | | - | 4,004.45 | 8,299.32 | 8,299.32 | 8,299.32 |
| | | 70,820.00 | 70,820.00 | 70,820.00 | 70,820.00 | 70,820.00 |
| | | - | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| | | - | 37,664.00 | 37,664.00 | 37,664.00 | 37,664.00 |
| | | - | - | - | - | - |
| | | - | 571.75 | 1,143.50 | 1,143.50 | 1,143.50 |
| | | 20.79 | 163.70 | 306.48 | 306.48 | 306.48 |
| | | - | - | 2,201.00 | 2,201.00 | 2,201.00 |
| | | - | - | - | - | - |
| | | 3,440.88 | 7,742.76 | 11,823.45 | 11,823.45 | 11,823.45 |
| | | 220.00 | 220.00 | 220.00 | 220.00 | 220.00 |
| | | - | - | - | - | - |
| | | 610.72 | 990.66 | 1,370.60 | 1,370.60 | 1,370.60 |
| | | - | - | - | - | - |
| | | (113,487.25) | (224,853.75) | (311,673.75) | (311,673.75) | (311,673.75) |
| | | (4,713.40) | (9,426.80) | (14,140.20) | (14,140.20) | (14,140.20) |
| | | - | - | - | - | - |
| | | - | (346.25) | (692.50) | (692.50) | (692.50) |

| | | | | |
|--------------|--------------|--------------|--------------|--------------|
| (66,740.88) | (138,322.02) | (191,774.62) | (191,774.62) | (191,774.62) |
| (113,487.25) | (224,853.75) | (311,673.75) | (311,673.75) | (311,673.75) |
| - | - | - | - | - |
| (66,740.88) | (138,322.02) | (191,774.62) | (191,774.62) | (191,774.62) |
| - | - | - | - | - |
| (4,713.40) | (9,426.80) | (14,140.20) | (14,140.20) | (14,140.20) |
| - | (346.25) | (692.50) | (692.50) | (692.50) |
| 39,903.49 | 88,181.57 | 118,810.42 | 118,810.42 | 118,810.42 |
| 60,016.16 | 66,878.93 | 71,694.17 | 71,694.17 | 71,694.17 |
| - | - | - | - | - |
| - | 13,276.86 | 13,276.86 | 13,276.86 | 13,276.86 |
| - | 1,728.33 | 3,062.35 | 3,062.35 | 3,062.35 |
| 1,580.57 | 6,551.75 | 9,327.83 | 9,327.83 | 9,327.83 |
| 34.06 | 34.06 | 326.84 | 326.84 | 326.84 |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | 673.00 | 673.00 | 673.00 |
| 1,141.21 | 2,958.74 | 4,105.82 | 4,105.82 | 4,105.82 |
| 829.68 | 829.68 | 2,845.52 | 2,845.52 | 2,845.52 |
| 9,657.50 | 111,772.56 | 111,772.56 | 111,772.56 | 111,772.56 |
| 96.80 | 2,484.50 | 3,117.15 | 3,117.15 | 3,117.15 |
| - | 4,004.45 | 8,299.32 | 8,299.32 | 8,299.32 |
| 70,820.00 | 70,820.00 | 70,820.00 | 70,820.00 | 70,820.00 |
| - | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| - | 37,664.00 | 37,664.00 | 37,664.00 | 37,664.00 |
| - | - | - | - | - |
| - | 571.75 | 1,143.50 | 1,143.50 | 1,143.50 |
| 20.79 | 163.70 | 306.48 | 306.48 | 306.48 |
| - | - | 2,201.00 | 2,201.00 | 2,201.00 |
| - | - | - | - | - |
| 3,440.88 | 7,742.76 | 11,823.45 | 11,823.45 | 11,823.45 |
| 220.00 | 220.00 | 220.00 | 220.00 | 220.00 |
| - | - | - | - | - |
| 610.72 | 990.66 | 1,370.60 | 1,370.60 | 1,370.60 |
| - | - | - | - | - |
| 3,430.33 | 96,666.28 | 7,320.60 | 7,320.60 | 7,320.60 |

NOTE: negative amount means earnings, postive amount means loss

| | Account | GHPrime | GHMinor |
|-------|-------------------------------------|--------------------|--------------------------|
| 51 | 51100 - Department Head | 001 - General Fund | 0 - Not Used |
| 51 | 51125 - Mid-Managers Personnel | 001 - General Fund | 0 - Not Used |
| 51 | 51135 - Blue Collar Personnel | 001 - General Fund | 0 - Not Used |
| 51 | 51160 - Strtrs, Rngrs, Golf Carts | 001 - General Fund | 0 - Not Used |
| 51 | 51305 - Commission Secretaries | 001 - General Fund | 0 - Not Used |
| 51 | 51400 - Overtime | 001 - General Fund | 0 - Not Used |
| 51 | 51510 - Part time & Summer Help | 001 - General Fund | 0 - Not Used |
| 51 | 51805 - Longevity | 001 - General Fund | 0 - Not Used |
| 52 | 52001 - Imputed Income | 001 - General Fund | 0 - Not Used |
| 52 | 52010 - Worker's Compensation | 001 - General Fund | 0 - Not Used |
| 52 | 52100 - Social Security | 001 - General Fund | 0 - Not Used |
| 52 | 52110 - Unemployment Compensation | 001 - General Fund | 0 - Not Used |
| 52 | 52200 - Pension | 001 - General Fund | 0 - Not Used |
| 52 | 52220 - Insurance, Life, Disability | 001 - General Fund | 0 - Not Used |
| 52 | 52235 - Health Insurance | 001 - General Fund | 0 - Not Used |
| 52 | 52300 - Uniforms | 001 - General Fund | 0 - Not Used |
| 53001 | 53001 - Depreciation | 001 - General Fund | 0 - Not Used |
| 53102 | 53102 - Electricity | 001 - General Fund | 0 - Not Used |
| 53105 | 53105 - Natural Gas | 001 - General Fund | 0 - Not Used |
| 53106 | 53106 - Vehicle Fuel | 001 - General Fund | 0 - Not Used |
| 53201 | 53201 - Supplies | 001 - General Fund | 0 - Not Used |
| 53202 | 53202 - Irrigation Materials | 001 - General Fund | 0 - Not Used |
| 53208 | 53208 - Equipment (New) | 001 - General Fund | 0 - Not Used |
| 53219 | 53219 - Operating Materials | 001 - General Fund | 0 - Not Used |
| 53233 | 53233 - Auto Parts | 001 - General Fund | 0 - Not Used |
| 53241 | 53241 - Sand & Stone | 001 - General Fund | 0 - Not Used |
| 53243 | 53243 - Fertilizer, Seed, Chem. | 001 - General Fund | 0 - Not Used |
| 53245 | 53245 - Maintenance & Repair | 001 - General Fund | 0 - Not Used |
| 53501 | 53501 - Pro share of cart rev. | 001 - General Fund | 0 - Not Used |
| 53510 | 53510 - Golf Pro Contr. Serv. | 001 - General Fund | 0 - Not Used |
| 53603 | 53603 - Golf Cart Lease | 001 - General Fund | 0 - Not Used |
| 53730 | 53730 - Insurance | 001 - General Fund | 0 - Not Used |
| 53813 | 53813 - Computer Support | 001 - General Fund | 0 - Not Used |
| 53823 | 53823 - Refuse Disposal | 001 - General Fund | 0 - Not Used |
| 53902 | 53902 - Telephone | 001 - General Fund | 0 - Not Used |
| 53917 | 53917 - Water & Sewer | 001 - General Fund | 0 - Not Used |
| 53940 | 53940 - Advertising | 001 - General Fund | 0 - Not Used |
| 53941 | 53941 - Bank charges | 001 - General Fund | 0 - Not Used |
| 53944 | 53944 - Organizational Fees | 001 - General Fund | 0 - Not Used |
| 53945 | 53945 - Training | 001 - General Fund | 0 - Not Used |
| 53950 | 53950 - Internet Service | 001 - General Fund | 0 - Not Used |
| 54 | 54000 - Capital Items | 001 - General Fund | 0 - Not Used |
| 42 | 42451 - Golf Course Revenue | 001 - General Fund | 1 - Charges for Services |
| 42 | 42453 - Golf Restaurant Rent | 001 - General Fund | 1 - Charges for Services |
| 42 | 42454 - Golf Season Pass Revenue | 001 - General Fund | 1 - Charges for Services |
| 42 | 42455 - Golf Pro Rent | 001 - General Fund | 1 - Charges for Services |

42451 - Golf Course Revenue
42454 - Golf Season Pass Revenue
42501 - Golf Cart Revenue
42551 - Golf Range Revenue
42453 - Golf Restaurant Rent
42455 - Golf Pro Rent

51

52

53001 - Depreciation
53102 - Electricity
53105 - Natural Gas
53106 - Vehicle Fuel
53201 - Supplies
53202 - Irrigation Materials
53208 - Equipment (New)
53219 - Operating Materials
53233 - Auto Parts
53241 - Sand & Stone
53243 - Fertilizer, Seed, Chem.
53245 - Maintenance & Repair
53501 - Pro share of cart rev.
53510 - Golf Pro Contr. Serv.
53603 - Golf Cart Lease
53730 - Insurance
53813 - Computer Support
53823 - Refuse Disposal
53902 - Telephone
53917 - Water & Sewer
53940 - Advertising
53941 - Bank charges
53944 - Organizational Fees
53945 - Training
53950 - Internet Service

54000 - Capital Items

CONTROL TOTALS:

| PrimeElem | PrimaryDesc | DetailElem | Account | MinorElem |
|-----------|--------------------|------------|-------------------------------------|-----------|
| 001 | 001 - General Fund | 51100 | 51100 - Department Head | 0 |
| 001 | 001 - General Fund | 51125 | 51125 - Mid-Managers Personnel | 0 |
| 001 | 001 - General Fund | 51135 | 51135 - Blue Collar Personnel | 0 |
| 001 | 001 - General Fund | 51160 | 51160 - Strtrs, Rngrs, Golf Carts | 0 |
| 001 | 001 - General Fund | 51305 | 51305 - Commission Secretaries | 0 |
| 001 | 001 - General Fund | 51400 | 51400 - Overtime | 0 |
| 001 | 001 - General Fund | 51510 | 51510 - Part time & Summer Help | 0 |
| 001 | 001 - General Fund | 51805 | 51805 - Longevity | 0 |
| 001 | 001 - General Fund | 52001 | 52001 - Imputed Income | 0 |
| 001 | 001 - General Fund | 52010 | 52010 - Worker's Compensation | 0 |
| 001 | 001 - General Fund | 52100 | 52100 - Social Security | 0 |
| 001 | 001 - General Fund | 52110 | 52110 - Unemployment Compensation | 0 |
| 001 | 001 - General Fund | 52200 | 52200 - Pension | 0 |
| 001 | 001 - General Fund | 52220 | 52220 - Insurance, Life, Disability | 0 |
| 001 | 001 - General Fund | 52235 | 52235 - Health Insurance | 0 |
| 001 | 001 - General Fund | 52300 | 52300 - Uniforms | 0 |
| 001 | 001 - General Fund | 53001 | 53001 - Depreciation | 0 |
| 001 | 001 - General Fund | 53102 | 53102 - Electricity | 0 |
| 001 | 001 - General Fund | 53105 | 53105 - Natural Gas | 0 |
| 001 | 001 - General Fund | 53106 | 53106 - Vehicle Fuel | 0 |
| 001 | 001 - General Fund | 53201 | 53201 - Supplies | 0 |
| 001 | 001 - General Fund | 53202 | 53202 - Irrigation Materials | 0 |
| 001 | 001 - General Fund | 53208 | 53208 - Equipment (New) | 0 |
| 001 | 001 - General Fund | 53219 | 53219 - Operating Materials | 0 |
| 001 | 001 - General Fund | 53233 | 53233 - Auto Parts | 0 |
| 001 | 001 - General Fund | 53241 | 53241 - Sand & Stone | 0 |
| 001 | 001 - General Fund | 53243 | 53243 - Fertilizer, Seed, Chem. | 0 |
| 001 | 001 - General Fund | 53245 | 53245 - Maintenance & Repair | 0 |
| 001 | 001 - General Fund | 53501 | 53501 - Pro share of cart rev. | 0 |
| 001 | 001 - General Fund | 53510 | 53510 - Golf Pro Contr. Serv. | 0 |
| 001 | 001 - General Fund | 53603 | 53603 - Golf Cart Lease | 0 |
| 001 | 001 - General Fund | 53730 | 53730 - Insurance | 0 |
| 001 | 001 - General Fund | 53813 | 53813 - Computer Support | 0 |
| 001 | 001 - General Fund | 53823 | 53823 - Refuse Disposal | 0 |
| 001 | 001 - General Fund | 53902 | 53902 - Telephone | 0 |
| 001 | 001 - General Fund | 53917 | 53917 - Water & Sewer | 0 |
| 001 | 001 - General Fund | 53940 | 53940 - Advertising | 0 |
| 001 | 001 - General Fund | 53941 | 53941 - Bank charges | 0 |
| 001 | 001 - General Fund | 53944 | 53944 - Organizational Fees | 0 |
| 001 | 001 - General Fund | 53945 | 53945 - Training | 0 |
| 001 | 001 - General Fund | 53950 | 53950 - Internet Service | 0 |
| 001 | 001 - General Fund | 54000 | 54000 - Capital Items | 0 |
| 001 | 001 - General Fund | 42451 | 42451 - Golf Course Revenue | 1 |
| 001 | 001 - General Fund | 42453 | 42453 - Golf Restaurant Rent | 1 |
| 001 | 001 - General Fund | 42454 | 42454 - Golf Season Pass Revenue | 1 |
| 001 | 001 - General Fund | 42455 | 42455 - Golf Pro Rent | 1 |

| | | | | |
|-----|--------------------|-------|---------------------------|---|
| 001 | 001 - General Fund | 42501 | 42501 - Golf Cart Revenue | 1 |
|-----|--------------------|-------|---------------------------|---|

| MinorDesc | <u>Jul</u> | <u>Aug</u> | <u>Sep</u> | <u>Oct</u> |
|--------------------------|------------|------------|------------|------------|
| 0 - Not Used | 1061.82 | 707.88 | 707.88 | 707.88 |
| 0 - Not Used | 11100.93 | 7400.62 | 7400.62 | 7400.62 |
| 0 - Not Used | 14104.98 | 21840.3 | 21894.9 | 21714.36 |
| 0 - Not Used | 5184 | 7004.25 | 4225 | 4767.75 |
| 0 - Not Used | 0 | 0 | 0 | 100 |
| 0 - Not Used | 2860.08 | 2462.63 | 5093.98 | 3773.6 |
| 0 - Not Used | 5130.75 | 6477.5 | 989.25 | 551.25 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 1630.89 | 1840.52 | 1636.68 | 1582.52 |
| 0 - Not Used | 2911.86 | 3372.76 | 2949.66 | 2846.58 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 2335.61 | 2328.46 | 2328.46 | 2328.46 |
| 0 - Not Used | 87.6 | 87.6 | 175.2 | 0 |
| 0 - Not Used | 86321 | 0 | 0 | 0 |
| 0 - Not Used | 110.25 | 110.25 | 147 | 213.95 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 56 | 5966.15 | 5873.09 | 11023.65 |
| 0 - Not Used | 0 | 995.18 | 1325.97 | 1377.83 |
| 0 - Not Used | 663.59 | 709.71 | 3308.37 | 2408.02 |
| 0 - Not Used | 0 | 85.48 | 133.86 | 0 |
| 0 - Not Used | 0 | 3426.04 | 2173.7 | 4245.76 |
| 0 - Not Used | 0 | 844.93 | 0 | 0 |
| 0 - Not Used | 0 | 0 | 555 | 0 |
| 0 - Not Used | 140.99 | 1278.75 | 4048.42 | 829.6 |
| 0 - Not Used | 0 | 2291.76 | 908.75 | 0 |
| 0 - Not Used | 90756.33 | 0 | 0 | 0 |
| 0 - Not Used | 643.47 | 3028.9 | 1776.77 | 1776.94 |
| 0 - Not Used | 0 | 2959.23 | 3126.9 | 2775.12 |
| 0 - Not Used | 68065 | 0 | 0 | 0 |
| 0 - Not Used | 0 | 52740.8 | 0 | 0 |
| 0 - Not Used | 28168 | 0 | 0 | 0 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 0 | 519.75 | 519.75 | 0 |
| 0 - Not Used | 20.53 | 142.44 | 142.22 | 142.36 |
| 0 - Not Used | 0 | 0 | 2597 | 0 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 3206.22 | 2687.38 | 2882.07 | 2526.15 |
| 0 - Not Used | 0 | 0 | 205 | 0 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 0 - Not Used | 551.87 | 348.97 | 348.97 | 348.66 |
| 0 - Not Used | 0 | 0 | 0 | 0 |
| 1 - Charges for Services | -87448.6 | -103439.59 | -88730.28 | -78226.04 |
| 1 - Charges for Services | -4604.4 | -4604.4 | -4604.4 | -4604.4 |
| 1 - Charges for Services | -1185 | 0 | 0 | 0 |
| 1 - Charges for Services | 0 | -346.25 | -346.25 | -346.25 |

| | | | | |
|--------------------------|----------|--------|--------|--------|
| 1 - Charges for Services | -49320.5 | -52115 | -46252 | -42575 |
|--------------------------|----------|--------|--------|--------|

| <u>Nov</u> | <u>Dec</u> | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> |
|------------|------------|------------|------------|------------|------------|
| 707.88 | 1061.82 | 707.88 | 707.88 | 707.88 | 707.88 |
| 7400.62 | 11100.93 | 7400.62 | 7400.62 | 7400.62 | 7400.62 |
| 21594 | 17690.86 | 10443.2 | 10443.2 | 10834.7 | 16633.12 |
| 3409.25 | 1901.25 | 0 | 0 | 689 | 2392 |
| 100 | 200 | 100 | 225 | 100 | 100 |
| 3788.88 | 2633.39 | 0 | 0 | 0 | 2667.07 |
| 588.75 | 618.75 | 277.5 | 232.5 | 547.5 | 506.25 |
| 0 | 1650 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 1517.89 | 1375.94 | 706 | 703.96 | 761.3 | 1137.23 |
| 2737.49 | 2710.86 | 1355.61 | 1363.59 | 1457.99 | 2230.8 |
| 0 | 24 | 0 | 822 | 1533 | 812 |
| 2328.46 | 2887.77 | 1815.18 | 1815.18 | 1815.18 | 1825.92 |
| 87.6 | 87.6 | 87.6 | 87.6 | 87.6 | 87.6 |
| 888.04 | -888.04 | 0 | 0 | 0 | 0 |
| 346.16 | 213.95 | 298.36 | 171.16 | 282.42 | 241.21 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 56 | 4659.68 | 2654.45 | 1924.81 | 1900.27 | 2102.35 |
| 1198.31 | 1786.08 | 2645.14 | 3043.93 | 2598.1 | 2326.96 |
| 2239.18 | 733.88 | 529.56 | 0 | 0 | 1548.02 |
| 245.88 | 0 | 0 | 0 | 429.35 | 0 |
| 377.5 | 5646.1 | 0 | 623.87 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 593.98 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 142.84 | 501.78 | 36.71 | 2940.06 | 4726.16 | 1033.19 |
| 0 | 0 | 0 | 0 | 0 | 784.88 |
| -5791.04 | 9287.18 | 0 | 0 | 0 | 0 |
| 78 | 182.04 | 814.27 | 78 | 1598.55 | 4224.5 |
| 2554.5 | 967.62 | 223.14 | 0 | 0 | 650.83 |
| 0 | 0 | 0 | 0 | 70820 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 4897.06 | 0 |
| 519.75 | 1039.5 | 519.75 | 0 | 1039.5 | 519.75 |
| 122.11 | 20.25 | 284.6 | 142.14 | 141.93 | 0 |
| 0 | 2883 | 0 | 0 | 1321 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| 2383.7 | 977.57 | 386.55 | 35.4 | 35.4 | 3048.22 |
| 0 | 0 | 235 | 0 | 0 | 0 |
| 0 | 0 | 100 | 0 | 0 | 0 |
| 348.66 | 348.71 | 379.2 | 148.35 | 610.17 | 379.13 |
| 0 | 0 | 0 | 0 | 0 | 0 |
| -26159.72 | -7423.06 | 0 | 0 | -15674.11 | -60629.75 |
| -4604.4 | -4604.4 | 0 | 0 | -4713.4 | -4713.41 |
| 0 | 0 | 343.8 | 0 | -139600 | -43859 |
| -346.25 | -346.25 | 0 | 0 | 0 | 0 |

-16127

-3719

0

0

-10847.12

-39350.89

| <u>May</u> | <u>Jun</u> | <u>YTD Jul</u> | <u>YTD Aug</u> | <u>YTD Sep</u> | <u>YTD Oct</u> | <u>YTD Nov</u> |
|------------|------------|----------------|----------------|----------------|----------------|----------------|
| 707.88 | 707.88 | 1,061.82 | 1,769.70 | 2,477.58 | 3,185.46 | 3,893.34 |
| 7400.62 | 7400.56 | 11,100.93 | 18,501.55 | 25,902.17 | 33,302.79 | 40,703.41 |
| 16605.5 | 30097.34 | 14,104.98 | 35,945.28 | 57,840.18 | 79,554.54 | 101,148.54 |
| 5040.75 | 10497.5 | 5,184.00 | 12,188.25 | 16,413.25 | 21,181.00 | 24,590.25 |
| 100 | 200 | - | - | - | 100.00 | 200.00 |
| 2139.36 | 4974.75 | 2,860.08 | 5,322.71 | 10,416.69 | 14,190.29 | 17,979.17 |
| 438.75 | 5835.73 | 5,130.75 | 11,608.25 | 12,597.50 | 13,148.75 | 13,737.50 |
| 0 | 1650 | - | - | - | - | - |
| 0 | 0 | - | - | - | - | - |
| 1214.24 | 1695.32 | 1,630.89 | 3,471.41 | 5,108.09 | 6,690.61 | 8,208.50 |
| 2384.18 | 4594.43 | 2,911.86 | 6,284.62 | 9,234.28 | 12,080.86 | 14,818.35 |
| 609 | 7500 | - | - | - | - | - |
| 1815.18 | 2518.2 | 2,335.61 | 4,664.07 | 6,992.53 | 9,320.99 | 11,649.45 |
| 87.6 | 87.6 | 87.60 | 175.20 | 350.40 | 350.40 | 438.00 |
| 0 | 0 | 86,321.00 | 86,321.00 | 86,321.00 | 86,321.00 | 87,209.04 |
| 141.21 | 782.63 | 110.25 | 220.50 | 367.50 | 581.45 | 927.61 |
| 0 | 0 | - | - | - | - | - |
| 1894.15 | 8389.74 | 56.00 | 6,022.15 | 11,895.24 | 22,918.89 | 22,974.89 |
| 2232.7 | 3042.12 | - | 995.18 | 2,321.15 | 3,698.98 | 4,897.29 |
| 1359 | 7871.02 | 663.59 | 1,373.30 | 4,681.67 | 7,089.69 | 9,328.87 |
| 0 | 425.99 | - | 85.48 | 219.34 | 219.34 | 465.22 |
| 2782.84 | 1726.3 | - | 3,426.04 | 5,599.74 | 9,845.50 | 10,223.00 |
| 653.63 | 319.99 | - | 844.93 | 844.93 | 844.93 | 844.93 |
| 0 | 1622.4 | - | - | 555.00 | 555.00 | 555.00 |
| 4516.37 | 2919.19 | 140.99 | 1,419.74 | 5,468.16 | 6,297.76 | 6,440.60 |
| 0 | 3014.67 | - | 2,291.76 | 3,200.51 | 3,200.51 | 3,200.51 |
| 0 | 1592.2 | 90,756.33 | 90,756.33 | 90,756.33 | 90,756.33 | 84,965.29 |
| 3421.08 | 5605.9 | 643.47 | 3,672.37 | 5,449.14 | 7,226.08 | 7,304.08 |
| 2361.05 | 6772.92 | - | 2,959.23 | 6,086.13 | 8,861.25 | 11,415.75 |
| 0 | 0 | 68,065.00 | 68,065.00 | 68,065.00 | 68,065.00 | 68,065.00 |
| 0 | 0 | - | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| 0 | 0 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 |
| 0 | 0 | - | - | - | - | - |
| 519.75 | 1039.5 | - | 519.75 | 1,039.50 | 1,039.50 | 1,559.25 |
| 284.22 | 264.24 | 20.53 | 162.97 | 305.19 | 447.55 | 569.66 |
| 0 | 529 | - | - | 2,597.00 | 2,597.00 | 2,597.00 |
| 0 | 8500 | - | - | - | - | - |
| 3193.97 | 3674.25 | 3,206.22 | 5,893.60 | 8,775.67 | 11,301.82 | 13,685.52 |
| 0 | 0 | - | - | 205.00 | 205.00 | 205.00 |
| 0 | 0 | - | - | - | - | - |
| 148.35 | 379.13 | 551.87 | 900.84 | 1,249.81 | 1,598.47 | 1,947.13 |
| 0 | 0 | - | - | - | - | - |
| -93524 | -100668 | (87,448.60) | (190,888.19) | (279,618.47) | (357,844.51) | (384,004.23) |
| -4713.4 | -4713.4 | (4,604.40) | (9,208.80) | (13,813.20) | (18,417.60) | (23,022.00) |
| -10515 | -2395 | (1,185.00) | (1,185.00) | (1,185.00) | (1,185.00) | (1,185.00) |
| -346.25 | -692.5 | - | (346.25) | (692.50) | (1,038.75) | (1,385.00) |

| | | | | | | |
|-----------|-----------|-------------|--------------|--------------|--------------|--------------|
| -51427.46 | -61454.47 | (49,320.50) | (101,435.50) | (147,687.50) | (190,262.50) | (206,389.50) |
| | | (87,448.60) | (190,888.19) | (279,618.47) | (357,844.51) | (384,004.23) |
| | | (1,185.00) | (1,185.00) | (1,185.00) | (1,185.00) | (1,185.00) |
| | | (49,320.50) | (101,435.50) | (147,687.50) | (190,262.50) | (206,389.50) |
| | | - | - | - | - | - |
| | | (4,604.40) | (9,208.80) | (13,813.20) | (18,417.60) | (23,022.00) |
| | | - | (346.25) | (692.50) | (1,038.75) | (1,385.00) |
| | | 39,442.56 | 85,335.74 | 125,647.37 | 164,662.83 | 202,252.21 |
| | | 93,397.21 | 101,136.80 | 108,373.80 | 115,345.31 | 123,250.95 |
| | | - | - | - | - | - |
| | | 56.00 | 6,022.15 | 11,895.24 | 22,918.89 | 22,974.89 |
| | | - | 995.18 | 2,321.15 | 3,698.98 | 4,897.29 |
| | | 663.59 | 1,373.30 | 4,681.67 | 7,089.69 | 9,328.87 |
| | | - | 85.48 | 219.34 | 219.34 | 465.22 |
| | | - | 3,426.04 | 5,599.74 | 9,845.50 | 10,223.00 |
| | | - | 844.93 | 844.93 | 844.93 | 844.93 |
| | | - | - | 555.00 | 555.00 | 555.00 |
| | | 140.99 | 1,419.74 | 5,468.16 | 6,297.76 | 6,440.60 |
| | | - | 2,291.76 | 3,200.51 | 3,200.51 | 3,200.51 |
| | | 90,756.33 | 90,756.33 | 90,756.33 | 90,756.33 | 84,965.29 |
| | | 643.47 | 3,672.37 | 5,449.14 | 7,226.08 | 7,304.08 |
| | | - | 2,959.23 | 6,086.13 | 8,861.25 | 11,415.75 |
| | | 68,065.00 | 68,065.00 | 68,065.00 | 68,065.00 | 68,065.00 |
| | | - | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| | | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 |
| | | - | - | - | - | - |
| | | - | 519.75 | 1,039.50 | 1,039.50 | 1,559.25 |
| | | 20.53 | 162.97 | 305.19 | 447.55 | 569.66 |
| | | - | - | 2,597.00 | 2,597.00 | 2,597.00 |
| | | - | - | - | - | - |
| | | 3,206.22 | 5,893.60 | 8,775.67 | 11,301.82 | 13,685.52 |
| | | - | - | 205.00 | 205.00 | 205.00 |
| | | - | - | - | - | - |
| | | 551.87 | 900.84 | 1,249.81 | 1,598.47 | 1,947.13 |
| | | - | - | - | - | - |
| | | 182,553.27 | 153,706.27 | 91,247.81 | 38,937.18 | 41,670.22 |

NOTE: negative amount means earnings, postive amount means loss

| <u>YTD Dec</u> | <u>YTD Jan</u> | <u>YTD Feb</u> | <u>YTD Mar</u> | <u>YTD Apr</u> | <u>YTD May</u> | <u>YTD Jun</u> |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 4,955.16 | 5,663.04 | 6,370.92 | 7,078.80 | 7,786.68 | 8,494.56 | 9,202.44 |
| 51,804.34 | 59,204.96 | 66,605.58 | 74,006.20 | 81,406.82 | 88,807.44 | 96,208.00 |
| 118,839.40 | 129,282.60 | 139,725.80 | 150,560.50 | 167,193.62 | 183,799.12 | 213,896.46 |
| 26,491.50 | 26,491.50 | 26,491.50 | 27,180.50 | 29,572.50 | 34,613.25 | 45,110.75 |
| 400.00 | 500.00 | 725.00 | 825.00 | 925.00 | 1,025.00 | 1,225.00 |
| 20,612.56 | 20,612.56 | 20,612.56 | 20,612.56 | 23,279.63 | 25,418.99 | 30,393.74 |
| 14,356.25 | 14,633.75 | 14,866.25 | 15,413.75 | 15,920.00 | 16,358.75 | 22,194.48 |
| 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 | 1,650.00 | 3,300.00 |
| - | - | - | - | - | - | - |
| 9,584.44 | 10,290.44 | 10,994.40 | 11,755.70 | 12,892.93 | 14,107.17 | 15,802.49 |
| 17,529.21 | 18,884.82 | 20,248.41 | 21,706.40 | 23,937.20 | 26,321.38 | 30,915.81 |
| 24.00 | 24.00 | 846.00 | 2,379.00 | 3,191.00 | 3,800.00 | 11,300.00 |
| 14,537.22 | 16,352.40 | 18,167.58 | 19,982.76 | 21,808.68 | 23,623.86 | 26,142.06 |
| 525.60 | 613.20 | 700.80 | 788.40 | 876.00 | 963.60 | 1,051.20 |
| 86,321.00 | 86,321.00 | 86,321.00 | 86,321.00 | 86,321.00 | 86,321.00 | 86,321.00 |
| 1,141.56 | 1,439.92 | 1,611.08 | 1,893.50 | 2,134.71 | 2,275.92 | 3,058.55 |
| - | - | - | - | - | - | - |
| 27,634.57 | 30,289.02 | 32,213.83 | 34,114.10 | 36,216.45 | 38,110.60 | 46,500.34 |
| 6,683.37 | 9,328.51 | 12,372.44 | 14,970.54 | 17,297.50 | 19,530.20 | 22,572.32 |
| 10,062.75 | 10,592.31 | 10,592.31 | 10,592.31 | 12,140.33 | 13,499.33 | 21,370.35 |
| 465.22 | 465.22 | 465.22 | 894.57 | 894.57 | 894.57 | 1,320.56 |
| 15,869.10 | 15,869.10 | 16,492.97 | 16,492.97 | 16,492.97 | 19,275.81 | 21,002.11 |
| 844.93 | 844.93 | 844.93 | 844.93 | 1,438.91 | 2,092.54 | 2,412.53 |
| 555.00 | 555.00 | 555.00 | 555.00 | 555.00 | 555.00 | 2,177.40 |
| 6,942.38 | 6,979.09 | 9,919.15 | 14,645.31 | 15,678.50 | 20,194.87 | 23,114.06 |
| 3,200.51 | 3,200.51 | 3,200.51 | 3,200.51 | 3,985.39 | 3,985.39 | 7,000.06 |
| 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 95,844.67 |
| 7,486.12 | 8,300.39 | 8,378.39 | 9,976.94 | 14,201.44 | 17,622.52 | 23,228.42 |
| 12,383.37 | 12,606.51 | 12,606.51 | 12,606.51 | 13,257.34 | 15,618.39 | 22,391.31 |
| 68,065.00 | 68,065.00 | 68,065.00 | 138,885.00 | 138,885.00 | 138,885.00 | 138,885.00 |
| 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 |
| - | - | - | 4,897.06 | 4,897.06 | 4,897.06 | 4,897.06 |
| 2,598.75 | 3,118.50 | 3,118.50 | 4,158.00 | 4,677.75 | 5,197.50 | 6,237.00 |
| 589.91 | 874.51 | 1,016.65 | 1,158.58 | 1,158.58 | 1,442.80 | 1,707.04 |
| 5,480.00 | 5,480.00 | 5,480.00 | 6,801.00 | 6,801.00 | 6,801.00 | 7,330.00 |
| - | - | - | - | - | - | 8,500.00 |
| 14,663.09 | 15,049.64 | 15,085.04 | 15,120.44 | 18,168.66 | 21,362.63 | 25,036.88 |
| 205.00 | 440.00 | 440.00 | 440.00 | 440.00 | 440.00 | 440.00 |
| - | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 2,295.84 | 2,675.04 | 2,823.39 | 3,433.56 | 3,812.69 | 3,961.04 | 4,340.17 |
| - | - | - | - | - | - | - |
| (391,427.29) | (391,427.29) | (391,427.29) | (407,101.40) | (467,731.15) | (561,255.15) | (661,923.15) |
| (27,626.40) | (27,626.40) | (27,626.40) | (32,339.80) | (37,053.21) | (41,766.61) | (46,480.01) |
| (1,185.00) | (841.20) | (841.20) | (140,441.20) | (184,300.20) | (194,815.20) | (197,210.20) |
| (1,731.25) | (1,731.25) | (1,731.25) | (1,731.25) | (1,731.25) | (2,077.50) | (2,770.00) |

| | | | | | | |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| (210,108.50) | (210,108.50) | (210,108.50) | (220,955.62) | (260,306.51) | (311,733.97) | (373,188.44) |
| (391,427.29) | (391,427.29) | (391,427.29) | (407,101.40) | (467,731.15) | (561,255.15) | (661,923.15) |
| (1,185.00) | (841.20) | (841.20) | (140,441.20) | (184,300.20) | (194,815.20) | (197,210.20) |
| (210,108.50) | (210,108.50) | (210,108.50) | (220,955.62) | (260,306.51) | (311,733.97) | (373,188.44) |
| - | - | - | - | - | - | - |
| (27,626.40) | (27,626.40) | (27,626.40) | (32,339.80) | (37,053.21) | (41,766.61) | (46,480.01) |
| (1,731.25) | (1,731.25) | (1,731.25) | (1,731.25) | (1,731.25) | (2,077.50) | (2,770.00) |
| 239,109.21 | 258,038.41 | 277,047.61 | 297,327.31 | 327,734.25 | 360,167.11 | 421,530.87 |
| 129,663.03 | 133,925.78 | 138,889.27 | 144,826.76 | 151,161.52 | 157,412.93 | 174,591.11 |
| - | - | - | - | - | - | - |
| 27,634.57 | 30,289.02 | 32,213.83 | 34,114.10 | 36,216.45 | 38,110.60 | 46,500.34 |
| 6,683.37 | 9,328.51 | 12,372.44 | 14,970.54 | 17,297.50 | 19,530.20 | 22,572.32 |
| 10,062.75 | 10,592.31 | 10,592.31 | 10,592.31 | 12,140.33 | 13,499.33 | 21,370.35 |
| 465.22 | 465.22 | 465.22 | 894.57 | 894.57 | 894.57 | 1,320.56 |
| 15,869.10 | 15,869.10 | 16,492.97 | 16,492.97 | 16,492.97 | 19,275.81 | 21,002.11 |
| 844.93 | 844.93 | 844.93 | 844.93 | 1,438.91 | 2,092.54 | 2,412.53 |
| 555.00 | 555.00 | 555.00 | 555.00 | 555.00 | 555.00 | 2,177.40 |
| 6,942.38 | 6,979.09 | 9,919.15 | 14,645.31 | 15,678.50 | 20,194.87 | 23,114.06 |
| 3,200.51 | 3,200.51 | 3,200.51 | 3,200.51 | 3,985.39 | 3,985.39 | 7,000.06 |
| 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 94,252.47 | 95,844.67 |
| 7,486.12 | 8,300.39 | 8,378.39 | 9,976.94 | 14,201.44 | 17,622.52 | 23,228.42 |
| 12,383.37 | 12,606.51 | 12,606.51 | 12,606.51 | 13,257.34 | 15,618.39 | 22,391.31 |
| 68,065.00 | 68,065.00 | 68,065.00 | 138,885.00 | 138,885.00 | 138,885.00 | 138,885.00 |
| 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 | 52,740.80 |
| 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 | 28,168.00 |
| - | - | - | 4,897.06 | 4,897.06 | 4,897.06 | 4,897.06 |
| 2,598.75 | 3,118.50 | 3,118.50 | 4,158.00 | 4,677.75 | 5,197.50 | 6,237.00 |
| 589.91 | 874.51 | 1,016.65 | 1,158.58 | 1,158.58 | 1,442.80 | 1,707.04 |
| 5,480.00 | 5,480.00 | 5,480.00 | 6,801.00 | 6,801.00 | 6,801.00 | 7,330.00 |
| - | - | - | - | - | - | 8,500.00 |
| 14,663.09 | 15,049.64 | 15,085.04 | 15,120.44 | 18,168.66 | 21,362.63 | 25,036.88 |
| 205.00 | 440.00 | 440.00 | 440.00 | 440.00 | 440.00 | 440.00 |
| - | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 2,295.84 | 2,675.04 | 2,823.39 | 3,433.56 | 3,812.69 | 3,961.04 | 4,340.17 |
| - | - | - | - | - | - | - |
| 97,879.98 | 130,224.10 | 163,133.35 | 108,633.40 | 14,033.86 | (84,440.87) | (118,133.74) |

1. Run General Ledger - On Demand Element Summary Report for Timberlin Golf Course - Actions/Load Report
2. Export to Excel
3. Copy the Range to Date Column and paste into the next column on the current fiscal year tab
4. On the P&L spreadsheet, update the Index box to reflect the fiscal month being reported
5. Update the header to reflect YTD xxx for the month being reported
6. Verify that the Check row (row 49) equals \$0 in both fiscal years

Template (run for just the reporting month)

Director of Golf Report
Golf Commission Meeting
October 20, 2022

Verti-Cut and top dress greens is complete along with overseeding Par 3 tees.

We have identified trees for removal and pruning this winter. These trees represent a safety concern to golfers due to their locations on the course.

Working (on going) with York Bridges, Earth Contractors, and Town Engineer to replace bridges.

Landscaping of cooler area is complete.

Continue to work with Fleet Maintenance Manager Jim Simons on purchase of dump truck and tractor.

Developing chemical program for 2023. Will take advantage of Early Order Program to reduce costs.

Installed sod at Hole #4 forward tee, Hole #17 by retaining wall, and Hole #1 end of cart path.

Started construction of mounds behind Hole #4 green.

Added soil and seeded right hand side Hole #4 green.

Leaf removal will commence in the next week.

Working to develop Budget for FY2024.

Looking into options to improve driving range area.

Working with Facilities for Pro Shop renovations during winter 2022/2023.

Faithfully submitted,
Jerry Salvio
Acting Director of Golf



TOWN OF BERLIN

240 KENSINGTON ROAD, BERLIN, CONNECTICUT 06037-2648

Job Title: Director of Golf, Timberlin Golf Course

Function:

Under the direction of the Town Manager plans, organizes and manages all aspects of the Timberlin Golf Course. Oversees the performance of all golf operations with strong emphasis on management of staff, technology, vendors, contracted services and customer service. The position will promote an exceptional “golf experience” and provide excellent service and programs for all patrons. *This is a top management position.*

Typical Duties, Responsibilities, Tasks & Assignments:

- Performs a variety of administrative and professional duties in the management of all aspects of an eighteen-hole golf course with a high volume of playing rounds and dynamic programming.
- Oversees all fiscal responsibilities and operations including; planning, budgeting, forecasting, monitoring and corrective management.
- Plans, develops and implements short- and long-range strategic initiatives for the continued improvements of the golf course. Develops and presents strategic multi-year capital improvement budget plans in an effort provide continuous improvement and maintenance of the golf course.
- Develops strategic marketing plans and implements golf promotional specials to increase customer base translating into enhanced revenues. Performs public relations activities and establishes quality customer service standards.
- Provides oversight of the golf professional and concessionaire, ensuring contractual obligations are maintained. Serves as liaison between these contracted professionals, Golf Commission, the Town Manager, and Town Council.
- Provides daily direction and guidance to the Assistant Director / Superintendent regarding renovation projects, course maintenance, irrigation scheduling, and disease identification, as well as the potential pesticide applications. Monitors all areas of course property for agronomic health balance, to ensure a quality golf experience for all patrons.
- Meets regularly with contracted vendors and the Assistant Director / Superintendent to review and discuss various areas of concern, aiding in conflict resolution and problem solving. Provides guidance on staff management and ensures compliance with policies and procedures.
- Establishes and maintains strong working relationships with public and private golf groups, special interest groups within municipal government, golf associations, contractors, vendors, Town administration and various other golf course constituents. Represents the golf course at golf events, providing course updates and information on a regular basis.
- Develops, implements and maintains departmental systems, policies and procedures that continually promote and assure quality improvement and exhibit a clear commitment to customer service.
- Researches and identifies cost effective solutions for seasonal maintenance of property. Negotiates vendor services including chemical purchases, course supplies and computer support. Makes purchase recommendations for large quantity cost saving initiatives to the Town Council as necessary.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Created: July 2022

- Ensures the submission of the annual Department of Environment Protection reports on pesticide usage.
- Ensures compliance with all relevant federal and state requirements as they relate to chemical applications. Maintains educational recertification requirements as necessary. Maintains and observes all safety policies and procedures to ensure safe work conditions and reduce hazards at all times. Practices energy conservation.
- Establishes operational procedures for the Golf Pro, starters, rangers, and cart staff.
- Implements point of sale operational standards and procedures as well as trains key staff in these operations.
- Represents the course at all required functions, meetings and other engagements deemed necessary by the Town Manager.
- Develops annual end of season report.
- Drafts all Bid/RFP documents necessary for the operation of the course.
- Establishes goals for the golf operations including; player development, sales, rounds and membership.
- Creates fee and policy recommendations commiserate with the goals and objectives of the course and complies with the Town Charter.
- Monitors, schedules and assigns duties to driving range staff.
- Completes all duties necessary in operating the golf course providing an exceptional “golf experience.
- Performs other related duties as assigned.

Special Skills & Requirements:

Bachelor’s Degree in business or related field with at least five years of management experience required. Strong leadership and communication skills. Ability to organize and direct the management of various divisions of course operations and supervise staff. Proficient skills in MS Office, golf course software, and the ability to troubleshoot technology issues with systems. Prior experience in golf course management preferred.

Job Environment: In addition to the regular office environment, this position may be required to work in adverse weather conditions. May require long periods of walking; recurring standing, stooping, or climbing. Must be able to lift up to 25 pounds, may be required to occasionally lift over 50 pounds.

2022 Futures Inc Gala & Fashion Show

Roseanne Horn <rhorn@futures-ct.org>

Wed 10/12/2022 11:18 AM

To: Jerry Salvio <jsalvio@berlinct.gov>

Jerry,

I was given your contact information from Chris Edge, Director of Economic Development for the Town of Berlin. I am writing on behalf of Futures Inc. Our organization is a 501(c)(3) non-profit organization. Our mission is to advocate equality for individuals with disabilities by personalized education, training and employment opportunities so each person can live a life within our community.

We are in the process of planning our 9th annual Gala and Fashion Show, featuring clothing and accessories from our Good Cause Gifts stores located in Berlin, West Hartford Center and at the Hospital for Special Care in New Britain. We're extremely excited to announce that this year's event will be held in person at the Aqua Turf Club, in Southington, CT on November 3, 2022.

Futures Inc. is asking for your support! We are currently seeking a foursome of golf at Timberlin Golf Course to this amazing community event. The items donated will be placed in our silent auction the night of the event. By participating in this great event, you can take pride in your business's commitment to our community. All donations help us raise important funds allowing us to continue our mission of providing services, employment and education to people with disabilities throughout Connecticut.

Please know that your donation may be considered tax deductible and will make a difference in helping us to continue to achieve our mission. If interested, donations can be mailed to Futures Inc.

Details of the event:

Date of Event: Thursday, November 3, 2022

Name of Organization: Futures Inc. / Good Cause Gifts

Organizations Address: 902 South Quaker Lane, West Hartford, CT 06110

Type of Event: Futures Gala & Fashion Show

Requested Items: Donations

501(C) 3 Tax ID Number: 06-1484116

Please feel free to contact us at Gala2022@futures-ct.org if you are able to support our efforts to make a difference in our local community. Thank you for your kind consideration of our request and we hope to hear from you in the near future.

Thank you!

Roseanne Horn
Development & Fundraising Assistant
Futures Inc.

rhorn@futures-ct.org

www.futures-ct.org

Office: 860-347-5099 ext. 225

Cell: 860-597-9466

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into this day _____, 2022 by and between the TOWN OF BERLIN, a Connecticut municipal corporation, having its territorial limits within Hartford County (hereinafter “Town”) and Marc S. Bayram, of Berlin, Connecticut (hereinafter “the Professional”).

WHEREAS, the Town is the owner of Timberlin Golf Course and related facilities located on Southington Road in Berlin, Connecticut (hereinafter Timberlin”);

WHEREAS, the Town desires to engage the services of a member of the Professional Golfers Association (“PGA”) to provide golf professional services and operate the Pro Shop, driving range and golf carts at Timberlin Golf Course (the “Services”);

WHEREAS, the Professional represents that he is qualified, willing and able to provide the Services for the Town;

WHEREAS, the Town desires to engage the Professional as the Golf Professional in connection with the operation of Timberlin upon the terms and conditions hereinafter set forth; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:

1. ENGAGEMENT OF PROFESSIONAL.

The Town hereby engages the Professional as the Golf Professional at Timberlin and the Professional hereby accepts such engagement by the Town as an independent contractor in accordance with the terms and conditions hereinafter set forth. The parties specifically agree that the Professional is not an employee or agent of the Town and is an independent contractor under direct supervision of the Director of Golf.

2. TERM

The term of this Agreement shall be from January 1, 2023, through December 31, 2025 with a two year Town option, unless this Agreement is terminated earlier as may be expressly provided in this Agreement.

3. COMPENSATION FOR PROFESSIONAL SERVICES

The Town shall pay the Professional as a fee for Services the sum of Ninety thousand dollars (\$90,000) annually throughout the term of this Agreement. Said compensation to be paid to the professional in two equal installments of Forty-five thousand dollars on March 15th and July 15th of each calendar year of this Agreement.

The Professional shall receive as additional compensation for the Services as follows:

Water ball concessions shall be paid directly to the Professional. The Professional shall have the exclusive right to the salvage of lost golf balls in all ponds and watercourses located on said golf course.

One Hundred (100%) percent of all handcart revenue generated by the rental of handcarts provided by the Professional as described further herein.

DUTIES AND RESPONSIBILITIES OF THE PROFESSIONAL

The Professional shall devote his full-time attention and energies to the performance of his duties as Golf Professional at Timberlin Golf Course for the duration of this Agreement. His conduct, under all circumstances, shall comply with Standards of Conduct as established by the PGA and with regulations and policies promulgated by the Town from time to time. Throughout the term of this Agreement, the Professional shall maintain his PGA certification. Golf season for Timberlin Golf Course shall be as follows: Opening and closing day for the golf course will be dictated by the weather conditions. These dates can be any date within the calendar year.

It is agreed and understood that during the golf season, the Professional shall be present at the golf course a minimum of six (6) days per week for a sufficient number of hours (as determined by the Director of Golf) each day to assure that the Services are provided in a satisfactory manner. In the event that the Professional, due to illness or other reasons, is unable to be present at the golf course as required, he shall notify the Director of Golf, or his designee, of his absence and shall make adequate and appropriate arrangements for coverage in his absence and the fees payable to the Professional shall be proportionately adjusted. The Professional shall notify the Director of Golf as to which of the Professional's staff is authorized to act on his behalf in his absence.

The Professional or his staff will stock and operate at his own cost, risk, profit and expense, a quality Golf Shop sufficient to meet the needs of the golfing patrons of Timberlin Golf course. The Professional shall have the exclusive right to sell golf supplies, equipment, club repair and golf related services at Timberlin. Golf club repair will be at the discretion of the Professional and any fees derived there from shall be the Professionals solely. The Professional or his staff shall open and operate the Pro Shop every day from the official opening day of the golf course to the official close of the golf course.

The Pro Shop shall be open each day during the golf season at least one-half hour before the first morning tee-off time and shall remain open until the completion of play each day as defined by one hour before sunset or 7:30 PM whichever comes first or as otherwise agreed by the Professional and the Director of Golf. In addition, the Professional may open and operate the Pro Shop for merchandise sale at any other time during the calendar year, regardless of whether the golf course is open for play.

The Professional shall keep the shop in a clean and orderly condition and provide for the removal of refuse in its operation. The Pro Shop is to be cleaned thoroughly each night prior to closing.

The Professional shall display a schedule of his hours in the Pro Shop on a daily to monthly basis, as reasonable as can be ascertained, for the benefit of the golfing public and visitors

to the golf course. A copy of this schedule shall be provided in advance to the Director of Golf on a monthly basis.

The Director of Golf must be notified of any concerns or issues that may affect the golf course or its surrounding properties. Any such situation(s) will be handled through the office of the Director of Golf. This includes any course or clubhouse maintenance issues, the designated official starting times of play on the course, as well as any necessary closures of the course due to weather (frost, extreme wet conditions) or other course maintenance related reasons.

The Professional shall be responsible for providing telephone services for Pro Staff use, provided, however, that the Town shall supply a separate telephone line and hardware for use in connection with golf reservations and the general golf course operation.

The Professional shall engage shop personnel during a minimum period of April 1st through October 1st of each year. The Professional shall make reasonable efforts to maintain a minimum of one Assistant Golf Professional for the term of the contract. The hours of work and duties of the shop personnel shall be established by the Professional to ensure that the Professional can efficiently carry out the duties enumerated herein.

The Professional shall pay all Pro Shop personnel directly, including withholding and paying, any and all social security, workers compensation, unemployment compensation and all other State and Federal taxes required by applicable law.

The Professional agrees that the Town shall have no responsibility for merchandise credit owed by the Professional to any individual or group. The Professional can set the terms of any outstanding merchandise credit he may extend. The Professional agrees to make reasonable efforts to pay the amount of any outstanding merchandise credit to the holder of the credit no later than ninety (90) days after the last day of this Agreement. An annual report of outstanding credit at the conclusion of the calendar year must be submitted to the Director of Golf during the term of this Agreement. The Professional further agrees to hold harmless, indemnify, and defend the Town against any claims by any individual for reimbursement or return of merchandise credit.

The Professional shall provide at least ten (10) handcarts at his own expense for rent to golfers at a rate approved in writing by the Town. The Professional shall keep all handcart revenue as compensation for his costs and services pertaining to same.

The Professional has exclusive teaching rights at the golf course and driving range. The Professional shall offer individual and group lessons on a regular schedule sufficient to meet the needs of the golfing public and to promote new golfers. The Professional shall set the schedule and fees charged for lessons, and all such fees shall be paid to and retained by the Professional. The Professional or his Assistant(s) or other certified instructors shall offer free public golf instruction/clinics for a period of not less than fifty (50) hours each year, from Opening Day to Closing Day. The Director of Golf must approve the scheduling of times for the free public golf instruction/clinics. The Professional shall

provide a monthly report of all programs initiated and clinics conducted to the Director of Golf.

The Professional shall coordinate all special golf tournaments held at Timberlin with the Director of Golf. All prices charged for tournament participants shall conform to the fee schedules set by the Town. The Professional shall not charge any surcharges, commissions or other additional fees from tournament participants without advance written approval from the Director of Golf or the Parks and Recreation Commission. He shall be responsible for recruiting, organizing and scheduling golf leagues and outings, and will assist and coordinate Pro Shop, women and men's club events. He will coordinate any/all golf leagues that have been approved by the Director of Golf and assign starting times for league play. He shall meet with the Director of Golf and Golf Commission to discuss matters of mutual interest with respect to Timberlin.

The Professional shall maintain accurate books of accounts and records covering all transactions relating to this Agreement. The Town shall have the right to examine such books of accounts and records or any other document or material in the possession of the Golf Professional, which relates to the subject matter and terms of this Agreement. The Professional shall submit an annual Income Statement, reviewed by a certified public accountant, related to the Pro Shop operation summarizing the concession operations to the Town Manager and the Director of Golf on or before May 1st of each year.

The Professional shall post a schedule of all tournaments and events in the Pro Shop and at the Starters Shack for the current month and following month and shall meet regularly with the Director of Golf, Restaurant Concessionaire, Starters and Rangers to ensure coordination of all scheduled activities.

The Professional shall make reasonable efforts to initiate new programs and events in the interest of developing new clientele and the retention of existing clientele. He shall especially make efforts to initiate programs to interest young people in the golf course and its activities.

EVALUATION AND TERMINATION

The Professional's performance under the terms of this Agreement shall be evaluated by the Director of Golf. There shall be at least one annual end-of-season review to determine if the Professional has met objectives set forth by the Town at the beginning of each season. In fulfilling the terms of this Agreement, the Professional shall be under the general and direct supervision of the Director of Golf. The Town Manager and the Golf Commission shall make recommendations in consultation with the Director of Golf relative to the Professional's performance.

The Town in its sole discretion may terminate this Agreement for material breach of the terms and provisions set forth above by giving the Professional written notice at least thirty (30) days prior to the termination date stating the reasons for termination. "Material Breach" of this Agreement shall include, but not be limited to, the following:

Breach or neglect of any duties related to the position, as such are delineated herein and contained in this Agreement, or by the Rules and Regulations promulgated by the Town;

Willful misconduct or the habitual neglect of his duties under this Agreement;
Failure to properly train or supervise the Professional's employees so that all staff members conform to the provisions of this Agreement or Rules and Regulations promulgated by the Town; Dishonest or illegal conduct by the Professional; The Professional's conviction of any felony or any crime or offense involving moral turpitude.

In addition, the Town may terminate this Agreement upon sixty (60) days written notice for any reason and without cause regardless whether a breach has or has not occurred.

If the Towns gives the Professional notice of its intent to terminate the Agreement (with or without cause), the Town shall further give notice to the Professional whether it intends to purchase the Professional's inventory of merchandise in stock or whether the Town wants the Professional to remove all merchandise belonging to the Professional upon departure.

If the Town elects to purchase the merchandise, the Professional shall give to the Town a detailed list and description of all merchandise on hand, as well as proof of the wholesale cost of such items, at least two weeks prior to the proposed termination date. If the Town elects to keep such merchandise, it shall reimburse the Professional his actual wholesale cost of said merchandise.

If this Agreement with the Professional is terminated in accordance with the terms of this section, the Town will not be obligated to make any further payments to the Professional upon termination, except payments which accrued prior to the termination date (less any set offs or credits due the Town) and the cost of any merchandise which the Town has elected to keep in accordance with the preceding paragraph.

If the Professional leaves at any time prior to the end of any golf season covered by this Agreement, he shall reimburse the Town for any payments made to him for any services not yet rendered by him through the end of said golf season on a prorated basis.

NOTICES: Any notices required by this Agreement shall be sent by regular mail as follows: (in the case of termination, notice shall be sent by certified mail)

| | |
|------------------------|------------------------------------------------------------------------------|
| To the Town of Berlin: | Town Manager and Director of Golf 240 Kensington Road Berlin, CT 06037 |
|------------------------|------------------------------------------------------------------------------|

| | |
|---------------------------|----------------|
| To the Golf Professional: | Marc S. Bayram |
| Berlin, CT 06037 | |

INSURANCE AND BONDS

At his own cost, the Professional shall obtain and furnish to the Town Manager a fidelity

bond, issued by a surety company authorized to do business in Connecticut, in the amount of One Hundred Thousand Dollars (\$100,000.00), conditioned that the Professional, his agents and employees, timely and faithfully remit to the Town of Berlin all fees collected on greens and carts for the Town.

The Professional shall obtain commercial general liability insurance and keep said insurance in full force and effect during the term of this Agreement or any extension hereof to cover claims for property damage or personal injury, including death arising out of the operation of the golf shop and other services provided by the Professional in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) general aggregate. The Town of Berlin shall be listed as "Additional Insured". The Professional shall maintain workers compensation coverage for all employees as required by applicable laws and shall provide a current Certificate of Insurance to the Town upon the execution hereof and upon the annual renewal thereof. Insurance carrier must provide 60 days' notice of cancellation and must be a licensed insurer in the State of Connecticut.

The Town will name the Professional as an additional insured under the Town's commercial general liability insurance policies with respect to all aspects of golf cart maintenance, use and rental.

MISCELLANEOUS

This Agreement shall not be assigned to anyone without the express written consent and approval of the Town, nor shall the golf shop be sublet without such expressed written consent or approval.

If a conflict shall occur, between this Agreement and the Town of Berlin Charter or Town Ordinances, the Town of Berlin Charter or Ordinances will take precedence and prevail.

Signed Sealed & Delivered
in the presence of :

By: _____
Arosha Jayawickrema, Town Manager

By: _____
Marc S. Bayram, PGA Professional



Golf Pro Report

To: Golf Commission

From: Marc S. Bayram, PGA

October 2022

30-Day Recap of Operations and Benchmarks

- I am happy to report I am the only bid for the Golf Professional position at Timberlin. Thank you for your support and looking forward to continuing my work!
- Attached is a revenue comparison report for 2021-2022
- We successfully hosted a night golf fundraiser for the T-Cop Foundation on September 30th.
- The Senior Men and Lady Niners held their closing day events. The Men's and Ladies Clubs closing day events are scheduled for October.
- St. Paul Fall Junior program has started and will be completed in October.
- We are starting to receive requests for a fall discount. It would be worth exploring for November.
- In September we successfully hosted many large outings. Our golf outings come back year after year because they enjoy the entire golf experience from the course, to the service, to the food. We definitely specialize in hosting successful outings both large and small. I give a lot of credit to the staff and organization. We have half the tournament staff that most other courses have and still get the job done.
- Fall PGA Jr League has been completed. We had 32 total kids participating ages 7-13. This was 7 more than last year.
- Starting in October we moved our first starting time of the day to 8:00am on weekdays and 7:30am on weekends. This is because of potential frost delays and darkness.
- Our Women & Wine programs finished in September. They became less and less popular as the season went along. We have done the same type of program for a couple years now and it may have ran it's course. There is still a demand for group instruction, I hope to present something new and exciting for 2023.
- Most of the leagues completed play by the beginning of October.
- The high school boys season moved to the Fall last year. It was a great change. At Timberlin we are unique in the sense we have largely populated boys and girls teams. When they both play the same season in the Spring, along with leagues playing, the course and practice areas become too congested and it creates issues. This change has been great. Our Boys team is currently ranked as one of the best teams in the state, and will contend for the state championship which will be held mid-October.
- The Senior Men's Club donated headcovers to the Boys High School Team. Our organizations at Timberlin continue to support our community golf team, which creates a great environment at the course.

Successes and Challenges

- We still receive complaints regarding the phone lines. It is confusing to customers to receive the message "voicemail not set up yet." With a potential new organizational structure in place for next season, I feel we can tackle this issue by the golf professional service staff taking over the answering services. We could potentially use our voicemail box that could be checked more frequently. This would eliminate confusion when the customer calls and does not receive a busy signal.

Customer Satisfaction

- We are rated high on many important platforms (GolfNow, Google, and Facebook). I make sure to share this with the staff to keep them motivated! We also have done well on our social media platforms.

Staffing Report

- With the season winding down, we will be beginning cutting down on staff. Afternoon starters will stop working by the end of October. We are skeletal in our crew right now for Golf Shop operations, however managing to be as efficient as we can be.

Looking Ahead/Goals

- Communicate with customers starting time changes to weekdays and weekends.
- Work with maintenance staff on frost delays.
- Promote Golftoberfest, an event Remzi and I run each year. This will likely be held in November.
- Continue to closely track Golf Now and how to best utilize it.
- Update the tee sheet through October ensuring it reflects the intended schedule.
- Host closing day for both Mens and Ladies Clubs.
- Continue updating the website and blast email marketing when time permits.
- Start advertising any potential fall rates and fall specials.

DUTIES & RESPONSIBILITIES

| <u>GOLF PROFESSIONAL</u> | <u>DIRECTOR OF GOLF</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> - Golf Shop Concession - Tournament Operations/Planning - League Operations/Planning - Player Development Programming - Youth Program Development - Event Coordinator - Leader in Customer Relations <p>Additional Duties Not Outlined in Contract</p> <ul style="list-style-type: none"> - Tee Sheet Management by Golf Professional Staff - Pace of Play Management (w/GPS) - Marketing Content Through Blast Email and Social Media - Website Management <p>Current Stipend \$90,000</p> <p>April – October (28 weeks) Golf Shop Budget based on 12-hour a day open hours at \$15 per hour – <u>Approx \$40,000</u> including employment taxes</p> <p>A staff allowance of <u>\$25,000</u> in addition to the \$90,000 stipend would be fair for the additional duties taken on.</p> <p>Because of this, there would be no need for more than 1 town employee (cashier) at any given time. This would help with the potential budgeted amount for town employees.</p> | <ul style="list-style-type: none"> - Hiring/Scheduling/Training/Supervision of the following Staff Members: <p>Golf Shop Cashiers Starters Rangers Cart Attendants</p> <ul style="list-style-type: none"> - Oversee Golf Pro and Restaurant Contracts - Oversee Superintendent and Maintenance Employees - Analyze Play Statistics and Market Accordingly - Budgeting/Forecasting - Develop Course Policies and Operational Procedures - Strategic Planning - Lead on Capital Projects - Manages daily reconciliation - Point of Sale Setup - Driving Range Management |

GOLF SHOP DAY TO DAY

- Separate counter for town register (green fee/cart fee/range fee collection)
- Current counter will be used for the following and Golf Shop Staff (hired by Marc)
 - o Golf Shop merchandise sales
 - o Tee Time Reservations by phone & in-person
 - o Pace of Play Management (w/GPS)

Revenue Comparison 2021-2022

2021

| | Jan | Feb | March | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
|------------------|---------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|--------------|
| Passes | \$0.00 | \$0.00 | \$136,500.00 | \$28,110.00 | \$6,300.00 | \$4,910.00 | \$1,185.00 | \$0.00 | \$0.00 | | | | \$177,005.00 |
| Greens Fee | \$0.00 | \$0.00 | \$13,439.75 | \$70,563.94 | \$89,986.65 | \$107,013.48 | \$87,447.00 | \$103,409.88 | \$88,730.28 | | | | \$560,590.98 |
| Cart Fee | \$0.00 | \$0.00 | \$9,799.50 | \$36,244.50 | \$51,147.00 | \$58,888.00 | \$49,320.50 | \$52,115.00 | \$46,252.00 | | | | \$303,766.50 |
| TOTAL | \$0.00 | \$0.00 | \$159,739.25 | \$134,918.44 | \$147,433.65 | \$170,811.48 | \$137,952.50 | \$155,524.88 | \$134,982.28 | \$0.00 | \$0.00 | \$0.00 | |
| Days Open | 0 | 0 | 9 | 30 | 31 | 30 | 30 | 31 | 30 | | | | 191 |
| Rounds | 0 | 0 | 1,151 | 4,928 | 5,926 | 6,791 | 5,885 | 6,554 | 5,259 | | | | |

2022

| | Jan | Feb | March | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
|------------------|---------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|--------------|
| Passes | \$0.00 | \$0.00 | \$139,600.00 | \$43,859.00 | \$10,515.00 | \$2,395.00 | \$0.00 | \$0.00 | \$0.00 | | | | \$196,369.00 |
| Greens Fee | \$0.00 | \$0.00 | \$15,674.00 | \$60,629.75 | \$93,540.00 | \$100,668.00 | \$113,473.25 | \$111,366.50 | \$86,820.00 | | | | \$582,171.50 |
| Cart Fee | \$0.00 | \$0.00 | \$10,847.12 | \$39,350.89 | \$51,427.46 | \$61,454.47 | \$66,740.88 | \$71,581.14 | \$53,452.60 | | | | \$354,854.56 |
| TOTAL | \$0.00 | \$0.00 | \$166,121.12 | \$143,839.64 | \$155,482.46 | \$164,517.47 | \$180,214.13 | \$182,947.64 | \$140,272.60 | \$0.00 | \$0.00 | \$0.00 | |
| Days Open | 0 | 0 | 15 | 30 | 31 | 30 | 31 | 31 | 30 | | | | 198 |
| Rounds | 0 | 0 | 1,143 | 4,291 | 6,199 | 6,362 | 7,124 | 6,852 | 5,346 | | | | |

| | 2021 | 2022 | +/- |
|-------------------|----------------|----------------|-------------|
| Revenue | \$1,041,362.48 | \$1,133,395.06 | \$92,032.58 |
| Rounds | 36,494 | 37,317 | 823 |
| Revenue Per Round | | | |
| CIP | \$51,842.00 | \$54,419.00 | \$2,577.00 |