

## **Bishop Estates Cabana Club Board of Directors Minutes**

**Meeting date:** November 4, 2019, 6:00 p.m. at the pool.

**Attending:** Joe Dauer, Bob Hooy, Lynne Ellis, Melissa Hagan, Lindsey Turkov, Eric Wood and Chris Waller.

**Agenda.** No agenda was adopted for this meeting.

**Meeting Purpose.** Joe announced that the purpose of the meeting is to discuss priorities for the upcoming year and the 2020 general membership meeting. The Board then engaged in a wide-ranging discussion of issues. On the plus side, the garbage at the pool, including the cinderblocks that made up the barbecue formerly located in the grass area at the back of the Club, has all been taken to the dump and disposed of. On the minus side, the Club still needs to install a hot water heater, and the two neighbors whose properties border the Club want new fences. Though Lindsey's father will probably help with the hot water heater installation and save the Club a lot of money by doing so, the fence repair could be a significant expense for the Club. Notwithstanding, the Board still wants to have the Club buildings painted, the roof over the women's bathroom repaired, stalls installed in the bathrooms, and sail -type sunshades installed over some of the grass area. The Board also acknowledged the need to set aside money for the pool resurfacing. The Board then prioritized the projects discussed above, and agreed to have further discussions during our next meeting regarding budgeting money to the projects based upon the funds then available and projected to be available in 2020.

**General Membership Meeting.** The Board identified some possible dates for the 2020 general membership meeting. Given the need for further discussion as to the Board's priorities for improvements at the pool in 2020 and the difficulty of scheduling a meeting during the holidays, the Board set a tentative date for the general membership meeting for December 14, 2019, but this date remained very tentative.

**Next Meeting.** None scheduled.

Respectfully Submitted

/s/ Bob Hooy

Bob Hooy, Secretary

# Bishop Estates Cabana Club

## PROFIT AND LOSS

January - December 2019

	TOTAL
<b>Income</b>	
401-00 Income	
401-01 Membership Dues	45,992.31
401-03 Parties Income	1,381.41
401-04 Donations & Fundraising	1,635.00
401-05 Recycling Income	760.31
401-06 BEST Splash Fee	5,400.00
401-07 Snack Shack Sales	422.00
401-08 Guest Entrance Fees	257.00
<b>Total 401-00 Income</b>	<b>55,848.03</b>
<b>Total Income</b>	<b>\$55,848.03</b>
<b>GROSS PROFIT</b>	
	<b>\$55,848.03</b>
<b>Expenses</b>	
610-00 Payroll Expense	
610-01 Lifeguard Payroll	1,828.51
610-02 Pool Assistant Payroll	742.60
610-10 Payroll Processing Fees	297.62
610-13 Payroll CA EDD	28.38
610-14 Payroll Taxes	528.47
<b>Total 610-00 Payroll Expense</b>	<b>3,425.58</b>
610-15 Unemployment Taxes	13.29
620-00 Dues and Fees	
620-01 Contra Costa Health Dept	1,078.00
620-02 Website Maintenance Fee	166.17
620-03 PO Box Fee	140.00
620-05 Online Service Fees	190.06
<b>Total 620-00 Dues and Fees</b>	<b>1,574.23</b>
630-00 Insurance	
630-01 General Liability Insura	2,309.87
630-02 Commercial Property Ins.	889.00
630-03 Workers Comp Insurance	813.09
<b>Total 630-00 Insurance</b>	<b>4,011.96</b>
640-00 Snack Shack	
640-01 Snack Shack Inventory	270.03
<b>Total 640-00 Snack Shack</b>	<b>270.03</b>
650-00 Pool Maintenance	
650-01 Maintenance and Repairs	1,469.53
650-02 Pool Service - Labor	3,000.00
650-03 Supplies	372.48
650-04 Pool Chemicals	2,694.40
650-05 Gardener	1,750.00
<b>Total 650-00 Pool Maintenance</b>	<b>9,286.41</b>
660-00 Events Expenses	1,355.53

	TOTAL
680-00 Capital Improvements	
680-01 Grounds & Structural Imp	1,885.13
680-02 Pool & Equipment Impr	2,551.64
680-03 Bathroom Improv	8,364.86
680-04 Snack Shack Impr	1,080.00
<b>Total 680-00 Capital Improvements</b>	<b>13,881.63</b>
710-00 Taxes	
710-01 Property Taxes	2,385.55
<b>Total 710-00 Taxes</b>	<b>2,385.55</b>
720-00 Utilities	
720-01 Garbage	694.15
720-02 PG&E	6,614.92
720-03 Water	3,071.73
720-04 Telephone & Internet	1,143.96
<b>Total 720-00 Utilities</b>	<b>11,524.76</b>
810-00 Banking Fees	0.00
810-02 Credit Card Processing	524.19
<b>Total 810-00 Banking Fees</b>	<b>524.19</b>
Unapplied Cash Bill Payment Expense	0.00
<b>Total Expenses</b>	<b>\$48,253.16</b>
<b>NET OPERATING INCOME</b>	<b>\$7,594.87</b>
<b>NET INCOME</b>	<b>\$7,594.87</b>

# Bishop Estates Cabana Club

## BUDGET VS. ACTUALS: FY\_2019 - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
401-00 Income				
401-01 Membership Dues	45,992.31	46,000.00	-7.69	99.98 %
401-02 Event Fees		300.00	-300.00	
401-03 Parties Income	1,381.41	1,500.00	-118.59	92.09 %
401-04 Donations & Fundraising	1,635.00	1,600.00	35.00	102.19 %
401-05 Recycling Income	760.31	1,000.00	-239.69	76.03 %
401-06 BEST Splash Fee	5,400.00	5,400.00	0.00	100.00 %
401-07 Snack Shack Sales	422.00	500.00	-78.00	84.40 %
401-08 Guest Entrance Fees	257.00	250.00	7.00	102.80 %
<b>Total 401-00 Income</b>	<b>55,848.03</b>	<b>56,550.00</b>	<b>-701.97</b>	<b>98.76 %</b>
<b>Total Income</b>	<b>\$55,848.03</b>	<b>\$56,550.00</b>	<b>\$ -701.97</b>	<b>98.76 %</b>
<b>GROSS PROFIT</b>	<b>\$55,848.03</b>	<b>\$56,550.00</b>	<b>\$ -701.97</b>	<b>98.76 %</b>
<b>Expenses</b>				
610-00 Payroll Expense				
610-01 Lifeguard Payroll	1,828.51	1,800.00	28.51	101.58 %
610-02 Pool Assistant Payroll	742.60	700.00	42.60	106.09 %
610-10 Payroll Processing Fees	297.62	250.00	47.62	119.05 %
610-13 Payroll CA EDD	28.38	40.00	-11.62	70.95 %
610-14 Payroll Taxes	528.47	500.00	28.47	105.69 %
<b>Total 610-00 Payroll Expense</b>	<b>3,425.58</b>	<b>3,290.00</b>	<b>135.58</b>	<b>104.12 %</b>
610-15 Unemployment Taxes	13.29		13.29	
620-00 Dues and Fees				
620-01 Contra Costa Health Dept	1,078.00	1,000.00	78.00	107.80 %
620-02 Website Maintenance Fee	166.17	110.00	56.17	151.06 %
620-03 PO Box Fee	140.00	136.00	4.00	102.94 %
620-04 CA Secr of State SOI		20.00	-20.00	
620-05 Online Service Fees	190.06	200.00	-9.94	95.03 %
<b>Total 620-00 Dues and Fees</b>	<b>1,574.23</b>	<b>1,466.00</b>	<b>108.23</b>	<b>107.38 %</b>
630-00 Insurance				
630-01 General Liability Insura	2,309.87	2,350.00	-40.13	98.29 %
630-02 Commercial Property Ins.	889.00	889.00	0.00	100.00 %
630-03 Workers Comp Insurance	813.09	800.00	13.09	101.64 %
<b>Total 630-00 Insurance</b>	<b>4,011.96</b>	<b>4,039.00</b>	<b>-27.04</b>	<b>99.33 %</b>
640-00 Snack Shack				
640-01 Snack Shack Inventory	270.03	275.00	-4.97	98.19 %
<b>Total 640-00 Snack Shack</b>	<b>270.03</b>	<b>275.00</b>	<b>-4.97</b>	<b>98.19 %</b>
650-00 Pool Maintenance				
650-01 Maintenance and Repairs	1,469.53	1,500.00	-30.47	97.97 %
650-02 Pool Service - Labor	3,000.00	3,000.00	0.00	100.00 %
650-03 Supplies	372.48	400.00	-27.52	93.12 %
650-04 Pool Chemicals	2,694.40	2,700.00	-5.60	99.79 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
650-05 Gardener	1,750.00	2,000.00	-250.00	87.50 %
<b>Total 650-00 Pool Maintenance</b>	<b>9,286.41</b>	<b>9,600.00</b>	<b>-313.59</b>	<b>96.73 %</b>
660-00 Events Expenses	1,355.53	1,500.00	-144.47	90.37 %
680-00 Capital Improvements				
680-01 Grounds & Structural Imp	1,885.13	4,000.00	-2,114.87	47.13 %
680-02 Pool & Equipment Impr	2,551.64	2,500.00	51.64	102.07 %
680-03 Bathroom Improv	8,364.86	8,000.00	364.86	104.56 %
680-04 Snack Shack Impr	1,080.00	1,000.00	80.00	108.00 %
<b>Total 680-00 Capital Improvements</b>	<b>13,881.63</b>	<b>15,500.00</b>	<b>-1,618.37</b>	<b>89.56 %</b>
710-00 Taxes				
710-01 Property Taxes	2,385.55	2,342.00	43.55	101.86 %
<b>Total 710-00 Taxes</b>	<b>2,385.55</b>	<b>2,342.00</b>	<b>43.55</b>	<b>101.86 %</b>
720-00 Utilities				
720-01 Garbage	694.15	800.00	-105.85	86.77 %
720-02 PG&E	6,614.92	7,000.00	-385.08	94.50 %
720-03 Water	3,071.73	4,000.00	-928.27	76.79 %
720-04 Telephone & Internet	1,143.96	1,200.00	-56.04	95.33 %
<b>Total 720-00 Utilities</b>	<b>11,524.76</b>	<b>13,000.00</b>	<b>-1,475.24</b>	<b>88.65 %</b>
810-00 Banking Fees	0.00		0.00	
810-02 Credit Card Processing	524.19	525.00	-0.81	99.85 %
<b>Total 810-00 Banking Fees</b>	<b>524.19</b>	<b>525.00</b>	<b>-0.81</b>	<b>99.85 %</b>
Transfer to Capital Reserves		5,000.00	-5,000.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
<b>Total Expenses</b>	<b>\$48,253.16</b>	<b>\$56,537.00</b>	<b>\$ -8,283.84</b>	<b>85.35 %</b>
<b>NET OPERATING INCOME</b>	<b>\$7,594.87</b>	<b>\$13.00</b>	<b>\$7,581.87</b>	<b>58,422.08 %</b>
<b>NET INCOME</b>	<b>\$7,594.87</b>	<b>\$13.00</b>	<b>\$7,581.87</b>	<b>58,422.08 %</b>