



MINUTES OF THE REGULAR MEETING OF THE TOWN OF LAKE LURE ABC BOARD

MONDAY, JANUARY 10, 2022
3:30 PM.

THIS MEETING WAS HELD AT LAKE LURE ABC STORE.

Present: Linda Samarotto, Chairwoman
MaLee Keller, Board Member
Richard Sayles, Board Member

Russ Dunst, ABC Store Manager
Jim Proctor, Town Council Liaison
Debi Choi
John Rasnik

Absent: Peter O'Leary, Board Member
Bob Cassano, Board Member

Town Staff: Olivia Stewman, Town Clerk / Interim Town Manager

I. CALL TO ORDER

Chairwoman Samarotto called the meeting to order at 3:30 p.m.

II. AGENDA ADOPTION

Chairwoman Samarotto requested a motion to adopt the agenda. Mr. Richard Sayles made a motion and Ms. MaLee Keller seconded. All present board member voted in favor.

III. CONFLICT OF INTEREST STATEMENT

There were no conflict of interests.

IV. CONSENT AGENDA

A. *Approval of the December 20, 2021 Regular Meeting Minutes*

Mr. Sayles made a motion to approve the December 20, 2021 regular meeting minutes, as presented. Ms. Keller seconded and all voted in favor.

V. UPDATES WITH TOWN COUNCIL LIAISON – COMMISSIONER PROCTOR

Commissioner Proctor did not have any updates from Town Council, but asked the Store Manager to compile a concise report regarding monthly sales and inventory. The Store Manager Russ Dunst explained that he had compiled a report. Commissioner Proctor questioned the timeline of inventory and Manager Dunst explained that the report is being compiled by category instead of all at once.

VI. NEW BUSINESS

A. *Report from Store Manager*

Chairwoman Samarotto asked if an inventory report should be done quarterly and noted that inventory report should be discussed during a meeting in which all board members are present. Debi Choi noted that the auditor suggested that the store have a cycle count once a month and full inventory quarterly, including one at the end of the fiscal year.

Store Manager Dunst explained that issues have been occurring with the inventory scanner. Choi noted that Dunst should compare the discrepancy report and boss report.

Store Manager Dunst compiled the 2020 sales report and presented it to the Board. Dunst compared this year's December sales to last year and noted an increase. The manager noted 1.4 million Sales in total within the calendar year, and a 13.2 percent gain. Dunst also reported a sales summary and reviewed a payroll summary. It was reported that the cost of goods summary report showed 60,031 for the month.

Debi Choi noted that the monthly report documents were from 2022 and incomplete. In regard to mixed beverage sales by unit, Choi noted the only amount that is paid is 42,000.

Participants discussed reports on checking and it was noted that the CD is not shown but Choi explained that when the bank was sold, the CD was not carried over and that someone should get bank authentication. Mr. Sayles stated that he is going to call United Bank to ask for access to CD information and statements. Commissioner Proctor noted that the auditor should know what bank has the CD. Dunst noted that deposits are made no less than every other day at the Forrest City branch.

Ms. Keller asked about an audit report for the fiscal year and Choi stated that the board will be receiving copies soon. The Board also discussed tax and penalty and interest and noted 260 penalties total.

B. Discussion of ABC Store Operations

Ms. Choi provided board members with a packet and agenda. Choi presented bank reconciliations/deposits/sales tax and noted that there are missing receipts and deposit tickets. Choi also noted that there are discrepancies between Boss and the bank because it was reported that between the bank deposits and the Boss system, the bank is thousands over. Choi explained that the store manager should make copies of z-tape and cash check deposit slips to send to the auditor and Dunst noted that he is printing them daily. Choi specified that the z-tapes and cash check deposit slips should balance.

Choi asked if Dunst does special orders on a different register and Dunst explained that the clerk receipt won't pick up mixed beverage but the other receipt does. Choi will provide Dunst a copy of all dates that did not match and asked that he figure out the issue. Choi also noted that Dunst needs the board to sign off on filing sales tax and file amended reports as needed in order to avoid late fees. Choi explained that Dunst should check daily report and clerk report to see which matches deposit slips.

Choi provided Dunst with a communication and organization folder. It was established that Dunst will give this to John Rasnik when Rasnik makes visits to the store.

The Board discussed truck invoices and it was stated that Dunst call Rasnik when truck invoices are received and completed. Mr. Sayles asked if one invoice is received from the distributors and Dunst answered by stating that there is an invoice per truck but each distributor has to be billed/paid. It is further clarified that invoice is done through the distributor and the vendor is billed/paid.

Participants shifted the discussion to note that damages and shortages are addressed with LB&B quarterly. It is explained that LB&B reports to the distributor and gets a credit. Manager Dunst noted he will send discrepancies and call a representative to reach out to LB&B for invoices.

The Board briefly discussed communication method between Choi and Rasnik, and Board. Chair Samarotto determined that all Board members should be present to discuss the service agreement.

Mr. Sayles asked Dunst if Cassano had looked into the back doors discussed in prior meetings and Dunst stated that he had not. Mr. Sayles also asked about internet and Dunst noted that the store can operate with the same internet company or find new contract.

VII. ADJOURNMENT

**With no further business, Mr. Sayles made a motion to adjourn the meeting.
Ms. Keller seconded and all voted in favor.**

The meeting was adjourned at 4:47 pm.

ATTEST

Olivia Stewman, Town Clerk

Linda Samarotto, Chairwoman