



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Monday, December 06, 2021, 7:00 PM
This meeting will be held via Zoom and be available on Facebook Live.

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Public Comment

You may email comments to publiccomment@pilotmountainnc.org.

Board & Committee Reports

1. ABC Board Report

New Business

2. Appointment of Main Street Committee Members
3. Appointment of Planning & Zoning Board Members
4. WWTP & Pump Station Rehab Project Tentative Bid Award
5. WWTP & Pump Station Rehab Capital Project Ordinance Amendment

Administrative Reports

6. Town Manager/Staff Reports

Mayor and Commissioners Comments

Closed Session

7. Closed Session-Personnel

Other Business

Adjourn



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

ABC Board Report	
<u>Background Information:</u>	
I will provide a detailed report during the meeting. The Store distributed a total profit of \$217,923 to the Town in FY 2021.	
<u>Staff Recommendation:</u>	Information only
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• None	

PILOT MOUNTAIN ABC BOARD
(A Component Unit of the Town of Pilot Mountain, North Carolina)

Financial Statements

For the Years Ended June 30, 2021 and 2020



GIBSON & COMPANY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

PILOT MOUNTAIN ABC BOARD
(A Component Unit of the Town of Pilot Mountain, North Carolina)

Financial Statements

For the Years Ended June 30, 2021 and 2020

PILOT MOUNTAIN ABC BOARD
(A Component Unit of the Town of Pilot Mountain, North Carolina)

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GIBSON & COMPANY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

To the Members of the Board
Pilot Mountain ABC Board
Pilot Mountain, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the Pilot Mountain ABC Board, a component unit of the Town of Pilot Mountain, North Carolina, which comprise the statements of net position as of June 30, 2021 and 2020, and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the

circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Pilot Mountain ABC Board as of June 30, 2021 and 2020, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

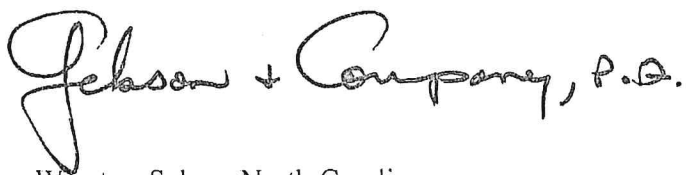
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4-8, and the Local Governmental Employees' Retirement System's Schedule of Proportionate Share of Net Pension Liability (Asset) and Contributions on pages 27 and 28 be presented to supplement the basic financial statements. Such information, although not a 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements as a whole. The schedules of expenses by store and administrative expenses and schedule of revenues and expenditures – budget and actual (non-GAAP) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of expenses by store and administrative expenses and schedule of revenues and expenditures – budget and actual (non-GAAP) are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.



Winston-Salem, North Carolina

September 28, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Management's Discussion and Analysis

This section of the Alcoholic Beverage Control (*ABC*) Board's (*the Board*) financial report represents our discussion and analysis of the financial performance of the Board for the years ended June 30, 2021 and 2020. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- Net position increased by \$17,703 from the prior year.
- \$24,015 of profits was distributed for law enforcement and alcohol education and \$217,923 was distributed to the Town of Pilot Mountain in the current year.

Overview of the Financial Statements

The audited financial statements of the ABC Board consist of 3 components. They are as follows:

- *Management's Discussion and Analysis*
- *Basic Financial Statements*
- *Additional Information Required by the ABC Commission*

The *Basic Financial Statements* are prepared using the full accrual basis of accounting. They consist of three statements. The first statement is the **Statement of Net Position**. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment in assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the **Statement of Revenues, Expenses, and Changes in Net Position**. This statement is used in evaluating whether the Board has recovered all of its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the **Statement of Cash Flows**. This statement reports cash inflows and outflows in the following categories: operating, investing, and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash, and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

The ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include **Schedules of Expenses by Store**, a **Schedules of Administrative Expenses**, and a **Schedule of Revenues and Expenditures – Budget and Actual (Non-GAAP)**.

Financial Analysis of the ABC Board

Net position is an indicator of the fiscal health of the Board. Assets and deferred outflows exceeded liabilities and deferred inflows by \$427,719 at June 30, 2021, assets and deferred outflows exceeded liabilities and deferred inflows by \$410,016 at June 30, 2020, and assets and deferred outflows exceeded liabilities and deferred inflows by \$305,705 at June 30, 2019. Following is a summary of the Statements of Net Position:

Table 1
Condensed Statement of Net Position

	6/30/2021	6/30/2020	6/30/2019	\$ Change This Yr Over Last Yr	% Change This Yr Over Last Yr
Current assets	\$ 724,451	\$ 548,537	\$ 412,959	\$ 175,914	32.07%
Non-current assets	26,740	29,916	13,884	(3,176)	-10.62%
Deferred outflows of resources	13,062	10,757	14,044	2,305	21.43%
Total assets and deferred outflows of resources	764,253	589,210	440,887	175,043	29.71%
Current liabilities	317,381	163,666	118,125	153,715	93.92%
Non-current liabilities	18,582	14,747	16,369	3,835	26.01%
Deferred inflows of resources	571	780	687	(209)	-26.79%
Total liabilities and deferred inflows of resources	336,534	179,193	135,181	157,341	87.81%
Net investment in capital assets	21,740	24,916	8,884	(3,176)	12.75%
Restricted net position	62,248	47,079	37,565	15,169	32.22%
Unrestricted net position	343,731	338,021	259,256	5,710	1.69%
Total net position	\$ 427,719	\$ 410,016	\$ 305,705	\$ 17,703	4.32%

Net position increased by \$17,703 for the year ended June 30, 2021 compared to the increase in net position of \$104,311 for the year ended June 30, 2020 and the increase of \$63,338 for the year ended June 30, 2019. Following is a summary of the changes in net position:

Table 2
Condensed Statement of Revenues, Expenses, and Changes in Net Position

	6/30/2021	6/30/2020	6/30/2019	\$ Change This Yr Over Last Yr	% Change This Yr Over Last Yr
Operating revenues	\$ 2,090,840	\$ 1,580,252	\$ 1,259,314	\$ 510,588	32.31%
Less: Taxes on gross sales	472,841	356,417	282,777	116,424	32.67%
Net sales	1,617,999	1,223,835	976,537	394,164	32.21%
Cost of sales	1,094,154	823,528	659,623	270,626	32.86%
Gross profit	523,845	400,307	316,914	123,538	30.86%
Less: Operating expenses	264,204	231,159	210,142	33,045	14.30%
Income from operations	259,641	169,148	106,772	90,493	53.50%
Non-operating revenues and expenses	-	-	-	-	0.00%
Change in net position before distributions	259,641	169,148	106,772	90,493	53.50%
Distributions	241,938	64,837	43,434	177,101	273.15%
Change in net position	17,703	104,311	63,338	(86,608)	-83.03%
Net position, beginning	410,016	305,705	242,367	104,311	34.12%
Net position, ending	\$ 427,719	\$ 410,016	\$ 305,705	\$ 17,703	4.32%

The increase in sales is primarily due to better awareness of the store in the community.

Following is a breakdown of sales by source:

	6/30/2021	6/30/2020	6/30/2019	\$ Change This Yr Over Last Yr	% Change This Yr Over Last Yr
Retail liquor sales	\$2,047,272	\$1,557,320	\$1,243,134	\$ 489,952	31.46%
Mixed beverage sales	43,568	22,932	16,180	20,636	89.99%
Total sales	<u>\$2,090,840</u>	<u>\$1,580,252</u>	<u>\$1,259,314</u>	<u>\$ 510,588</u>	<u>32.31%</u>

Capital Asset and Debt Administration

Capital Assets

Investment in capital assets as of June 30, 2021 totals \$21,740 (net of accumulated depreciation).

Table 3
Capital Assets
(net of depreciation)

	6/30/2021	6/30/2020	6/30/2019	\$ Change This Yr Over Last Yr	% Change This Yr Over Last Yr
Office equipment	\$ -	\$ -	\$ 567	\$ -	0.00%
Store equipment	5,136	3,884	8,317	1,252	32.23%
Point of sale equipment	16,604	21,032	-	(4,428)	0.00%
Total	<u>\$ 21,740</u>	<u>\$ 24,916</u>	<u>\$ 8,884</u>	<u>\$ (3,176)</u>	<u>-12.75%</u>

Additional information on the ABC Board's capital assets can be found in Note 1.G.6 of the Basic Financial Statements.

Economic Factors

Sales have increased and the Board envisions an increase as well next year. Economic climate is stable at this time in this geographic area.

Requests for Information

This report is intended to provide a summary of the financial condition of the Pilot Mountain ABC Board. Questions or requests for additional information should be addressed to:

Billy Pell, Chairman
Pilot Mountain ABC Board
PO Box 1478
Pilot Mountain, NC 27041

BASIC FINANCIAL STATEMENTS

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Statements of Net Position
As of June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 422,158	\$ 381,214
Inventories	299,833	164,863
Prepaid expenses	<u>2,460</u>	<u>2,460</u>
Total current assets	724,451	548,537
Non-current assets		
Property, plant, and equipment (net of accumulated depreciation)	21,740	24,916
Security deposit	<u>5,000</u>	<u>5,000</u>
Total assets	<u>751,191</u>	<u>578,453</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension deferrals	<u>13,062</u>	<u>10,757</u>
Total deferred outflows of resources	<u>13,062</u>	<u>10,757</u>
LIABILITIES		
Current liabilities		
Accounts payable	121,455	97,403
Liquor sales tax payable	11,680	10,468
Accrued liabilities	46,905	40,958
Distributions payable	<u>137,341</u>	<u>14,837</u>
Total current liabilities	317,381	163,666
Non-current liabilities		
Total pension liability	<u>18,582</u>	<u>14,747</u>
Total liabilities	<u>335,963</u>	<u>178,413</u>
DEFERRED INFLOWS OF RESOURCES		
Pension deferrals	<u>571</u>	<u>780</u>
Total deferred inflows of resources	<u>571</u>	<u>780</u>
NET POSITION		
Net investment in capital assets	21,740	24,916
Restricted for working capital	62,248	47,079
Unrestricted	<u>343,731</u>	<u>338,021</u>
Total net position	<u>\$ 427,719</u>	<u>\$ 410,016</u>

The accompanying notes are an integral part of the financial statements.

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2021 and 2020

	2021	2020
Operating revenue		
Liquor sales - regular	\$ 2,047,272	\$ 1,557,320
Mixed beverage sales	43,568	22,932
Total gross sales	2,090,840	1,580,252
Deduct taxes on gross sales		
State excise tax	462,379	349,596
Mixed beverage tax (revenue)	4,452	2,231
Mixed beverage tax (human resources)	445	223
Rehabilitation tax	5,565	4,367
Total taxes	472,841	356,417
Net sales	1,617,999	1,223,835
Deduct cost of sales		
Cost of liquor sold	1,094,154	823,528
Gross profit on sales	523,845	400,307
Deduct operating expenses		
Store expenses	241,000	208,570
Administrative expenses	17,359	16,482
Depreciation expense	5,845	6,107
Total operating expenses	264,204	231,159
Income from operations	259,641	169,148
Non-operating revenues (expenses)		
Interest expense	-	-
Total non-operating revenues (expenses)	-	-
Change in net position before distributions	259,641	169,148

Continued

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Statements of Revenues, Expenses, and Changes in Net Position (continued)
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Change in net position before distributions (continued)	259,641	169,148
Deduct		
Law enforcement	10,006	6,182
Alcohol education	<u>14,009</u>	<u>8,655</u>
Change in net position before profit distributions	<u>235,626</u>	<u>154,311</u>
Profit distributions		
Town	217,923	50,000
Total profit distributions	<u>217,923</u>	<u>50,000</u>
Change in net position	17,703	104,311
Net position, beginning of year	<u>410,016</u>	<u>305,705</u>
Net position, end of year	<u><u>\$ 427,719</u></u>	<u><u>\$ 410,016</u></u>

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Statements of Cash Flows
For the Years Ended June 30, 2021 and 2020

	2021	2020
Cash flows from operating activities:		
Cash received from customers	\$ 2,090,841	\$ 1,580,252
Payments for inventory costs	(1,205,072)	(837,166)
Payments for operating expenses	(251,093)	(211,260)
Taxes paid	(471,629)	(353,125)
Net cash provided (used) by operating activities	163,047	178,701
Cash flows from capital and related financing activities:		
Acquisition of capital assets	(2,669)	(22,139)
Net cash provided (used) by capital and related financing activities	(2,669)	(22,139)
Cash flows from non-capital financing activities:		
Law enforcement distributions	(6,182)	(3,514)
Alcohol education distributions	(8,655)	(4,920)
Town of Pilot Mountain distributions	(104,597)	(50,000)
Net cash provided (used) by non-capital financing activities	(119,434)	(58,434)
Net increase (decrease) in cash and cash equivalents	40,944	98,128
Cash and cash equivalents, beginning of year	381,214	283,086
Cash and cash equivalents, end of year	\$ 422,158	\$ 381,214
Reconciliation of income (loss) from operations to net cash provided (used) by operating activities:		
Income (loss) from operations	\$ 259,641	\$ 169,148
Adjustments to reconcile income (loss) from operations to net cash provided (used) by operating activities:		
Depreciation	5,845	6,107
Changes in assets and liabilities		
(Increase) decrease in inventories	(134,970)	(37,450)
(Increase) decrease in prepaid rent	-	-
(Increase) decrease in deferred outflows of resources for pensions	(2,305)	3,287
Increase (decrease) in accounts payable	24,052	23,812
Increase (decrease) in liquor sales tax payable	1,212	3,292
Increase (decrease) in accrued liabilities	5,947	12,034
Increase (decrease) in net pension liability	3,834	(1,622)
Increase (decrease) in deferred inflows of resources for pensions	(209)	93
Total adjustments	(96,594)	9,553
Net cash provided (used) by operating activities	\$ 163,047	\$ 178,701
NONCASH NON-CAPITAL FINANCING ACTIVITIES:		
Distributions recorded by payables	\$ 137,341	\$ 14,837

The accompanying notes are an integral part of the financial statements.

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Notes to the Financial Statements
June 30, 2021 and 2020

Note 1. Summary of Significant Accounting Policies

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

The Pilot Mountain ABC Board, a component unit of the Town of Pilot Mountain, North Carolina, is a corporate body with powers outlined by General Statutes [Chapter 18B-701]. The Town's governing body appoints the ABC Board.

The ABC Board is required by State Statute to distribute its surpluses to the general fund of the Town of Pilot Mountain, which represents a financial benefit to the Town. Therefore, the ABC Board is reported as a discretely presented component unit in the Town of Pilot Mountain's financial statements.

B. Organizational History

The ABC Board was organized under the provisions of General Statutes [Chapter 18B-601(c)] and implemented by a Town wide election held May 6, 2008. The Town commissioners appointed three individuals to serve on the ABC Board with terms of three years, two years and one year.

The ABC Board, as provided by North Carolina Alcoholic Beverage Control laws, operates one liquor store (opened December 10, 2009), and through the Town of Pilot Mountain Police Department investigates violations of such laws. North Carolina General Statute [18B-805(c)(2)(3)] requires that the ABC Board 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 ABC 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 that 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 or debit and credit card and recorded at the time of sale. Other revenues are recorded when earned. Expenses are recognized when incurred.

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 revenues 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, 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

(1) Deposits

All deposits of the Pilot Mountain 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 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 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 under collateralization, 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.

At June 30, 2021, the ABC Board's deposits had a carrying amount of \$420,258 and a bank balance of \$460,822. All of the bank balance was covered by federal depository insurance.

At June 30, 2020, the ABC Board's deposits had a carrying amount of \$379,314 and a bank balance of \$375,105. \$250,000 of the bank balance was covered by federal depository insurance.

(2) 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 banker's acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund. As of June 30, 2021, and 2020, the Pilot Mountain ABC Board had not invested in any such obligations.

(3) Cash and Cash Equivalents

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

(4) Other Receivable

The ABC Board had no receivables at June 30, 2021 and 2020.

(5) Inventories

Inventories are valued at the lower of cost (FIFO) or market.

(6) Capital Assets

Capital assets are stated at cost and are being depreciated over their useful lives (5 to 10 years) on a straight-line basis.

Capital asset activity for the year ended June 30, 2021 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets being depreciated				
Equipment and furniture	\$ 116,935	\$ 2,669	\$ -	\$ 119,604
Total capital assets being depreciated	<u>116,935</u>	<u>2,669</u>	<u>-</u>	<u>119,604</u>
Less accumulated depreciation for:				
Equipment and furniture	92,019	5,845		97,864
Total accumulated depreciation	<u>92,019</u>	<u>5,845</u>	<u>-</u>	<u>97,864</u>
Total capital assets being depreciated, net	<u>24,916</u>			<u>21,740</u>
Capital assets, net	<u>\$ 24,916</u>			<u>\$ 21,740</u>

Capital asset activity for the year ended June 30, 2020 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Capital assets being depreciated				
Equipment and furniture	\$ 94,796	\$ 22,139	\$ -	\$ 116,935
Total capital assets being depreciated	<u>94,796</u>	<u>22,139</u>	<u>-</u>	<u>116,935</u>
Less accumulated depreciation for:				
Equipment and furniture	85,912	6,107	-	92,019
Total accumulated depreciation	<u>85,912</u>	<u>6,107</u>	<u>-</u>	<u>92,019</u>
Total capital assets being depreciated, net	<u>8,884</u>			<u>24,916</u>
Capital assets, net	<u>\$ 8,884</u>			<u>\$ 24,916</u>

(7) 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 year-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 the unspent proceeds.

- b. Restricted for law enforcement - This applies only when the ABC board employs its own ABC officer.
- c. Restricted for capital improvements - State law [G.S.18B-805(d)] requires approval of the appointing authority to establish this fund, outside of working capital for specific capital improvements.
- d. 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: (1) four months of the last fiscal year for boards with gross sales less than \$1,500,000; (2) three months of the latest fiscal year for boards with gross sales greater than or equal to \$1,500,000 and less than \$50,000,000; and (3) two months of the latest fiscal year for boards with gross sales equal to or greater than \$50,000,000. 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)].
- e. 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 N. C. General Statutes

For the fiscal year ended June 30, 2021, the expenditures made by the ABC Board for municipal distribution exceeded the authorized appropriations made by the governing board by \$75,923. Management and the Board will implement the following step to ensure compliance in future years: management and the Board will calculate the municipal distribution on a quarterly basis and adjust the budget as necessary.

Note 3. Detail Notes on All Funds

Pension Plan Obligations

A. 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.

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.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

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 6% 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 year ended June 30, 2021, was 10.15% 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. Contributions to the pension plan from the ABC Board were \$5,421 for the year ended June 30, 2021.

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

At June 30, 2021, the Board reported a liability of \$18,582 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2019. The total pension liability was then rolled forward to the measurement date of June 30, 2020 utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension asset 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, 2020, the Board's proportion was 0.00052%, which was a decrease of 0.00002% from its proportion measured as of June 30, 2019.

For the year ended June 30, 2021, the Board recognized pension expense of \$6,667. At June 30, 2021, 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	\$ 2,347	
Changes in assumptions	1,383	-
Net difference between projected and actual earnings on pension plan investments	2,615	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,296	571
Employer contributions subsequent to the measurement date	5,421	-
	<u>\$ 13,062</u>	<u>\$ 571</u>

\$5,421 reported 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 ended June 30, 2022. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2022	\$ 2,154
2023	2,735
2024	1,405
2025	776
2026	-

Actuarial Assumptions. The total pension liability in the December 31, 2019 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 8.10 percent, including inflation and productivity factor
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

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, 2019 valuations were based on the results of an actuarial experience study for the period January 1, 2014 through December 31, 2018.

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, 2020 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
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%
	100.0%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2019 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.

Discount rate. The discount rate used to measure the total pension liability was 7.00%. 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 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 7.00 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 (6.00 percent) or one percentage point higher (8.00 percent) than the current rate:

	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
ABC Board's proportionate share of net pension liability (asset)	\$ 37,700	\$ 18,582	\$ 2,693

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.

Note 4. Leases

The ABC Board has an operating lease for its facility at 630 S. Key Street, Suite C, Pilot Mountain, North Carolina. The lease expires December 31, 2024. Rental expense was \$29,517 and \$29,517 for the years ended June 30, 2021 and 2020, respectively.

Lease Payment Schedule

Year Ending June 30,	
2022	\$ 29,960
2023	30,858
2024	31,784
2025	16,127
	<u>\$ 108,729</u>

The ABC Board is responsible for utilities and insurance.

The payment of the rentals is guaranteed by the Town of Pilot Mountain.

Note 5. Subsequent Events

Subsequent events have been evaluated through September 28, 2021 which is the date the financial statements were available to be issued.

Note 6. Vacation and Sick Leave Compensation

ABC Board full time employees may accumulate up to 240 hours earned vacation at their current pay and such leave is fully vested when earned. Anything greater than 240 hours goes to accumulated sick leave which is used for retirement. Accumulated earned vacation at June 30, 2021 and 2020 amounted to approximately \$1,738 and \$600 respectively. The current portion of the accumulated vacation pay is not considered to be material.

Employees can accumulate an unlimited amount of sick leave. Sick leave may 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 7. Distributions of Income

The ABC Board has made distributions since inception as follows:

	<u>Current Year</u>	<u>Total to Date</u>
100% Town of Pilot Mountain	<u>\$ 217,923</u>	<u>\$ 302,923</u>

State law [G.S.18B-805] requires that the minimum distribution set aside in (c)(1) and any profit remaining after deducting amounts required for law enforcement and alcohol education and retaining proper working capital, be paid quarterly to the Town of Pilot Mountain.

Note 8. 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% for alcohol education (alcohol education requirements follows 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 1/2% markup provided in G.S.18B-804(b)(5) and the bottle charge provided for in G.S.18B-804(b)(6b).

	<u>2021</u>	<u>2020</u>
Profit (loss) before distributions:	\$ 259,641	\$ 169,148
Less: 3 1/2% tax and bottle charge	<u>59,512</u>	<u>45,509</u>
Profit subject to expense percentages:	<u>\$ 200,129</u>	<u>\$ 123,639</u>
Law enforcement expenditures	\$ 10,006	\$ 6,182
-actual percentage of profit	<u>5%</u>	<u>5%</u>
Provision for alcohol education and rehabilitation	\$ 14,009	\$ 8,655
-actual percentage of profit	<u>7%</u>	<u>7%</u>

Note 9. 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 years are summarized as follows:

	<u>2021</u>	<u>2020</u>
Taxes payable July 1	\$ 33,869	\$ 23,046
Taxes collected during the year	462,379	349,596
Taxes remitted to Department of Revenue	<u>(458,646)</u>	<u>(338,773)</u>
Taxes payable June 30	<u>\$ 37,602</u>	<u>\$ 33,869</u>

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

The accrued North Carolina excise tax at June 30, 2021 and 2020 was remitted to the North Carolina Department of Revenue on July 7, 2021 and July 2, 2020, respectively.

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. For the fiscal years, payments to the county were based on the following bottle sales:

	<u>June 30, 2021</u>			
Regular bottles	98,657	@	5 cents	= \$ 4,931
Mixed beverage bottles	1,531	@	5 cents	= 77
Miniature bottles	55,588	@	1 cent	= <u>557</u>
Total payment for the year				<u>\$ 5,565</u>

	<u>June 30, 2020</u>			
Regular bottles	75,984	@	5 cents	= \$ 3,797
Mixed beverage bottles	985	@	5 cents	= 49
Miniature bottles	51,920	@	1 cent	= <u>519</u>
Total payment for the year				<u>\$ 4,367</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 years was:

	2021	2020
Department of Revenue (50%)	\$ 4,452	\$ 2,231
Department of Human Resources (5%)	445	223
Profit retained (45%)	4,007	2,008
Total	\$ 8,904	\$ 4,462

Note 10. Surcharge Collected

The total amount of surcharge collected for the fiscal years ended June 30, 2021 and 2020 was \$13,235 and \$10,707, respectively. The bailment surcharge rate is \$1.15 per case.

Note 11. Liquor Sales Tax

The total amount of sales tax collected by the ABC Board and remitted to the Department of Revenue for the fiscal years ended June 30, 2021 and 2020 was \$122,301 and \$109,071, respectively. The current sales tax rate is 7%.

Note 12. Retail Outlets

The ABC Board operated with one retail outlet:

Store #1 – 630 S. Key Street, Pilot Mountain, NC

Year Ended June 30, 2021 – Gross Sales of \$2,090,840 and Increase in Net Position of \$122,301

Year Ended June 30, 2020 - Gross Sales of \$1,580,252 and Increase in Net Position of \$104,311

Note 13. 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 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 is as follows:

	2021	2020
Minimum amount	<u>\$ 62,248</u>	<u>\$ 47,079</u>
Maximum amount	<u>\$ 404,611</u>	<u>\$ 408,019</u>
Actual amount	<u>\$ 404,611</u>	<u>\$ 382,399</u>

The Board has met the minimum amount of working capital.

Note 14. 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, auto 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.

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

REQUIRED SUPPLEMENTARY INFORMATION

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Pilot Mountain ABC Board's Proportionate Share of Net Pension Liability (Asset)
Required Supplementary Information
Last Eight Fiscal Years*

Local Governmental Employees' Retirement System

	2021	2020	2019	2018	2017	2016	2015	2014
Pilot Mountain ABC Board's proportion of the net pension liability (asset) (%)	0.00052%	0.00054%	0.00069%	0.00059%	0.00059%	0.00060%	0.00098%	0.00100%
Pilot Mountain ABC Board's proportion of the net pension liability (asset) (\$)	\$ 18,582	\$ 14,747	\$ 16,369	\$ 9,014	\$ 12,523	\$ 2,693	\$ (5,780)	\$ 12,054
Pilot Mountain ABC Board's covered-employee payroll	\$ 49,158	\$ 45,158	\$ 56,320	\$ 38,110	\$ 36,262	\$ 35,276	\$ 46,490	\$ 46,985
Pilot Mountain ABC Board's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	37.80%	32.66%	29.06%	23.65%	34.53%	7.63%	-12.43%	25.65%
Plan fiduciary net position as a percentage of the total pension liability**	88.61%	90.86%	91.63%	94.18%	91.45%	98.09%	102.64%	94.35%

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

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

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Pilot Mountain ABC Board's Contributions
Required Supplementary Information
Last Eight Fiscal Years

Local Governmental Employees' Retirement System

	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 5,421	\$ 4,400	\$ 3,500	\$ 4,224	\$ 2,763	\$ 2,419	\$ 2,494	\$ 3,287
Contributions in relation to the contractually required contribution	<u>5,421</u>	<u>4,400</u>	<u>3,500</u>	<u>4,224</u>	<u>2,763</u>	<u>2,419</u>	<u>2,494</u>	<u>3,287</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Pilot Mountain ABC Board's covered-employee payroll	\$ 53,408	\$ 49,158	\$ 45,158	\$ 56,320	\$ 38,110	\$ 36,262	\$ 35,276	\$ 46,490
Contributions as a percentage of covered-employee payroll	10.15%	8.95%	7.75%	7.50%	7.25%	6.67%	7.07%	7.07%

SUPPLEMENTARY INFORMATION

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Schedules of Expenses by Store
For the Years Ended June 30, 2021 and 2020

	2021	2020
Salaries	\$ 125,345	\$ 113,076
Payroll taxes	9,540	8,532
Pension expense	6,667	6,158
Group insurance	7,520	7,509
Rent	29,517	29,517
Repairs and maintenance	16,114	5,042
Utilities	5,818	5,599
Telephone	1,797	2,870
Insurance	7,894	6,542
Store supplies	4,604	3,987
Uniforms	42	-
Licenses and fees	790	790
Security system	185	602
Miscellaneous	(10)	439
Casual labor	132	626
Card processing fees	25,045	17,281
	<u>25,045</u>	<u>17,281</u>
Total store expenses	<u>\$ 241,000</u>	<u>\$ 208,570</u>

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Schedules of Administrative Expenses
For the Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Office supplies	\$ 1,266	\$ 1,353
Postage	652	626
Professional services	7,633	7,384
Dues and subscriptions	208	169
Board member fees	6,000	6,000
Travel	1,341	796
Bank fees	<u>259</u>	<u>154</u>
Total administrative expenses	<u>\$ 17,359</u>	<u>\$ 16,482</u>

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Schedule of Distribution Of Profits
For the Year Ended June 30, 2021

Distribution	Recipient	Amount	Date of Distribution	Restrictions on Use
Law Enforcement	Town of Pilot Mountain	\$ 10,006	Accrued	None
Total		<u>\$ 10,006</u>		
Alcohol Education	Town of Pilot Mountain	\$ 14,009	Accrued	None
Total		<u>\$ 14,009</u>		
Municipality	Town of Pilot Mountain	\$ 113,326	Accrued	None
Municipality	Town of Pilot Mountain	<u>104,597</u>	4 quarterly payments	None
Total		<u>\$ 217,923</u>		

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Schedule of Revenues and Expenditures - Budget and Actual (Non-GAAP)
For the Year Ended June 30, 2021

	2021 Original Budget	2021 Revised Budget	2021 Actual	Variance Positive (Negative)
Revenues:				
Operating revenues:				
Liquor sales - regular	\$ 1,415,000	\$ 2,094,000	\$ 2,047,272	\$ (46,728)
Mixed beverage sales	-	-	43,568	43,568
Total revenues	<u>1,415,000</u>	<u>2,094,000</u>	<u>2,090,840</u>	<u>(3,160)</u>
Expenditures:				
Taxes based on revenue:				
State excise tax	300,000	502,000	462,379	
Mixed beverage tax (Revenue)	-	-	4,452	
Mixed beverage tax (Human Resources)	-	-	445	
Rehabilitation tax	-	5,200	5,565	
Total	<u>300,000</u>	<u>507,200</u>	<u>472,841</u>	<u>34,359</u>
Cost of goods sold	<u>728,000</u>	<u>1,131,413</u>	<u>1,094,154</u>	<u>37,259</u>
Operating expenses:				
Salaries and benefits	145,500	154,500	146,612	7,888
Rent	30,000	30,000	29,517	483
Repairs and maintenance	21,500	21,500	16,114	5,386
Utilities	6,000	6,000	5,818	182
Telephone	3,550	3,550	1,797	1,753
Insurance	8,000	8,000	7,894	106
Store supplies	5,000	5,000	4,604	396
Uniforms	50	50	42	8
Licenses and fees	1,000	1,000	790	210
Security system	800	800	185	615
Miscellaneous - store	250	550	(10)	560
Casual labor	1,100	1,100	132	968
Card processing fees	25,800	28,300	25,045	3,255
Office supplies	2,000	2,000	1,266	734
Postage	900	900	652	248
Professional services	9,000	9,000	7,633	1,367
Dues and subscriptions	250	250	208	42
Board member fees	6,000	6,000	6,000	-
Travel	900	1,350	1,341	9
Bank fees	300	300	259	41
Total	<u>267,900</u>	<u>280,150</u>	<u>255,899</u>	<u>24,251</u>

continued

Pilot Mountain ABC Board
(A Component Unit of the Town of Pilot Mountain, North Carolina)
Schedule of Revenues and Expenditures - Budget and Actual (Non-GAAP) (continued)
For the Year Ended June 30, 2021

	2021 Original Budget	2021 Revised Budget	2021 Actual	Variance Positive (Negative)
Capital outlay	4,000	4,400	2,669	1,731
Contingencies	-	-	-	-
Total expenditures	1,299,900	1,923,163	1,825,563	97,600
Distributions:				
Law enforcement	11,100	12,482	10,006	2,476
Alcohol education and rehabilitation County	14,000	16,355	14,009	2,346
Municipal	-	-	-	-
Other	90,000	142,000	217,923	(75,923)
Total	-	-	-	-
Total	115,100	170,837	241,938	(71,101)
Total expenditures and distributions	1,415,000	2,094,000	2,067,501	26,499
Revenues over (under) expenditures	-	-	23,339	23,339
Other financing (uses):				
Working capital retained		-	-	-
Revenues over (under) expenditures and other financing (uses)	-	-	\$ 23,339	\$ 23,339

**Reconciliation from budgetary basis
(modified accrual) to full accrual:**

Revenues over expenditures and other uses	\$ 23,339
Reconciling items:	
Depreciation	(5,845)
Capital outlay	2,669
Decrease in deferred outflows for pensions	2,305
Increase in accrued vacation pay	(1,140)
Increase in deferred inflows for pensions	209
Decrease in net pension liability	(3,834)
Total	(5,636)
Change in net position	\$ 17,703



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Appointment of Main Street Committee Members	
<u>Background Information:</u>	
Mayor Cockerham is recommending that the Board of Commissioners appoint Twana Taylor, Julie Henne, Crystal Upchurch, Trent Dollyhigh, Krystal Kottwitz, Pam Morgan, John Tarn, and Donna Kiger to the Main Street Coordinating Committee.	
<u>Staff Recommendation:</u>	Confirm appointments as presented
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve recommended appointments.• Appoint others• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• None	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Appointment of Planning & Zoning Board Members	
<u>Background Information:</u>	
Mayor Cockerham is recommending that the Board of Commissioners recommend to the Surry County Board of Commissioners that Shawn Jessup be appointed to a three year term as an ETJ member of the Planning & Zoning Board.	
<u>Staff Recommendation:</u>	Recommend appointment to Surry County Board
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve recommendation to Surry County Board of Commissioners• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• Jessup Application	



APPLICATION FOR APPOINTMENT TO A BOARD/COMMITTEE

The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

Contact Information:

Name:	Shawn Jessup	Date of Application:	11/15/2021
Mailing Address:	332 Shellybrook Dr. Pilot Mountain		
Physical Address:	636 Carson Rd. Pilot Mountain		
Phone Number:	336-399-5483	Alternate Phone Number:	
E-mail address:	sdjessup1@gmail.com		

Residency

Do you reside in:	<input type="checkbox"/> Town Limits <input checked="" type="checkbox"/> ETJ	Length of residence in Pilot Mountain:	<u>13</u> Years _____ Months
-------------------	---	--	---------------------------------

Interest

Please indicate below the Boards or Committees you are interested in serving on:

Planning & Zoning Board
 Board of Adjustment
 Tourism Development Authority
 Other

Questionnaire (Please attach additional sheets if needed)

Why do you want to serve on this board/committee?
 I've seen a lot of good things happen in the Town over the last few years and I think I could add to the progress.

Why do you think you would be an asset to this board/committee?
 I think I have a good background and understanding of the related issues from the "other side of the table"
 I understand the concept and importance of good rules and regulations and how they can impact the residents and businesses both positive and negatively.

What do you feel are your qualifications for serving on the board/committee requested?
 I have read through and referenced a lot of the zoning ordinances over the years. I am familiar with development and construction related issues.

What areas of concern would you like to see the board/committee address?
 Not at this time.

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service):
 Pilot Mountain Rescue & EMS volunteer 1995 - current
 Pilot Mountain Rescue & EMS Board of Director 10+ years

Has any formal charge of professional misconduct ever been sustained against you? If yes, please explain.
 No

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain.
 None that I am aware of.

Additional Comments:

Ethics Guidelines for Town Boards

(Please check if you agree)

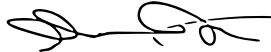
Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Pilot Mountain.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

Any board member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the board should excuse himself/herself from voting. The board may request the Town Attorney to respond in writing. I understand that is application is a public document. Additionally, I understand that some committee appointments require a criminal background check.

Shawn Jessup



11/15/2021

Print Name

Signature of Applicant

Date



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

WWTP & Pump Station Rehab Project Tentative Bid Award	
<u>Background Information:</u>	
The Town opened bids for this project on November 9. The apparent low bidder was Laughlin-Sutton Construction and after reviewing their bid the engineers and I recommend that the Board adopt a resolution tentatively awarding this contract to Laughlin-Sutton. This award is based on a review by NC DEQ.	
<u>Staff Recommendation:</u>	Approve tentative award
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve resolution tentatively awarding contract.• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• Resolution 2021.12.06-R2021-14• Certified Bid Tab	

STATE OF NORTH CAROLINA
COUNTY OF SURRY

TOWN OF PILOT MOUNTAIN
Resolution 2021-14

RESOLUTION OF TENTATIVE AWARD

WHEREAS, the Town of Pilot Mountain, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the WWTP and Pump Station Rehab Project, and

WHEREAS, McGill Associates Consulting Engineers have reviewed the bids; and

WHEREAS, Laughlin-Sutton was the lowest bidder for the project, in the total bid amount of \$1,876,300, and

WHEREAS, the consulting Engineers recommend **TENTATIVE AWARD** to the lowest bidder(s).

NOW, THERE FORE, BE IT RESOLVED that **TENTATIVE AWARD** is made to the lowest bidder(s) in the Total Bid Amount of \$198,372.76.

Name of Contractor	Amount
1. Laughlin-Sutton Construction Company	\$1,876,300

BE IT FURTHER RESOLVED that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of _____, seconded by _____, the above

RESOLUTION was unanimously adopted.

This is 6th day of December, 2021.

Evan J. Cockerham, Mayor

(Seal)

Attest:

Holly Utt, Town Clerk

CERTIFIED BID TABULATION
WASTEWATER TREATMENT PLANT AND LIFT STATION IMPROVEMENTS
PILOT MOUNTAIN, NORTH CAROLINA
 Tuesday, November 16, 2021; 2:00 pm
 Pilot Center, Room 107 located at 612 E. Main Street, Pilot Mountain, NC 27041

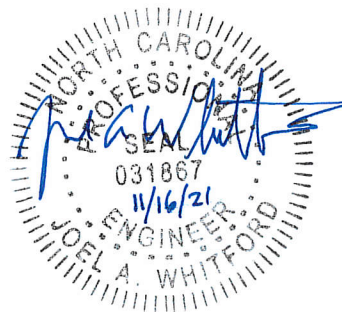
BIDDER	TOTAL LUMP SUM BASE BID	ALTERNATE BID ITEM NO. 1 - CLARIFIER NO. 2
Laughlin-Sutton Construction Company	\$1,445,500	\$430,800
J S Haren Company	\$1,551,000	\$442,000
The Harper Corporation	\$1,631,000	\$491,000
Turner-Murphy Co., Inc.	\$1,716,313	\$505,574
Jimmy R. Lynch & Sons, Inc.	\$1,833,070	\$475,000
Carolina Grading & Utilities, Inc.	\$2,394,000	\$543,300
Frizzell Construction Company	No Bid	No Bid

This is to certify that the bids tabulated herein were accompanied by a 5% bid bond or certified check and publicly opened and read aloud at 2:00 pm local time on the 16th day of November 2021, in the Pilot Center, Room 107 located at 612 E. Main Street, Pilot Mountain, NC 27041

JOEL WHITFORD, PE



1240 19th Street Lane NW
 Hickory, North Carolina 28603
 License No. C-0459





TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

WWTP & Pump Station Rehab Capital Project Ordinance Amendment	
<u>Background Information:</u>	
This amendment would account for the additional costs for this project. The base bid for this project was slightly over the original budget, but staff feels that it is important to also accept the alternate bid and replace both clarifiers as a part of this project. At this time we are still working with NC DEQ to determine the exact funding source, grant or loan, but I have prepared the budget amendment to assume that it will be all 0% interest loan.	
<u>Staff Recommendation:</u>	Approve amendment to capital project budget
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve ordinance amendment as written• Make changes to amendment and approve• Table until a later date• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• Project Ordinance Amendment	

Town of Pilot Mountain, North Carolina
WWTP & Pump Station Rehabilitation Capital Project
Ordinance

Amendment No. 1

BE IT ORDAINED by the Pilot Mountain Board of Commissioners that the Landfill Rehabilitation Capital Project Ordinance be amended as follows:

Revenues		-
Increase	NC DEQ Loan Funds	\$850,000.00
Total Increase		\$850,000.00
EXPENDITURES		-
Increase	Construction	\$845,000.00
Increase	Contingency	\$5,000.00
Total Increase		\$850,000.00

Adopted this 6th day of December, 2021

Evan J Cockerham, Mayor

Holly Utt, Town Clerk

Explanation of Amendment:

- 1. To account for additional expenditures and loan revenue for WWTP project.*

Pilot Mountain Town Hall
124 West Main St.
Pilot Mountain, NC 27041



(Phone) - 336.368.2247
www.pilotmountainnc.org

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: November 29, 2021
RE: November/December 2021 Manager's Report

- We are expecting NC DOT crews to be in Town paving the 2nd and 3rd weeks of December. They will start with Butler, Mountain View, and Westridge and go from there. There will likely be some roads that will not get completed until Spring.
- I have selected Steve Cooke for the Building Maintenance position. This is the position that will be split with the ACC.
- We have hired Cole Easter and Rusty Utt for our PW crew. This crew is fully staffed and is making progress on the backlog of projects.
- We accepted bids on the WWTP and Pump Station Rehab project. The low bid is from Laughlin-Sutton Construction. Their base bid was \$1,445,500 and their bid on the alternate was \$430,800. The base bid includes new influent pumps and generator, work on valves, and the replacement of Clarifier 1 which is currently no in service. The alternate bid is to replace Clarifier 2 which is nearing the end of its useful life. I believe that we need to accept both the base and alternate bid, but our funding totals only \$1,350,000. We are working with the State on securing more funds, hopefully grant funds. I will have an update at the January meeting.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: All easements have been collected and design/build is underway. We have been granted an additional extension.
2. Main Street National Register District: Our application will be reviewed in February 2022.
3. Street Paving Project: Some milling work has been completed and hopefully paving will begin the 2nd and 3rd week of December.
4. Water Treatment Upgrade: The project is underway and is expected to finish on time, weather permitting.
5. Streetscape Project: WR continues to work with Duke Energy on Plan B.
6. WWTP & Pump Station Project: Bids have been received and staff is working to secure additional funding.



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2022

Reporting Period: October 1 - October 31 2021

OUR CASH AND INVESTMENTS		
Balances on October 31 2021, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	October 2020	October 2021
Central Depository	\$ 540,387	\$ 454,446
NCCMT	96,337	(3,621)
NCCMT-Powell Bill	711	20,723
NCCMT-Term Account	21	(18)
Police Drug Forfeiture	2,196	1,303
Centura Bank CD	25,031	25,031
Fiduciary Funds	15,473	50,856
TOTAL GENERAL FUND	\$ 680,155	\$ 548,719
OTHER FUNDS		
	October 2020	October 2021
Water & Sewer Fund	\$ 60,111	\$ 57,879
NCCMT-Water/Sewer	\$ 4,405	\$ 5,657
Water & Sewer AIA	\$ (819)	\$ 3,993
Interconnection CP	\$ 7,000	\$ -
WWTP Upgrade	\$ (58,029)	\$ (17,337)
Sunset/Simmons Water	N/A	\$63,909
Water Treatment Upgrade	(\$318,572)	(\$239,467)
Streetscape Project	(\$34)	\$0
Sunset Sewer Project	\$53,490	(\$7,308)
Street Resurfacing	\$6,019	\$6,019
Capital Reserve	\$ 75,758	\$ 90,816
ARPA Funds	N/A	\$ 200,160
TOTAL OTHER FUNDS	\$ (170,670)	\$ 164,323
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	October 2020	October 2021
ALL FUNDS	\$ 509,484	\$ 713,042

OUR CASH FLOWS...			
GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %		
		Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,754,560	\$ 2,093,060	
Revenues Fiscal Year to Date	47.00%	46.00%	
Expenses Fiscal Year to Date	35.17%	39.50%	
WATER & SEWER ENTERPRISE FUND			
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
Revenues Fiscal Year to Date	32.94%	35.97%	
Expenses Fiscal Year to Date	28.26%	35.46%	
WWTP & PUMP STATION REHAB PROJECT			
Project Budget	\$ 1,374,500	\$ 1,374,500	
Revenues Project to Date	\$ 122,445	3.83%	8.91%
Expenses Project to Date	\$ 139,782	4.22%	10.17%
Water Treatment Upgrade Project			
Project Budget	\$ 3,978,000	\$ 3,978,000	
Revenues Project to Date	\$ 898,943	7.71%	22.60%
Expenses Project to Date	\$ 1,379,406	8.22%	34.68%
Sunset Sewer Rehabilitation Project			
Project Budget	\$ 2,573,038	\$ 2,573,038	
Revenues Project to Date	\$ 1,954,640	16.85%	75.97%
Expenses Project to Date	\$ 2,001,080	14.97%	77.77%
WATER & SEWER AIA PROJECT			
Project Budget	NA	\$ 305,000	
Revenues Project to Date	\$ 295,962	63%	97%
Expenses Project to Date	\$ 292,028	53%	96%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
	Comparison of FY %		
		Prior FY %	Current FY %
AD VALOREM PROPERTY TAX			
Fiscal Year Budget	\$ 867,500	\$ 955,760	
Revenues this Month	\$ 87,598	8.97%	9.17%
Revenues FYTD	\$ 622,775	66.61%	65.16%
SALES & USE TAX			
Fiscal Year Budget	\$ 398,600	\$ 558,630	
Revenues this Month	\$ 50,789	11.51%	9.09%
Revenues FYTD	\$ 203,493	43.95%	36.43%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 118,140	\$ 110,000	
Revenues this Month	\$ -	0.00%	0.00%
Revenues FYTD	\$ 23,233	18.88%	21.12%
REFUSE COLLECTION FEES			
Fiscal Year Budget	\$ 73,010	\$ 72,470	
Revenues this Month	\$ 7,133	8.46%	9.84%
Revenues FYTD	\$ 27,087	33.80%	37.38%
SALES & SERVICES			
Fiscal Year Budget	\$ 81,700	\$ 55,200	
Revenues this Month	\$ 7,440	2.10%	13.48%
Revenues FYTD	\$ 52,768	11.41%	95.59%
WATER & SEWER ENTERPRISE FUND REVENUES			
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
Revenues this Month	\$ 87,450	7.63%	8.44%
Revenues FYTD	\$ 372,722	32.94%	35.97%

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year	YTD Expenses	
	2021 Budget	Prior FY	Current FY
Governing Body	\$ 174,360	\$ 33,457	\$ 27,879
Administration	346,890	114,737	158,448
Community & Economic D	41,960	7,053	18,695
Downtown Revitalization	140,280	31,934	52,370
Police Dept	830,670	280,775	378,495
Street Dept	123,460	33,682	28,721
Powell Bill	42,000	24,805	3,355
Sanitation	296,560	75,268	134,533
Pilot Center	20,340	17,098	9,646
Library	38,340	3,661	3,340
Debt Service	38,200	39,883	11,243
Non Departmental	-	-	-
	\$ 2,093,060	\$ 662,353	\$ 826,725
Fiscal Year Budget	\$ 1,754,560	\$ 2,093,060	
YTD % of Annual Budget Expended		37.75%	39.50%
WATER & SEWER ENTERPRISE FUND			
General	\$ 190,650	\$ 1,399	\$ 9,449
Water/Sewer Administration	148,760	41,084	53,325
Production	155,130	89,279	77,199
WWTP	257,950	80,598	94,668
Line Maintenance	283,600	66,349	132,724
	\$ 1,036,090	\$ 278,709	\$ 367,365
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
YTD % of Annual Budget Expended		29.38%	35.46%



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2022

Reporting Period: November 1-November 30 2021

OUR CASH AND INVESTMENTS		
Balances on November 30 2021, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	November 2020	November 2021
Central Depository	\$ 434,594	\$ 587,841
NCCMT	96,337	(3,621)
NCCMT-Powell Bill	711	20,723
NCCMT-Term Account	21	(18)
Police Drug Forfeiture	2,196	1,303
Centura Bank CD	25,031	25,031
Fiduciary Funds	4,168	54,158
TOTAL GENERAL FUND	\$ 563,057	\$ 685,416
OTHER FUNDS		
	November 2020	November 2021
Water & Sewer Fund	\$ 47,200	\$ 27,713
NCCMT-Water/Sewer	\$ 4,482	\$ 5,657
Water & Sewer AIA	\$ (819)	\$ 3,993
Streambank	N/A	4,300
WWTP Upgrade	\$ (64,101)	\$ (27,511)
Sunset/Simmons Water	N/A	(\$2,058)
Water Treatment Upgrade	(\$332,244)	\$156,547
Streetscape Project	(\$34)	\$0
Sunset Sewer Project	\$65,003	(\$7,308)
Street Resurfacing	\$6,019	\$6,019
Capital Reserve	\$ 81,859	\$ 96,121
ARPA Funds	N/A	\$ 200,160
TOTAL OTHER FUNDS	\$ (192,635)	\$ 463,633
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	November 2020	November 2021
ALL FUNDS	\$ 370,422	\$ 1,149,049

OUR CASH FLOWS...			
GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %		
	Fiscal Year Budget	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,754,560	\$ 2,093,060	
Revenues Fiscal Year to Date	52.00%	62.00%	
Expenses Fiscal Year to Date	46.33%	48.33%	
WATER & SEWER ENTERPRISE FUND			
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
Revenues Fiscal Year to Date	40.48%	44.34%	
Expenses Fiscal Year to Date	36.11%	43.84%	
WWTP & PUMP STATION REHAB PROJECT			
Project Budget	\$ 1,374,500	\$ 1,374,500	
Revenues Project to Date	\$ 122,445	3.83%	8.91%
Expenses Project to Date	\$ 149,956	4.66%	10.91%
Water Treatment Upgrade Project			
Project Budget	\$ 3,978,000	\$ 3,978,000	
Revenues Project to Date	\$ 1,340,868	7.71%	33.71%
Expenses Project to Date	\$ 1,802,465	8.35%	45.31%
Sunset Sewer Rehabilitation Project			
Project Budget	\$ 2,573,038	\$ 2,573,038	
Revenues Project to Date	\$ 1,954,640	25.14%	75.97%
Expenses Project to Date	\$ 2,001,080	22.81%	77.77%
WATER & SEWER AIA PROJECT			
Project Budget	NA	\$ 305,000	
Revenues Project to Date	\$ 295,962	63%	97%
Expenses Project to Date	\$ 292,028	53%	96%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
	Comparison of FY %		
	Prior FY %	Current FY %	
AD VALOREM PROPERTY TAX			
Fiscal Year Budget	\$ 867,500	\$ 955,760	
Revenues this Month	\$ 45,231	4.90%	4.73%
Revenues FYTD	\$ 668,006	71.51%	69.89%
SALES & USE TAX			
Fiscal Year Budget	\$ 398,600	\$ 558,630	
Revenues this Month	\$ 47,823	10.32%	8.56%
Revenues FYTD	\$ 251,316	54.27%	44.99%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 118,140	\$ 110,000	
Revenues this Month	\$ -	0.00%	0.00%
Revenues FYTD	\$ 23,233	18.88%	21.12%
REFUSE COLLECTION FEES			
Fiscal Year Budget	\$ 73,010	\$ 72,470	
Revenues this Month	\$ 7,147	8.23%	9.86%
Revenues FYTD	\$ 34,234	42.03%	47.24%
SALES & SERVICES			
Fiscal Year Budget	\$ 81,700	\$ 55,200	
Revenues this Month	\$ 170	2.18%	0.31%
Revenues FYTD	\$ 52,938	51.86%	95.90%
WATER & SEWER ENTERPRISE FUND REVENUES			
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
Revenues this Month	\$ 86,692	8.46%	8.37%
Revenues FYTD	\$ 459,413	40.48%	44.34%

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year	YTD Expenses	
	2021 Budget	Prior FY	Current FY
Governing Body	\$ 174,360	\$ 57,849	\$ 46,321
Administration	346,890	136,363	180,693
Community & Economic D	41,960	11,511	23,871
Downtown Revitalization	140,280	41,003	62,645
Police Dept	830,670	356,757	462,159
Street Dept	123,460	42,041	33,497
Powell Bill	42,000	34,898	3,355
Sanitation	296,560	96,055	157,735
Pilot Center	20,340	18,534	10,940
Library	38,340	3,661	3,340
Debt Service	38,200	73,910	26,953
Non Departmental	-	-	-
	\$ 2,093,060	\$ 872,580	\$ 1,011,509
Fiscal Year Budget	\$ 1,754,560	\$ 2,093,060	
YTD % of Annual Budget Expended		49.73%	48.33%
WATER & SEWER ENTERPRISE FUND			
General	\$ 190,650	\$ 19,717	\$ 9,449
Water/Sewer Administration	148,760	52,800	64,972
Production	155,130	93,643	92,228
WWTP	257,950	98,786	115,126
Line Maintenance	283,600	91,125	172,496
	\$ 1,036,090	\$ 356,070	\$ 454,270
Fiscal Year Budget	\$ 948,660	\$ 1,036,090	
YTD % of Annual Budget Expended		37.53%	43.84%

**Pilot Mountain Police Department
Monthly Report for October 2021**

Accidents

10/2/2021 688 S Key St
 10/4/2021 512 W Main St
 10/10/2021 N Key St @ W 52 Byp
 10/18/2021 124 W Main St
 10/20/2021 218 Friends St
 10/25/2021 216 Old Westfield Rd
 10/27/2021 Thompson Ln @ E 52 Byp
 10/28/2021 642 S Key St
 S Key St @ Round A Bout

	<u>TOTAL</u>	<u>AMOUNT</u>	<u>RECOVERED</u>
Police Service	215		
Wrecks Investigated	9	\$ 44,450.00	
Assaults	0		
Larcenies	4	\$ 3,870.00	
Disturbances/Domestic	11		
Burglar Alarms	12		
Breaking & Entering	0		
MIP & Property Damage	0		
Traffic Citations	36		
Intoxicated Drivers	0		
Intoxicated Pedestrians	0		
Forgery/Fraud/Scam	0		
Armed Robbery	0		
Drug Charges	3		
Other Crimes	4		
Total Arrests	3		
Totals:	297	\$ 48,320.00	\$ -

OTHER:

10/3/2021 Poss of Marijuana
 10/12/2021 Poss of Meth
 Poss of Drug Paraphernalia
 Served OFA
 10/28/2021 Served Fugitive WFA
 10/30/2021 Drunk & Disruptive
 Resisting Officer

NOTES:

**Pilot Mountain Police Department
Monthly Report for November 2021**

Accidents

11/7/2021 700 S Key St
 11/11/2021 647 S Key St
 711 S Key St
 11/20/2021 204 W Main St
 11/26/2021 700 S Key St
 11/29/2021 204 W Main St
 813 Sunset Dr (PI)
 11/30/2021 806 S Key St

	TOTAL	AMOUNT	RECOVERED
Police Service	186		
Wrecks Investigated	8	\$ 13,100.00	
Assaults	1		
Larcenies	2	\$ 5,030.00	
Disturbances/Domestic	7		
Burglar Alarms	20		
Breaking & Entering	0		
MIP & Property Damage	0		
Traffic Citations	30		
Intoxicated Drivers	1		
Intoxicated Pedestrians	0		
Forgery/Fraud/Scam	0		
Armed Robbery	0		
Drug Charges	6		
Other Crimes	7		
Total Arrests	6		
Totals:	274	\$ 18,130.00	\$ -

OTHER:

11/4/2021 Poss of Drug Paraphernalia
 Poss of Stolen Vehicle
 Poss of Stolen Goods
 Resist, Delay & Obstruct
 11/15/2021 Served WFA
 11/16/2021 Assault on a Female
 11/17/2021 Poss of Methamphetamine
 Maintain Drug Vehicle
 11/22/2021 Served WFA
 11/27/2021 Poss of Cocaine
 Maintain Drug Vehicle
 Resist, Delay & Obstruct
 Poss of Drug Paraphernalia

NOTES:

11/01 thru 11/04/2021 Chief Jackson taught BLET
 11/5/2021 Ptl Collins & Ptl M Livengood worked ESHS Game
 11/6/2021 Ptl Wooten, Ptl Collins & Ptl horn worked the Vintage Market
 11/08 thru 11/10/2021 Chief Jackson taught BLET
 11/12/2021 Ptl Horn & Ptl M Livengood worked ESHS Game
 11/15 thru 11/17/2021 Chief Jackson taught BLET
 11/22 thru 11/28/2021 Officers participated in the NCGHSP Campaign
 Ptl Horn & Ptl M Livengood worked ESHS Game

**0MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WATER TREATMENT PLANT**

MONTH: October

YEAR: 2021

OPERATIONS:

MILLION GALLONS OF RAW WATER TREATED	8.163	DAILY AVERAGE RAW WATER TREATED (MGD)	.263
MILLION GALLONS WATER FILTERED	7.830	DAILY AVERAGE WATER FILTERED (MGD)	.252
MILLION GALLONS PUMPED TO SYSTEM	7.443	DAILY AVERAGE WATER PUMPED TO SYSTEM (MGD)	.240

CHEMICALS USED:

ALUMINUM SULFATE	1225 LBS.
SODA ASH	1047 LBS.
CHLORINE	203 LBS.
HEXAMETAPHOSFATE	65 LBS.

OPERATIONS SUMMARY:

All monthly drinking water laboratory tests were in compliance and the monthly report (eMOR) was submitted to NCDEQ on November 2nd, 2021.

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: October

YEAR: 2021

OPERATIONS:

MILLION GALLONS OF WATER TREATED	4.805	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.155		
TOTAL RAINFALL INCHES	.70		

CHEMICALS USED:

CHLORINE/BLEACH	70 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	3.12
TSS	30 max. avg. monthly	6.25
D.O.	5 minimum avg. daily eff.	7.96
Fecal Coliform	200 max. avg. monthly	18.25
Ammonia-Nitrogen	28.6 max. avg. monthly	2.27

We had a weekly violation with our fecal coliform, this was due to problems with our chlorination equipment, the equipment has been repaired and we are back in compliance. We passed our quarterly bioassay.

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: September

YEAR: 2021

OPERATIONS:

MILLION GALLONS OF WATER TREATED	5.310	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.177		
TOTAL RAINFALL INCHES	7.00		

CHEMICALS USED:

CHLORINE/BLEACH	70 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	2.0
TSS	30 max. avg. monthly	8.80
D.O.	5 minimum avg. daily eff.	7.88
Fecal Coliform	200 max. avg. monthly	3.98
Ammonia-Nitrogen	28.6 max. avg. monthly	2.20

We were in compliance with all permit requirements, we passed our September Bioassay.

Concern Report

Reference #	Status	Date Entered	Description of Concern	
Concern Type		Date Closed		
Concern Address		Days to Resolve		
1	RAC-2021-00020	NEW	10/04/2021	HOLE IN THE GROUND WHERE STORM DRAIN HAS BEEN PUNCTURED. IT'S RIGHT BESIDE OF STEVEN STREET BETWEEN THE STORM DRAIN AND PAVEMENT PATCH.
	HOLE IN THE STORM DRAIN.		59	
	106 DODSON ST			
2	RAC-2021-00021	NEW	10/04/2021	OVER GROW GRASS AND WEEDS AND KUDZU.
	OVERGROWTH		59	
	410 S STEPHEN'S ST			
3	RAC-2021-00022	NEW	10/31/2021	
	OVERGROWTH		32	
	116 W PINE ST			

General Services Work Order Applications

Applications For the Date Range 10/01/2021 Thru 11/30/2021

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
STATUS: CLOSED								
1	JOB-2021-00052	DPW	OTHER		300 LYNCHBURG RD UNIT # 8 METER #1700027509 METER DOES NOT SHOW UP IN MINET NEED METER READ AGAIN SHOWS LAST MONTH USING 17135 GALLONS 336-653-1677	10/4/2021	10/15/2021	11
2	JOB-2021-00051	DPW	OTHER	109 BUCKEYE LANE	CALL FROM 109 BUCKEYE LN SEWER PROBLEMS NONE OF THE BATHROOMS ARE WORKING METER# 1700027808	10/4/2021	10/15/2021	11
3	JOB-2021-00050	DPW	OTHER	209 GOLF COURSE	209 GOLF COURSE FOR LAST TWO MONTHS THERE APPEARS TO BE A LEAK. HE HAS HAD TWO PLUMBERS OVER AND THEY SAID THERE WAS NO LEAK, THE METER WAS NOT MOVING CALL THE TOWN. METER # 1700026869	10/4/2021	10/15/2021	11
4	JOB-2021-00054	DPW	SIDEWALK/CURB	509 BUTLER ST	WELSEY HUNTER 336-655-1220 ASK FOR METER TO BE CHECKED I HAVE HAD TWO CALL ABOUT THE SIDEWALK AT THIS RESIDENT BROKEN UP AND THE LADY THAT LIVES THERE HAS FALLEN GOING TO HER MAIL BOX. COULD ANYTHING BE DONE TILL THE ROAD IS PAVED.	10/5/2021	10/15/2021	10
5	JOB-2021-00055	ADMINISTRATION	OTHER	TOWN CEMETERY	TWO COMPLAINTS OF THE CONDITION OF THE CEMETARY. STATING HIGH GRASS AND TOMSTONE COVERED WITH BLOWING GRASS.	10/8/2021	10/15/2021	7
6	JOB-2021-00056	DPW	OTHER	CEMETERY D006	MARK PLOT D006 FOR SERVICE ON FRIDAY, OCTOBER 15, 2021. HEADSTONE IS UP MARY KATE HUCKABY	10/12/2021		0
7	JOB-2021-00059	DPW	GARBAGE/RECYCLING	134 W MAIN ST	BROKEN GREEN CART BEHIND THE BUILDIN WM DRIVER CRUSHED IT	10/15/2021	10/15/2021	0
8	JOB-2021-00058	DPW	GARBAGE/RECYCLING	201 S BOYLES ST	GREEN CART BROKEN REPLACE AND PICK UP BROKEN ONE	10/15/2021	10/15/2021	0
9	JOB-2021-00057	DPW	OTHER	618 E 52 BYPASS	DIRTY WATER FLUSH HYDRANT	10/15/2021	10/15/2021	0
10	JOB-2021-00062	DPW	OTHER	463 OLD WESTFIELD RD	WATER IS BROWN AND TERRIBLE TASTE FLUSH HYRDANT	10/25/2021		0
11	JOB-2021-00061	DPW	OTHER	805 S KEY ST	TURN WATER OFF FOR FINAL. METER # 1700027697	10/25/2021	11/3/2021	9

General Services Work Order Applications

Applications For the Date Range 10/01/2021 Thru 11/30/2021

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
12	JOB-2021-00064	DPW	OTHER	128 MOUNTAIN LOOP RD	TURN WATER OFF. METER # 1700027055 THEY ARE GOING TO USE THEIR WELL. DO WE PULL THE METER?	11/2/2021	11/3/2021	1
13	JOB-2021-00063	DPW		CEMETERY D050	PLOT D050 MR. ROSCOE JESSUP NEEDS FILL DIRT AND STRAW	11/2/2021	11/3/2021	1
14	JOB-2021-00065	DPW	OTHER	100 THOMPSON DRIVE	BULK ITEM PICK UP FOR MONDAY, NOVEMBER 15, 2021. I WILL ADD THE CHARGE AND LANDFILL FEES TO HIS BILL	11/3/2021		0
15	JOB-2021-00066		OTHER	525 BUTLER ST	TAKE NEW GARBAGE CAN AND PICK UP OLD ONE. WHEEL IS BROKEN	11/4/2021		0
16	JOB-2021-00067		OTHER	132 W MAIN ST	TAKE NEW GARBAGE CAN TO 132 W MAIN ST	11/5/2021		0
17	JOB-2021-00068		OTHER	605 DODSON MILL RD	CALLER ADVISED THAT THERE WAS A POSSIBLE LEAK NEAR SIDEWALK. VISIBLE WATER STANDING.	11/8/2021		0
18	JOB-2021-00070		OTHER	201 S BOYLES ST	PICK UP OLD GARBAGE CAN. LID IS BUSTED	11/9/2021		0
19	JOB-2021-00069	DPW	OTHER	114 W MAIN ST	BULK PICK UP FOR MONDAY, NOVEMBER 15TH. BEHIND HAIR COUNTRY SALON - OFFICE CHAIR, 2 STRAIGHT CHAIRS, ONE OTHER CHAIR AND A BENCH.	11/9/2021		0
20	JOB-2021-00073		OTHER	CEMETERY J123-125	MARK PLOTS J123, J124 & J125 FOR HEADSTONE PLACEMENT BY ACME STONE CO.	11/10/2021		0
21	JOB-2021-00074		OTHER	STONE HAVEN @ HILL STREET	METER TRANSMITTER HAS BEEN KNOCKED DOWN ON THE GROUND	11/10/2021		0
22	JOB-2021-00072	DPW	OTHER	605 DODSON MILL RD	CUSTOMER SAID SEWER IS BACKING UP	11/10/2021	11/10/2021	0
23	JOB-2021-00071	DPW	OTHER	300 LYNCHBURG RD UNIT 03	CUT OFF FOR FINAL. METER #1700027163	11/10/2021		0
24	JOB-2021-00077	DPW	GARBAGE/RECYCLING	DEWEYS LOCATION- MAIN STREER	PLEASE DELIVER TRASH AND RECYCLING CARTS TO DEWEY'S LOCATION ON MAIN STREET.	11/13/2021		0
25	JOB-2021-00079	DPW	OTHER	EDWARDS FAMILY FARM	PICK UP CHRISTMAS TREES @ 1 11/16/2021	11/15/2021	11/16/2021	1
26	JOB-2021-00080	DPW	FACILITIES	CHARLES H. STONE MEMORIAL LIBRARY	ANNA ASKED THAT YOU CLEAN THE GUTTERS ON THE BACK OF THE BUILDING WHILE WE HAVE THE LIFT	11/16/2021	11/30/2021	14
27	JOB-2021-00081	DPW	OTHER	106 SMITH DRIVE	LOCATE AND MARK WATER METER WITH A FLAG FOR PROPERTY OWNER. HE HAS A LEAK BETWEEN THE METER AND HOUSE	11/18/2021		0
28	JOB-2021-00084	DPW	OTHER	122 VETERANS DRIVE	TAKE GARBAGE CAN & RECYCLE CART TO MASONIC LODGE	11/22/2021		0
29	JOB-2021-00083	DPW	OTHER	110 N STEPHENS ST, UNIT A	TAKE GARBAGE CAN & RECYCLE CART	11/22/2021		0
30	JOB-2021-00082	DPW	OTHER	201 S DEPOT ST UNIT B	SEWER BACK UP STACY 703-340-4813	11/22/2021	11/22/2021	0
31	JOB-2021-00087	DPW	OTHER	CEMETERY H431	MARK PLOT H431 FOR GRAVE SIDE SERVICE ON SATURDAY, NOVEMBER 27TH. LEO EDWARD WEATHERMAN. HEADSTONE IS UP	11/23/2021	11/24/2021	1
32	JOB-2021-00086	DPW	OTHER	W 52 BYPASS	DEAD DEER IN ROAD	11/23/2021		0
33	JOB-2021-00085	DPW	OTHER	METERS	METER RE-READS FOR BILLING	11/23/2021		0

General Services Work Order Applications

Applications For the Date Range 10/01/2021 Thru 11/30/2021

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
34	JOB-2021-00092	DPW	OTHER	316 N KEY ST UNIT 109	METER #27729 IS STILL RUNNING AND THEY CAN'T FIND A LEAK. CALL MAINTENANCE DALTON SIMMONS - 336-407-8455	11/29/2021	11/29/2021	0
35	JOB-2021-00091	DPW	OTHER	208 LYNCHBURG RD	LOW WATER PRESSURE	11/29/2021	11/29/2021	0
35	TOTAL CLOSED APPLICATIONS							
STATUS: IN PROGRESS								
1	JOB-2021-00053	DPW	OTHER	512 BUTLER ST	WATER COMING OUT OF THE METER AT 512 BUTLER ST METER 1700027070 SEND CALL TO CHRIS	10/5/2021		0
2	JOB-2021-00088	DPW	OTHER	LYNCHBURG RD	WATER LINE REPAIR ON LYNCHBURG RD	11/28/2021		0
2	TOTAL IN PROGRESS APPLICATIONS							
STATUS: NEW								
1	JOB-2021-00060	DPW	OTHER	632 S KEY ST	WAS CUT OFF WHEN MARKETPLACE MOVED BUT SOMEONE CUT ON AND IT HAS ALWAYS HAD A LEAK NO PAPER WORK APPLICATION ON FILE. CUT OFF AGAIN METER 1700027837	10/19/2021		0
2	JOB-2021-00075	DPW	ROADWORK DRIVEWAY REPAIR	503 BUTLER STREET	CALLER COMPLAINS OF NOT BEING ABLE TO ACCESS DRIVEWAY DUE TO MILLING. TRY TO PUT DOWN SOME GRAVEL TO PROVIDE BETTER DRIVEWAY ACCESS.	11/12/2021		0
3	JOB-2021-00076	DPW	ROADWORK DRIVEWAY REPAIR	509 BUTLER STREET	CALLER COMPLAINS OF NOT BEING ABLE TO ACCESS DRIVEWAY DUE TO MILLING. TRY TO PUT DOWN SOME GRAVEL TO PROVIDE BETTER DRIVEWAY ACCESS.	11/12/2021		0
4	JOB-2021-00078	DPW	OTHER	536 BUTLER ST	CALLER COMPLAINS OF NOT BEING ABLE TO ACCESS DRIVEWAY DUE TO MILLING. TRY TO PUT DOWN SOME GRAVEL TO PROVIDE BETTER DRIVEWAY ACCESS.	11/15/2021		0
5	JOB-2021-00090	DPW	OTHER	224 S BOYLES ST	REPLACE RECYCLE CAN. LID IS BUSTED	11/29/2021		0
6	JOB-2021-00089	DPW	OTHER	100 THOMPSON DRIVE	PICK UP FURNITURE THAT WAS THROWN OUT. LOCATED NEAR MAILBOX. POLICE REPORT FILED	11/29/2021		0
6	TOTAL NEW APPLICATIONS							
43	TOTAL APPLICATIONS THIS REPORT PERIOD							