



# Cape St. Claire

IMPROVEMENT ASSOCIATION

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## **Annual Membership Meeting**

January 11, 2022

### **Agenda**

President's Remarks

Introduction of Candidates

2023 Budget Discussion

Final Voting

Approval of Minutes

Approval of Financials

Old Business

New Business

Election Results

Comments from the Floor

**Adjournment**

## Quarterly Membership Meeting October 26, 2021

In attendance were President Jeff Roche, Bill Szczytko, Beau Breeden, Mary Lamb, Jerome Zadera, Neil Macindoe, Cheri Fairchild, Neil Macindoe and Michele Shipley, Town Manager Ryan Anderson, guests Becky & Roy Benner, Bob Bishop, Philippe and Sandy Ourisson, Bill Rappoport, Larry Jennings, Suzanne Cosme, Al Todd, Joe Slayton, and William Schneider. In attendance online: Governors Dawn Myers and Lisa Schmidt, and guests Stacy Wildberger, Heather Szczytko and Jeff Fairchild.

President Roche called the hybrid in-person/online meeting to order at 7:37 pm and thanked everyone for attending. He commented that the last few months have been busy with managing the beach project, creating a budget for next year and dealing with property disputes and other legal issues.

**MEETING MINUTES** The minutes of the July 27, 2021 Quarterly Meeting were reviewed. A motion to approve was made by Bob Bishop, seconded by Philippe Oursisson and the minutes were approved.

**FINANCIAL REPORTS** The financial reports for May and July of 2021 were reviewed. A question was asked about where our income comes from. Governor Breeden replied that further details would be given in the budget presentation but that the main sources of revenue are the Special Community Benefit District (SCBD) tax, the maintenance fee, pier slip rentals, rentals of the clubhouse, and advertising in the Caper newsletter. A motion to approve was made by Bob Bishop, seconded by Al Todd and the reports were approved.

### **BUDGET PRESENTATION**

President Jeff Roche introduced Town Manager Anderson who thanked the Budget Committee and the Board of Governors for their hard work creating the proposed budget over the last several months. He explained that in 1989 Cape St Claire was made a Special Community Benefit District which means a special assessment that is collected with property taxes from Cape residents is paid out from the county to the Cape St Claire Improvement Association (CSCIA). The current assessment is \$195 per tax account which makes up most of our revenue. That, along with maintenance fees and late fees, is the revenue we get before any other type of business is transacted such as clubhouse rentals or Caper advertising. The proposed budget is for fiscal year 2023 (FY23) which runs from July 1, 2022 through June 30, 2023. After presentation at this meeting, it will be printed in the Caper and voted on at the January 2022 Annual Meeting. For FY23, the number of tax accounts included in the SCBD assessment is 2,301. The cap, or highest amount to which the assessment can be raised, is currently \$225, and can be changed every other year. The cap was raised last year, but the actual assessment was not. This budget proposes a \$5 per tax account increase to the assessment, bringing it to \$200 per tax account. Revenue from the SCBD assessment is overseen by the county per bylaws and county code and can be used only for certain expenses that benefit the residents in general such as maintenance of CSCIA properties, security patrols, acquisition of properties, administration, payroll, and utilities. It is not used piers and for only some clubhouse expenses. A question was raised asking how the \$195 per account was decided. Governor Breeden explained that the original 1989 SCBD assessment was \$35 per account and has been raised gradually over the last 30 or so years as needed for increases in expenses, inflation, etc.

Mr. Anderson discussed income lines, stating that in addition to the SCBD assessment, maintenance/late fees of \$10 per lot are assessed per CSCIA covenants. There are 2,537 lots (different than tax accounts) and the per lot rate cannot be increased per bylaws. Revenue is generated from advertisements in the Caper. The Business Lot Owner Association (BLOA), the owners of the businesses in the Cape shopping center, contribute to property taxes, insurance, and security for the CSCIA owned parking lot. The Cape Swim Club contributes to those as well, along with rent for the pool property. Rentals of the clubhouse are increasing as regulations around Covid are reduced. There was a rollover from FY21 due to savings in personnel, loan interest, Caper printing, security, etc. that is available for use in the FY23 budget. Total proposed revenue is about \$753,000.

Expenses have been reduced for Caper printing and the accountant fees. A non-SCBD audit is planned. Legal expenses have increased due to the need to enforce covenant violations and editing contracts and policies to prevent other violations, and to ensure covenants are being enforced properly. The clubhouse cleaning contract needs to be negotiated. Payroll expenses are increasing mostly due to changes to the unemployment insurance rate increase. We went from a rate of 0.08% to 2.2% for 2022 due to a state mandate to rebuild the Covid recovery funds. The property tax line item has increased to document the expenses that are offset by the income from the BLOA and Swim Club. The repairs and maintenance line covers all property maintenance, tree repairs, etc. Portable toilets with hand sanitizer have higher rental fees than regular ones so that line was increased. Mr. Anderson noted that the piers income pays for the internet services used to connect security cameras at Lake Claire, Deep Creek and Little Magothy pier. Utilities are expected to increase as they have historically. The personnel committee is proposing a 3% increase for payroll expenses. If the board elects to increase that amount later in the year, it will need to be voted on. Employees include the town manager, the office administrators, groundskeeping/maintenance crew, security, beach attendants, minute taker, and piers administrator. Security patrols are off duty AACo police officers who work four hour shifts in the evenings and currently are covering about 2/3 of the shifts. Beach attendants are still considered to be the best solution for monitoring the parks in the summer.

The beaches and parks line item has been reduced because the prior goals of new playgrounds, lighted wall, walkway, and the beach project have been accomplished. The FY22 budget includes some funds for clubhouse office modifications, that added to what is proposed for FY23, would be available if it is decided to go forward with that project. Contracts would be scheduled so that initial payments are made at the end of FY22 and final payments in FY23 to use those funds appropriately. Pier improvements planned for FY21 did not occur due to delays and will be done in FY22. The pier slip fees include a \$55 fee to be held to build up a reserve for large improvements and repairs. For the beach project, CSCIA obtained a \$650,000 loan which includes an annual principal payment of approximately \$44,000 and \$33,000 in interest. Total expenditures are about \$753,000.

A resident asked if CSCIA has non-profit status and if donations can be made to CSCIA. Governor Breeden explained that the non-profit status was revoked by the IRS in 1999 because the piers and clubhouse create revenue that does not fall under HOA tax exempt guidelines. We do not pay tax on HOA related income, are considered a non-stock corporation, and file a 1120-H form with the IRS. Donations can be made to CSCIA but must be considered income. There are non-profits operate around the Cape to make improvements, such as the Garden Club, Cape Conservation Corps, Goshen Farm, and the Yacht Club. Donations can be made directly to them. They welcome your time, talents and treasure.

#### **OLD BUSINESS**

Governor Breeden announced that the Board of Public Works approved the \$250,000 bond bill (21-306) and that money can now be accessed and completes the funding for the beach project. When that is received, along with \$50,000 being held from the Fish and Wildlife grant, it can be paid to Alliance of the Chesapeake to satisfy our \$975,000 commitment. There is also \$250,000 in the state capital budget for FY22 which we can access. As the project progresses, there may be funds left to be used for either paying toward the loan, continuing beach control projects at more sites, create a maintenance fund for future dredges, etc. The plan for Site #2, Lake Claire, includes fish habitat and batten boards along the boating pier. Permits are in hand and mobilization is planned to coordinate with the next phase of Site 1. The original proposal for Site #1 included a cobble bar beach but was removed due to legal issues that needed to be settled. After meetings and presentations, an agreement was reached with the homeowners involved to pursue the original plan. The cobble bar will be small cobblestones mixed with sand and spread into the water to restore the area and reduce scouring caused by waves. Mr. Anderson visited a site with a similar feature in Queen Anne's County done by our engineer at Sustainable Science, and it has been stable for over 5 years. Monthly reports show accretion at 4 of 5 locales being measured along the main beach. The plan was to restore the beach by accretion over 15 years and may be accelerated by the addition of the cobble beach and a 70-foot groin. These modifications are being reviewed by the state and county. There will also be the addition of sand to be dredged from the Little Magothy River this winter sometime between Oct 15 and Feb 15. Members of the Little Magothy River Association pay into a fund that allows them to dredge every three years or so. Approximately 750 cubic yards of sand from the dredge will be spread along the main recreational area of the main beach and another 250 cubic yards will be used in the cobble bar. It is hoped that mobilization will be mid-December and the project completed over the winter.

A resident asked if the dredging at Deep Creek is included in the project. Governor Breeden said that is a separate dredge by the county and will not produce quality sand. He reiterated that if money is left over when our project is completed, the board and residents will have to decide if a reserve is created to do future dredging. Per the engineers, the full amount of sand needed will be much more than what will be dredged this year. It could take several more dredges to fully restore the beaches. The Little Magothy sand is quality sand that we have not be able to use before because we did not have features in place to hold the sand. Completing this project may allow us to use that sand in future dredges.

The project has taken about 9 years. The Cape has paid \$204,000 for the initial research and assessments, taken a \$650,000 loan with interest, and have acquired another \$923,000 in grants and matching funds from US Fish and Wildlife Services, the Chesapeake Bay Trust, Anne Arundel County, and Maryland state.

Mr. Anderson showed a photo of the similar project at Conquest beach in Queen Anne County, which faces the same north easterly direction as the main beach. A resident asked if the beach would take on the same 6/1 slope as the cobble bar and President Roche explained that is the natural slope for a beach so it should.

#### **COMMITTEE REPORTS**

**Town Manager-** Town Manager Anderson reported there are no outstanding vegetation management plans and one open grading plan. The cost for tree removals from the past 6 months was about \$8,000. Youth Sailing Camp was back for 2021 after not being able to occur in 2020. Registration for 2022 Youth Sailing camp will start in March for a July camp. Beach attendant coverage ended after Labor Day, slightly earlier than in prior years. Swim buoys were removed for the winter. Watershed Steward candidate Stacy Wildberger completed her capstone project planting native species at the Serene Ravine. The other candidate, Jeanne Martin, along with volunteers, removed invasive species from about 1,000 ft<sup>2</sup> at Deep Creek, mulched, and will be planting native shrubs in November. Water quality testing and mosquito control spraying have both ended for the year. Portable toilets will be phased out by Thanksgiving. A proposal was made by Cape Conservation Corps (CCC) to have spraying of

the Bushkiller vine at the Serene Ravine. Permits with Maryland Dept of the Environment and the county were obtained, and the first spraying has occurred. Another will be scheduled soon based on effectiveness of the first and weather conditions.

Pier meetings are being held outdoors this year and were well attended. The piers budget for next year was passed. The waitlist is at 89 people. A resident asked if the board had considered raising the slip fees to reduce the waitlist. Mr. Anderson said the budget did include a 10% increase in rental fees for those with 30-amp electrical service and 4% for those with less than 30-amp service. Pump out service is available by request but must be done before the water system is winterized on November 22. The replacement of 12-15 pilings, decking and ledger boards of the first 112 feet of the large Deep Creek pier was planned to occur in FY21 but due to the contractor schedule will be in the current fiscal year. The Anne Arundel County dredge for Deep Creek is still planned, a contractor has been chosen but permits are not yet complete. CSCIA applied for a permit for a spur dredge and has submitted the Lake Claire Site 2 beach project as an 'fee in lieu of' for the vegetation removal fee and that is under review. The failing locks on the pier gates at Lake Claire and Little Magothy are being replaced. Camera systems around the Cape have been upgraded.

The clubhouse is operating at 100% capacity. Cape Tots and aerobics are back to normal schedule, rentals are increasing, and church is meeting occasionally. The county had modified the process for obtaining one-day liquor licenses. The tractor was serviced, and the truck will have emissions testing this fall. There was a fire alarm inspection at the clubhouse.

Outdoor dining is set to expire November 1 but there is a hearing scheduled for that same date that will probably pass a resolution to extend it until January of 2023. The restaurants in the Cape shopping center have proper insurance, with CSCIA named as being coinsured, and they expressed gratitude for being allowed to use part of the parking lot.

The financial audit was completed and submitted to the county. The approved budget proposal will be voted on in January in person or by mail in ballot and must be submitted to the county for review by January 31, 2022 to collect SCBD fees. Maintenance fee postcards are being processed now for mailing in late December. Mr. Anderson noted that the cost of stamps has increased. The insurance policy is due for renewal. Bonding insurance must be for an amount at least equal to the budget for county SCBD acceptance.

The county is resurfacing roads in the Cape on a 3-year schedule. It is a two-step process with significant time between application of the stone mix and the top coating.

As building applications come in, they are reviewed for compliance with both Cape covenants and county building codes. The original plats of Cape St. Claire show a 200 foot no build zone along Riverbay Road. This is not part of the county codes, is up to CSCIA to enforce and is one reason for increases to our legal expenses.

There are 3 of 4 security officer positions filled who cover about 2/3 of the shifts and volunteers cover the remainder of the gate closings. A new officer has been hired and is scheduled to start as of October 27.

#### **NEW BUSINESS**

No new business was discussed.

#### **COMMENTS**

Resident Joe Slayton commented that there is no handrail on the steps at the main beach, that there are dead pine trees at the Little Magothy pier that concern him, and he asked if there has been consideration in going to a paperless newsletter. He commented on several improvements that have been made in the Cape and asked if public water was a consideration. Mr. Anderson said he would investigate the tree and steps issues. Governor Breeden explained that the county promised public water to the shopping center back in 1974 and it finally happened in 2021. It was approved in 1999, constructed in 2014, and the shopping center owners paid about \$1.5 million for the private connection this year. Some sections of the Cape have water. Any resident may petition the county for public water at any time. At least 51% of homeowners along the route from point of connection to end of connection would have to agree to getting it and to pay the \$30-40,000 per lot expense. In order to service the entire Cape in a county project, the water tower behind Wawa would have to be raised and new wells drilled. The average length of time people live in the Cape is 7 years and the process can take at least that long, so many people are not interested. Once public water is in place, a homeowner does not have to connect, but if their well fails, they must connect. If a homeowner wants to increase the size of their home, they must connect. If a homeowner gets a permit for electrical work, they may be required to add a fire suppression system. If the community requested it, it might possibly happen in 30 years or so, but it is not in the 2040 plan for the county. President Roche said the largest concern brought to the board has been with the lack of fire hydrants. County code now requires sprinkler systems in homes and some residents are choosing to install those when concerned about fire because the cost and ability to have it done quickly. The resident thanked them for the realistic appraisal of the situation. Another resident asked if a front-foot assessment would be included with public water as it was with sewer hookup. Governor Breeden said there is a 30-year front foot assessment, but the connection fee is \$10,000 at the time of connection plus the cost of a plumber to do the actual connection, typically \$3-5000. Most homes would also need plumbing

upgrades to handle the water pressure, another \$5-10,000. The initial cost would be about \$20-25,000 plus \$15-20,000 in a front foot. Homes with more than one lot would cost more. Abandoning the well would be another cost. President Roche commented that many residents still want the paper version of the Caper. He added that to mail to just the homes that request the paper version would cost more than the bulk mailing rate used now. A resident added that the advertisers may not want online advertising instead.

Philippe Ourisson announced the CCC Harvest dinner was cancelled for Covid concerns.

Susanne Cosme spoke about the process she uses for controlling Bushkiller vine at her property next to the Serene Ravine. She spoke about the research she has done on the plant and how she prefers to maintain habitat and cut the vine and treat individual plants instead of broadcast spraying. She emailed a presentation to the board. All are welcome to contact her for more information. Al Todd said that he has helped Ms. Cosme and has passed on to the Weed Warriors what he has learned from her. President Roche thanked Ms. Cosme for her hard work and commented that it will take residents working along with the CCC to get it under control. Stacy Wildberger added her appreciation of efforts to control the invasive vines and explained that there is more vine at the Ravine than what the volunteers can handle so they chose to spray.

#### **ADJOURNMENT**

A motion to adjourn was made by Larry Jennings, seconded by Philippe Ourisson and passed. The October 26, 2021 Quarterly Membership meeting was adjourned at 9:08 pm.

**Cape St. Claire Improvement Association, Inc.**

**Profit & Loss - Piers**

**August 31, 2021 - Final**

	August	YTD	Annual	Variance	
	Actual	Actual	Budget	Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Interest Income	1.72	3.45	0.00	3.45	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	100.00	(100.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	200.00	400.00	1,500.00	(1,100.00)	27%
Rentals/ Slips	985.00	1,116.00	92,595.00	(91,479.00)	1%
<b>Total Income</b>	<b>1,186.72</b>	<b>1,519.45</b>	<b>107,330.00</b>	<b>(105,810.55)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	95.70	191.40	1,500.00	(1,308.60)	13%
2 Audit Expenses	0.00	0.00	1,000.00	(1,000.00)	0%
3 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4 Insurance	0.00	0.00	6,000.00	(6,000.00)	0%
5 Legal Services	0.00	0.00	3,000.00	(3,000.00)	0%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	250.00	(250.00)	0%
8 Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9 Payroll Expenses & Benefits	31.89	65.54	2,405.00	(2,339.46)	3%
10 Permits	0.00	0.00	520.00	(520.00)	0%
11 Postage	0.00	0.00	500.00	(500.00)	0%
12 Printing	0.00	0.00	100.00	(100.00)	0%
13 Property Taxes	1,554.19	1,554.19	1,900.00	(345.81)	82%
14 Repairs/Maintenance	176.01	630.02	15,000.00	(14,369.98)	4%
15 Sanitary Services	0.00	0.00	100.00	(100.00)	0%
16 Sewer	0.00	0.00	100.00	(100.00)	0%
17 Signage	0.00	0.00	500.00	(500.00)	0%
18 Technology/Website	0.00	0.00	150.00	(150.00)	0%
19 Telecommunications & Internet	600.00	1,235.06	8,500.00	(7,264.94)	15%
20 Trash Collection	0.00	0.00	350.00	(350.00)	0%
21 Utilities	530.53	530.53	12,500.00	(11,969.47)	4%
22 Wages-Town Manager	0.00	0.00	5,250.00	(5,250.00)	0%
23 Wages-Administrator	0.00	0.00	5,250.00	(5,250.00)	0%
24 Wages-Asst. Administrator	221.25	543.13	4,000.00	(3,456.87)	14%
25 Wages-Handyman	86.88	86.88	4,000.00	(3,913.12)	2%
26 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	925.00	(925.00)	0%
27 Web Site	0.00	1.65	0.00	1.65	#DIV/0!
<b>Total General and Administrative</b>	<b>3,296.45</b>	<b>4,838.40</b>	<b>75,220.00</b>	<b>(70,381.60)</b>	<b>6%</b>
<b>Capital Expenditures</b>					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>3,296.45</b>	<b>4,838.40</b>	<b>107,330.00</b>	<b>(102,491.60)</b>	
<b>Net Income (Loss)</b>	<b>(2,109.73)</b>	<b>(3,318.95)</b>	<b>0.00</b>	<b>(3,318.95)</b>	

**Cape St. Claire Improvement Association, Inc.**  
**Profit & Loss - Maintenance, Caper, Clubhouse**  
**August 31, 2021 - Final**

	August Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	3,202.50	14,405.00	40,000.00	(25,595.00)	36%
BLOA Contribution	4,182.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	760.03	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	175.00	510.00	25,000.00	(24,490.00)	2%
HOA Packets	1,350.00	3,440.00	11,000.00	(7,560.00)	31%
Interest Income	0.92	1.74	80.00	(78.26)	2%
Late Fees	155.00	525.00	5,500.00	(4,975.00)	10%
Miscellaneous Income	100.00	325.00	4,750.00	(4,425.00)	7%
Clubhouse - Rental Income	4,638.68	7,678.68	31,000.00	(23,321.32)	25%
Stickers	95.00	170.00	2,000.00	(1,830.00)	9%
<b>Total Income</b>	<b>14,659.13</b>	<b>31,997.45</b>	<b>132,830.00</b>	<b>(100,832.55)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	118.80	237.60	2,000.00	(1,762.40)	12%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper Print/Edit/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	3,218.16	15,000.00	(11,781.84)	21%
6 Insurance	(785.00)	(449.24)	9,000.00	(9,449.24)	-5%
7 Legal Services	0.00	0.00	2,000.00	(2,000.00)	0%
8 Membrshp(Confrence/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	0.00	100.00	392.22	(292.22)	25%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Office Supplies/Expense	0.00	106.00	1,500.00	(1,394.00)	7%
12 Payroll Expenses & Benefits	0.00	0.00	6,179.16	(6,179.16)	0%
13 Permits	0.00	0.00	500.00	(500.00)	0%
14 Postage	0.00	0.00	1,500.00	(1,500.00)	0%
15 Printing	0.00	0.00	2,000.00	(2,000.00)	0%
16 Property Taxes	4,942.33	4,942.33	5,000.00	(57.67)	99%
17 Repairs/Maintenance	75.00	304.00	12,500.00	(12,196.00)	2%
18 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
19 Signage	0.00	0.00	500.00	(500.00)	0%
20 Telecommunications & Internet	0.00	43.53	350.00	(306.47)	12%
21 Utilities	40.48	40.48	200.00	(159.52)	20%
22 Wages-Town Manager	0.00	0.00	15,085.80	(15,085.80)	0%
23 Wages-Administrator	0.00	0.00	9,946.22	(9,946.22)	0%
24 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
25 Wages-Beach Attendants	0.00	0.00	10,000.00	(10,000.00)	0%
26 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
27 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,376.60	(2,376.60)	0%
<b>Total General and Administrative</b>	<b>6,000.69</b>	<b>8,542.86</b>	<b>132,830.00</b>	<b>(124,287.14)</b>	
<b>Capital Expenditures</b>					
Clubhouse Improvements	0.00	0.00	0.00	0.00	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expenditures</b>	<b>6,000.69</b>	<b>8,542.86</b>	<b>132,830.00</b>	<b>(124,287.14)</b>	
<b>Net Income (Loss)</b>	<b>8,658.44</b>	<b>23,454.59</b>	<b>0.00</b>	<b>23,454.59</b>	

Cape St. Claire Improvement Association, Inc.

Profit Loss - Piers & Maintenance

August 31, 2021 - Final

	August Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	3,202.50	14,405.00	40,000.00	(25,595.00)	36%
BLOA Contribution	4,182.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	760.03	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	175.00	510.00	25,000.00	(24,490.00)	2%
HOA Packets	1,350.00	3,440.00	11,000.00	(7,560.00)	31%
Interest Income	2.64	5.19	80.00	(74.81)	6%
Late Fees	155.00	525.00	5,600.00	(5,075.00)	9%
Miscellaneous Income	100.00	325.00	4,850.00	(4,525.00)	7%
Clubhouse - Rental Income	4,638.68	7,678.68	31,000.00	(23,321.32)	25%
Rentals/ Slips	985.00	1,116.00	92,595.00	(91,479.00)	1%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	200.00	400.00	1,500.00	(1,100.00)	27%
Stickers	95.00	170.00	2,000.00	(1,830.00)	9%
<b>Total Income</b>	<b>15,845.85</b>	<b>33,516.90</b>	<b>240,160.00</b>	<b>(206,643.10)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	214.50	429.00	3,500.00	(3,071.00)	12%
2 Audit Expenses	0.00	0.00	2,500.00	(2,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper/Print/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	3,218.16	15,000.00	(11,781.84)	21%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	(785.00)	(449.24)	15,000.00	(15,449.24)	-3%
8 Legal Services	0.00	0.00	5,000.00	(5,000.00)	0%
9 Membrshp(Confrence/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	0.00	100.00	642.22	(542.22)	16%
11 Events	0.00	0.00	500.00	(500.00)	0%
13 Office Supplies/Expense	0.00	106.00	1,600.00	(1,494.00)	7%
14 Payroll Expenses & Benefits	31.89	65.54	8,584.16	(8,518.62)	1%
15 Permits	0.00	0.00	1,020.00	(1,020.00)	0%
16 Postage	0.00	0.00	2,000.00	(2,000.00)	0%
17 Printing	0.00	0.00	2,100.00	(2,100.00)	0%
18 Property Taxes	6,496.52	6,496.52	6,900.00	(403.48)	94%
19 Repairs/Maintenance	251.01	934.02	27,500.00	(26,565.98)	3%
20 Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
21 Sewer	0.00	0.00	100.00	(100.00)	0%
22 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
23 Technology/Website	0.00	1.65	150.00	(148.35)	1%
2 Telecommunications & Internet	600.00	1,278.59	8,850.00	(7,571.41)	14%
25 Trash Collection	0.00	0.00	350.00	(350.00)	0%
26 Utilities	571.01	571.01	12,700.00	(12,128.99)	4%
27 Wages-Town Manager	0.00	0.00	20,335.80	(20,335.80)	0%
28 Wages-Administrator	0.00	0.00	15,196.22	(15,196.22)	0%
29 Wages-Asst. Administrator	221.25	543.13	6,500.00	(5,956.87)	8%
30 Wages-Beach Attendant	0.00	0.00	10,000.00	(10,000.00)	0%
31 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
32 Wages-Handyman	86.88	86.88	4,000.00	(3,913.12)	2%
33 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,301.60	(3,301.60)	0%
<b>Total General and Administrative</b>	<b>9,297.14</b>	<b>13,381.26</b>	<b>208,050.00</b>	<b>(194,668.74)</b>	
<b>Capital Expenditures</b>					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	0.00	0.00	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>9,297.14</b>	<b>13,381.26</b>	<b>240,160.00</b>	<b>(226,778.74)</b>	
<b>Net Income (Loss)</b>	<b>6,548.71</b>	<b>20,135.64</b>	<b>0.00</b>	<b>20,135.64</b>	



Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

August 31, 2021 - Final

	August Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
SCBD/Fees	0.00	0.00	450,060.00	-450,060.00	0%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY20	0.00	0.00	56,419.70	-56,419.70	0%
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>506,499.70</b>	<b>-506,499.70</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	335.50	671.00	5,500.00	-4,829.00	12%
2 Audit Expenses	0.00	0.00	5,300.00	-5,300.00	0%
Bank Charges	0.00	0.00	150.00	-150.00	0%
4 Caper Print/Edit/Contract&Postage	3,622.05	7,552.64	30,900.00	-23,347.36	24%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	400.00	1,000.00	-600.00	40%
7 Clubhouse Custodial Services	0.00	0.00	5,000.00	-5,000.00	0%
8 Insurance	1,915.00	3,875.00	25,000.00	-21,125.00	16%
9 Legal Services	1,802.44	6,002.76	10,000.00	-3,997.24	60%
10 Membrshp(Confernce/Training/Dues)	0.00	0.00	1,300.00	-1,300.00	0%
11 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	528.20	-528.20	0%
12 Events	0.00	0.00	1,525.00	-1,525.00	0%
13 Mowing	2,080.00	4,680.00	16,500.00	-11,820.00	28%
14 Office Supplies/Expense	274.73	649.27	5,000.00	-4,350.73	13%
15 Payroll Expenses & Benefits	2,487.32	6,565.05	19,454.73	-12,889.68	34%
16 Permits	0.00	0.00	500.00	-500.00	0%
17 Postage	0.00	0.00	3,500.00	-3,500.00	0%
18 Printing	0.00	0.00	4,000.00	-4,000.00	0%
19 Property Taxes	3,005.03	3,005.03	4,350.00	-1,344.97	69%
20 Repairs/Maintenance	484.95	2,615.36	31,000.00	-28,384.64	8%
21 Sanitary Services	1,507.20	4,641.60	8,000.00	-3,358.40	58%
22 Sewer	0.00	0.00	500.00	-500.00	0%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	0.00	122.93	3,700.00	-3,577.07	3%
25 Trash Collection	459.54	919.08	6,000.00	-5,080.92	15%
26 Utilities	850.71	865.82	10,000.00	-9,134.18	9%
27 Vehicle Fuel & Maintenance	0.00	0.00	2,900.00	-2,900.00	0%
28 Wages-Town Manager	6,303.62	15,667.25	61,611.00	-45,943.75	25%
29 Wages-Administrator	4,447.69	10,968.32	42,208.78	-31,240.46	26%
30 Wages-Asst Administrator	142.50	496.00	3,000.00	-2,504.00	17%
31 Wages-Asst Admin (Mtg Spt)	150.00	600.00	2,400.00	-1,800.00	25%
32 Wages-Beach Attendant	5,411.26	13,807.21	16,500.00	-2,692.79	84%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	881.38	2,991.77	15,000.00	-12,008.23	20%
36 Wages-Security Patrol	2,348.50	6,429.50	44,352.00	-37,922.50	14%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	7,139.99	-7,139.99	0%
38 Website/Technology	0.00	0.00	3,000.00	-3,000.00	0%
<b>Total General and Administrative</b>	<b>38,509.42</b>	<b>93,525.59</b>	<b>401,499.70</b>	<b>-307,974.11</b>	
<b>Capital Expenditures</b>					
Clubhouse Improvements	0.00	0.00	30,000.00	-30,000.00	0%
Shoreline Erosion Restoration	2,391.88	4,706.61	75,000.00	-70,293.39	6%
<b>Total Capital Expenditures</b>	<b>2,391.88</b>	<b>4,706.61</b>	<b>105,000.00</b>	<b>-100,293.39</b>	
<b>Total Expenditures</b>	<b>40,901.30</b>	<b>98,232.20</b>	<b>506,499.70</b>	<b>-408,267.50</b>	
<b>Net Income (Loss)</b>	<b>-40,901.30</b>	<b>-98,232.20</b>	<b>0.00</b>	<b>-98,232.20</b>	

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	64,576.93
Payroll Checking - BB&T	283.86
<b>Total Checking Accounts</b>	<b>64,860.79</b>
Money Market Accounts	
Maintenance MM - BB&T	112,349.66
Piers MM - BB&T	174,760.35
Piers Capital Improvement - BB&T	26,070.00
<b>Total Piers MM - BB&amp;T</b>	<b>209,830.35</b>
<b>Total Money Market Accounts</b>	<b>313,180.01</b>
Petty Cash	
Maintenance	250.00
<b>Total Petty Cash</b>	<b>250.00</b>
<b>Total Bank Accounts</b>	<b>\$378,290.80</b>
Accounts Receivable	
Accounts Receivable	1,410.33
<b>Total Accounts Receivable</b>	<b>\$1,410.33</b>
Other Current Assets	
Due From SCBD	8.78
Undeposited Funds	1,667.37
<b>Total Other Current Assets</b>	<b>\$1,676.15</b>
<b>Total Current Assets</b>	<b>\$381,377.28</b>

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of August 31, 2021

	TOTAL
<b>Fixed Assets</b>	
Maintenance	0.00
Accumulated Depreciation	-64,181.58
Equipment	25,570.51
Furniture & Fixtures	2,000.00
Improvements	4,707.00
Land	105,027.20
Paving/Walls	35,607.28
<b>Total Maintenance</b>	<b>108,730.41</b>
Membership	
Accumulated Depreciation	-123,702.00
Buildings	145,853.43
Furniture & Fixtures	1,482.84
<b>Total Membership</b>	<b>23,634.27</b>
Piers	
Accumulated Depreciation	-168,424.00
Buildings & Piers	220,307.64
<b>Total Piers</b>	<b>51,883.64</b>
<b>Total Fixed Assets</b>	<b>\$184,248.32</b>
Other Assets	
WIP - Shoreline Restoration Project	682,172.50
<b>Total Other Assets</b>	<b>\$682,172.50</b>
<b>TOTAL ASSETS</b>	<b>\$1,247,798.10</b>

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of August 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - State Income Tax	53.00
Due to SCBD	-195.05
Grants	236.00
Payroll Liabilities	-2,071.47
Prepaid Advertising	1,147.12
Prepaid Maintenance Fees	685.00
Security Deposit Clubhouse	5,500.01
<b>Total Other Current Liabilities</b>	<b>\$5,354.61</b>
<b>Total Current Liabilities</b>	<b>\$5,354.61</b>
Long-Term Liabilities	
N/P - BB&T	657,172.50
<b>Total Long-Term Liabilities</b>	<b>\$657,172.50</b>
<b>Total Liabilities</b>	<b>\$662,527.11</b>
Equity	
Net Assets	
Net Assets-Piers & Maintenance	
Net Assets-Maintenance	280,614.21
Net Assets-Piers	168,038.88
<b>Total Net Assets-Piers &amp; Maintenance</b>	<b>448,653.09</b>
<b>Total Net Assets</b>	<b>448,653.09</b>
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24
Retained Earnings	92,438.26
Net Income	20,135.64
<b>Total Equity</b>	<b>\$585,270.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,247,798.10</b>

# SCBD - Cape St. Claire Improvement Association

## Balance Sheet

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash Held by the County	4,083.64
Checking Accounts	
BB&T Checking -7627	10,936.25
SCBD Checking - BB&T	150,363.61
<b>Total Checking Accounts</b>	<b>161,299.86</b>
<b>Total Bank Accounts</b>	<b>\$165,383.50</b>
<b>Total Current Assets</b>	<b>\$165,383.50</b>
<b>TOTAL ASSETS</b>	<b>\$165,383.50</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-15.00
<b>Total Other Current Liabilities</b>	<b>\$-15.00</b>
<b>Total Current Liabilities</b>	<b>\$-15.00</b>
<b>Total Liabilities</b>	<b>\$-15.00</b>
Equity	
Net Assets-SCBD	218,103.27
Retained Earnings	45,527.43
Net Income	-98,232.20
<b>Total Equity</b>	<b>\$165,388.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$165,383.50</b>

**Cape St. Claire Improvement Association, Inc.**

**Profit & Loss - Piers**

**September 30, 2021 - Final**

	September	YTD	Annual	Variance	
	Actual	Actual	Budget	Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Interest Income	1.64	5.09	0.00	5.09	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	100.00	(100.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	100.00	500.00	1,500.00	(1,000.00)	33%
Rentals/ Slips	124.00	1,240.00	92,595.00	(91,355.00)	1%
<b>Total Income</b>	<b>225.64</b>	<b>1,745.09</b>	<b>107,330.00</b>	<b>(105,584.91)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	95.70	287.10	1,500.00	(1,212.90)	19%
2 Audit Expenses	0.00	0.00	1,000.00	(1,000.00)	0%
3 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4 Insurance	0.00	0.00	6,000.00	(6,000.00)	0%
5 Legal Services	0.00	0.00	3,000.00	(3,000.00)	0%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	250.00	(250.00)	0%
8 Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9 Payroll Expenses & Benefits	17.51	83.05	2,405.00	(2,321.95)	3%
10 Permits	0.00	0.00	520.00	(520.00)	0%
11 Postage	0.00	0.00	500.00	(500.00)	0%
12 Printing	0.00	0.00	100.00	(100.00)	0%
13 Property Taxes	0.00	1,554.19	1,900.00	(345.81)	82%
14 Repairs/Maintenance	151.76	781.78	15,000.00	(14,218.22)	5%
15 Sanitary Services	0.00	0.00	100.00	(100.00)	0%
16 Sewer	0.00	0.00	100.00	(100.00)	0%
17 Signage	0.00	0.00	500.00	(500.00)	0%
18 Technology/Website	0.00	0.00	150.00	(150.00)	0%
19 Telecommunications & Internet	635.59	1,870.65	8,500.00	(6,629.35)	22%
20 Trash Collection	0.00	0.00	350.00	(350.00)	0%
21 Utilities	1,160.42	1,690.95	12,500.00	(10,809.05)	14%
22 Wages-Town Manager	0.00	0.00	5,250.00	(5,250.00)	0%
23 Wages-Administrator	0.00	0.00	5,250.00	(5,250.00)	0%
24 Wages-Asst. Administrator	150.00	693.13	4,000.00	(3,306.87)	17%
25 Wages-Handyman	21.00	107.88	4,000.00	(3,892.12)	3%
26 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	925.00	(925.00)	0%
27 Web Site	1.29	2.94	0.00	2.94	
<b>Total General and Administrative</b>	<b>2,233.27</b>	<b>7,071.67</b>	<b>75,220.00</b>	<b>(68,148.33)</b>	<b>9%</b>
<b>Capital Expenditures</b>					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>2,233.27</b>	<b>7,071.67</b>	<b>107,330.00</b>	<b>(100,258.33)</b>	
<b>Net Income (Loss)</b>	<b>(2,007.63)</b>	<b>(5,326.58)</b>	<b>0.00</b>	<b>(5,326.58)</b>	

**Cape St. Claire Improvement Association, Inc.**  
**Profit & Loss - Maintenance, Caper, Clubhouse**  
**September 30, 2021 - Final**

	September Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	1,525.00	15,930.00	40,000.00	(24,070.00)	40%
BLOA Contribution	0.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	0.00	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	260.00	770.00	25,000.00	(24,230.00)	3%
HOA Packets	900.00	4,340.00	11,000.00	(6,660.00)	39%
Interest Income	0.95	2.69	80.00	(77.31)	3%
Late Fees	250.00	775.00	5,500.00	(4,725.00)	14%
Miscellaneous Income	200.00	525.00	4,750.00	(4,225.00)	11%
Clubhouse - Rental Income	2,975.00	10,653.68	31,000.00	(20,346.32)	34%
Stickers	10.00	180.00	2,000.00	(1,820.00)	9%
<b>Total Income</b>	<b>6,120.95</b>	<b>38,118.40</b>	<b>132,830.00</b>	<b>(94,711.60)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	118.80	356.40	2,000.00	(1,643.60)	18%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper Print/Edit/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	4,827.24	15,000.00	(10,172.76)	32%
6 Insurance	441.70	(7.54)	9,000.00	(9,007.54)	0%
7 Legal Services	0.00	0.00	2,000.00	(2,000.00)	0%
8 Membrshp(Confrence/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	0.00	100.00	392.22	(292.22)	25%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Office Supplies/Expense	352.39	458.39	1,500.00	(1,041.61)	31%
12 Payroll Expenses & Benefits	73.98	73.98	6,179.16	(6,105.18)	1%
13 Permits	0.00	0.00	500.00	(500.00)	0%
14 Postage	0.00	0.00	1,500.00	(1,500.00)	0%
15 Printing	0.00	0.00	2,000.00	(2,000.00)	0%
16 Property Taxes	0.00	4,942.33	5,000.00	(57.67)	99%
17 Repairs/Maintenance	158.00	462.00	12,500.00	(12,038.00)	4%
18 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
19 Signage	0.00	0.00	500.00	(500.00)	0%
20 Telecommunications & Internet	44.18	87.71	350.00	(262.29)	25%
21 Utilities	67.16	107.64	200.00	(92.36)	54%
22 Wages-Town Manager	0.00	0.00	15,085.80	(15,085.80)	0%
23 Wages-Administrator	0.00	0.00	9,946.22	(9,946.22)	0%
24 Wages-Assst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
25 Wages-Beach Attendants	708.00	708.00	10,000.00	(9,292.00)	7%
26 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
27 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,376.60	(2,376.60)	0%
<b>Total General and Administrative</b>	<b>3,573.29</b>	<b>12,116.15</b>	<b>132,830.00</b>	<b>(120,713.85)</b>	
<b>Capital Expenditures</b>					
Clubhouse Improvements	0.00	0.00	0.00	0.00	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expenditures</b>	<b>3,573.29</b>	<b>12,116.15</b>	<b>132,830.00</b>	<b>(120,713.85)</b>	
<b>Net Income (Loss)</b>	<b>2,547.66</b>	<b>26,002.25</b>	<b>0.00</b>	<b>26,002.25</b>	

**Cape St. Claire Improvement Association, Inc.**  
**Profit Loss - Piers & Maintenance**  
**September 30, 2021 - Final**

	September Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	1,525.00	15,930.00	40,000.00	(24,070.00)	40%
BLOA Contribution	0.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	0.00	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	260.00	770.00	25,000.00	(24,230.00)	3%
HOA Packets	900.00	4,340.00	11,000.00	(6,660.00)	39%
Interest Income	2.59	7.78	80.00	(72.22)	10%
Late Fees	250.00	775.00	5,600.00	(4,825.00)	14%
Miscellaneous Income	200.00	525.00	4,850.00	(4,325.00)	11%
Clubhouse - Rental Income	2,975.00	10,653.68	31,000.00	(20,346.32)	34%
Rentals/ Slips	124.00	1,240.00	92,595.00	(91,355.00)	1%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	100.00	500.00	1,500.00	(1,000.00)	33%
Stickers	10.00	180.00	2,000.00	(1,820.00)	9%
<b>Total Income</b>	<b>6,346.59</b>	<b>39,863.49</b>	<b>240,160.00</b>	<b>(200,296.51)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	214.50	643.50	3,500.00	(2,856.50)	18%
2 Audit Expenses	0.00	0.00	2,500.00	(2,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper/Print/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	4,827.24	15,000.00	(10,172.76)	32%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	441.70	(7.54)	15,000.00	(15,007.54)	0%
8 Legal Services	0.00	0.00	5,000.00	(5,000.00)	0%
9 Membrshp(Confrence/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	0.00	100.00	642.22	(542.22)	16%
11 Events	0.00	0.00	500.00	(500.00)	0%
13 Office Supplies/Expense	352.39	458.39	1,600.00	(1,141.61)	29%
14 Payroll Expenses & Benefits	91.49	157.03	8,584.16	(8,427.13)	2%
15 Permits	0.00	0.00	1,020.00	(1,020.00)	0%
16 Postage	0.00	0.00	2,000.00	(2,000.00)	0%
17 Printing	0.00	0.00	2,100.00	(2,100.00)	0%
18 Property Taxes	0.00	6,496.52	6,900.00	(403.48)	94%
19 Repairs/Maintenance	309.76	1,243.78	27,500.00	(26,256.22)	5%
20 Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
21 Sewer	0.00	0.00	100.00	(100.00)	0%
22 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
23 Technology/Website	1.29	2.94	150.00	(147.06)	2%
2 Telecommunications & Internet	679.77	1,958.36	8,850.00	(6,891.64)	22%
25 Trash Collection	0.00	0.00	350.00	(350.00)	0%
26 Utilities	1,227.58	1,798.59	12,700.00	(10,901.41)	14%
27 Wages-Town Manager	0.00	0.00	20,335.80	(20,335.80)	0%
28 Wages-Administrator	0.00	0.00	15,196.22	(15,196.22)	0%
29 Wages-Asst. Administrator	150.00	693.13	6,500.00	(5,806.87)	11%
30 Wages-Beach Attendant	708.00	708.00	10,000.00	(9,292.00)	7%
31 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
32 Wages-Handyman	21.00	107.88	4,000.00	(3,892.12)	3%
33 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,301.60	(3,301.60)	0%
<b>Total General and Administrative</b>	<b>5,806.56</b>	<b>19,187.82</b>	<b>208,050.00</b>	<b>(188,862.18)</b>	
<b>Capital Expenditures</b>					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	0.00	0.00	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>5,806.56</b>	<b>19,187.82</b>	<b>240,160.00</b>	<b>(220,972.18)</b>	
<b>Net Income (Loss)</b>	<b>540.03</b>	<b>20,675.67</b>	<b>0.00</b>	<b>20,675.67</b>	



**Cape St. Claire Improvement Association, Inc.**

**Profit Loss - SCBD  
September 30, 2021 - Final**

	<b>September Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Variance Over(Under)</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
SCBD/Fees	0.00	0.00	450,060.00	-450,060.00	0%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY20	0.00	0.00	56,419.70	-56,419.70	0%
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>506,499.70</b>	<b>-506,499.70</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	335.50	1,006.50	5,500.00	-4,493.50	18%
2 Audit Expenses	0.00	0.00	5,300.00	-5,300.00	0%
Bank Charges	0.00	0.00	150.00	-150.00	0%
4 Caper Print/Edit/Contract&Postage	0.00	7,552.64	30,900.00	-23,347.36	24%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	400.00	1,000.00	-600.00	40%
7 Clubhouse Custodial Services	0.00	0.00	5,000.00	-5,000.00	0%
8 Insurance	2,430.00	6,305.00	25,000.00	-18,695.00	25%
9 Legal Services	708.00	6,710.76	10,000.00	-3,289.24	67%
10 Membrshp(Confrence/Training/Dues)	0.00	0.00	1,300.00	-1,300.00	0%
11 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	528.20	-528.20	0%
12 Events	0.00	0.00	1,525.00	-1,525.00	0%
13 Mowing	2,080.00	6,760.00	16,500.00	-9,740.00	41%
14 Office Supplies/Expense	302.62	951.89	5,000.00	-4,048.11	19%
15 Payroll Expenses & Benefits	2,061.70	8,626.75	19,454.73	-10,827.98	44%
16 Permits	0.00	0.00	500.00	-500.00	0%
17 Postage	77.85	77.85	3,500.00	-3,422.15	2%
18 Printing	0.00	0.00	4,000.00	-4,000.00	0%
19 Property Taxes	0.00	3,005.03	4,350.00	-1,344.97	69%
20 Repairs/Maintenance	1,035.18	3,650.54	31,000.00	-27,349.46	12%
21 Sanitary Services	1,507.20	6,148.80	8,000.00	-1,851.20	77%
22 Sewer	110.19	110.19	500.00	-389.81	22%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	124.78	247.71	3,700.00	-3,452.29	7%
25 Trash Collection	459.54	1,378.62	6,000.00	-4,621.38	23%
26 Utilities	810.66	1,676.48	10,000.00	-8,323.52	17%
27 Vehicle Fuel & Maintenance	187.98	187.98	2,900.00	-2,712.02	6%
28 Wages-Town Manager	6,303.62	21,970.87	61,611.00	-39,640.13	36%
29 Wages-Administrator	4,387.51	15,355.83	42,208.78	-26,852.95	36%
30 Wages-Asst Administrator	71.25	567.25	3,000.00	-2,432.75	19%
31 Wages-Asst Admin (Mtg Spt)	150.00	750.00	2,400.00	-1,650.00	31%
32 Wages-Beach Attendant	2,689.13	16,496.34	16,500.00	-3.66	100%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	1,010.25	4,002.02	15,000.00	-10,997.98	27%
36 Wages-Security Patrol	1,578.50	8,008.00	44,352.00	-36,344.00	18%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	7,139.99	-7,139.99	0%
38 Website/Technology	201.82	201.82	3,000.00	-2,798.18	7%
<b>Total General and Administrative</b>	<b>28,623.28</b>	<b>122,148.87</b>	<b>401,499.70</b>	<b>-279,350.83</b>	
<b>Capital Expenditures</b>					
Clubhouse Improvements	0.00	0.00	30,000.00	-30,000.00	0%
Shoreline Erosion Restoration	2,391.89	7,098.50	75,000.00	-67,901.50	9%
<b>Total Capital Expenditures</b>	<b>2,391.89</b>	<b>7,098.50</b>	<b>105,000.00</b>	<b>-97,901.50</b>	
<b>Total Expenditures</b>	<b>31,015.17</b>	<b>129,247.37</b>	<b>506,499.70</b>	<b>-377,252.33</b>	
<b>Net Income (Loss)</b>	<b>-31,015.17</b>	<b>-129,247.37</b>	<b>0.00</b>	<b>-129,247.37</b>	

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of September 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	87,334.54
Payroll Checking - BB&T	928.66
<b>Total Checking Accounts</b>	<b>88,263.20</b>
Money Market Accounts	
Maintenance MM - BB&T	116,926.41
Piers MM - BB&T	172,262.72
Piers Capital Improvement - BB&T	26,070.00
<b>Total Piers MM - BB&amp;T</b>	<b>198,332.72</b>
<b>Total Money Market Accounts</b>	<b>315,259.13</b>
Petty Cash	
Maintenance	250.00
<b>Total Petty Cash</b>	<b>250.00</b>
<b>Total Bank Accounts</b>	<b>\$403,772.33</b>
Accounts Receivable	
Accounts Receivable	1,410.33
<b>Total Accounts Receivable</b>	<b>\$1,410.33</b>
Other Current Assets	
Due From Cape St. Claire	10,174.95
Due From SCBD	-9,967.67
Undeposited Funds	1,677.37
<b>Total Other Current Assets</b>	<b>\$1,884.65</b>
<b>Total Current Assets</b>	<b>\$407,067.31</b>

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of September 30, 2021

	TOTAL
Fixed Assets	0.00
Maintenance	-64,181.58
Accumulated Depreciation	25,570.51
Equipment	2,000.00
Furniture & Fixtures	4,707.00
Improvements	105,027.20
Land	35,607.28
Paving/Walls	108,730.41
<b>Total Maintenance</b>	<b>108,730.41</b>
Membership	-123,702.00
Accumulated Depreciation	145,853.43
Buildings	1,482.84
Furniture & Fixtures	23,634.27
<b>Total Membership</b>	<b>23,634.27</b>
Piers	-168,424.00
Accumulated Depreciation	220,307.64
Buildings & Piers	51,883.64
<b>Total Piers</b>	<b>51,883.64</b>
<b>Total Fixed Assets</b>	<b>\$184,248.32</b>
Other Assets	682,172.50
WIP - Shoreline Restoration Project	682,172.50
<b>Total Other Assets</b>	<b>682,172.50</b>
<b>TOTAL ASSETS</b>	<b>\$1,273,488.13</b>

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of September 30, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	53.00
A/P - State Income Tax	-195.05
Due to SCBD	25,236.00
Grants	-2,071.47
Payroll Liabilities	1,147.12
Prepaid Advertising	685.00
Prepaid Maintenance Fees	5,650.01
Security Deposit Clubhouse	\$36,504.61
<b>Total Other Current Liabilities</b>	<b>\$30,504.61</b>
<b>Total Current Liabilities</b>	<b>\$30,504.61</b>
Long-Term Liabilities	613,172.50
N/P - BB&T	\$613,172.50
<b>Total Long-Term Liabilities</b>	<b>\$643,677.11</b>
<b>Total Liabilities</b>	<b>\$643,677.11</b>
Equity	
Net Assets	
Net Assets-Piers & Maintenance	280,614.21
Net Assets-Maintenance	168,038.88
Net Assets-Piers	448,653.09
<b>Total Net Assets-Piers &amp; Maintenance</b>	<b>448,653.09</b>
<b>Total Net Assets</b>	<b>448,653.09</b>
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24
Retained Earnings	136,438.26
Net Income	20,675.67
<b>Total Equity</b>	<b>\$629,811.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,273,488.13</b>

# SCBD - Cape St. Claire Improvement Association

## Balance Sheet

As of September 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	4,083.64
Cash Held by the County	
Checking Accounts	8,544.36
BB&T Checking -7627	121,740.33
SCBD Checking - BB&T	130,284.69
<b>Total Checking Accounts</b>	<b>\$134,368.33</b>
<b>Total Bank Accounts</b>	<b>\$134,368.33</b>
<b>Total Current Assets</b>	<b>\$134,368.33</b>
<b>TOTAL ASSETS</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	-15.00
Due to Cape St. Claire	\$-15.00
<b>Total Other Current Liabilities</b>	<b>\$-15.00</b>
<b>Total Current Liabilities</b>	<b>\$-15.00</b>
<b>Total Liabilities</b>	
Equity	218,103.27
Net Assets-SCBD	45,527.43
Retained Earnings	-129,247.37
Net Income	\$134,383.33
<b>Total Equity</b>	<b>\$134,368.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	

**Cape St. Claire Improvement Association, Inc.**

**Profit & Loss - Piers  
October 31, 2021 - Final**

	October Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Interest Income	1.68	6.77	0.00	6.77	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	100.00	(100.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	100.00	600.00	1,500.00	(900.00)	40%
Rentals/ Slips	100.00	1,340.00	92,595.00	(91,255.00)	1%
<b>Total Income</b>	<b>201.68</b>	<b>1,946.77</b>	<b>107,330.00</b>	<b>(105,383.23)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	94.70	381.80	1,500.00	(1,118.20)	25%
2 Audit Expenses	0.00	0.00	1,000.00	(1,000.00)	0%
3 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4 Insurance	0.00	0.00	6,000.00	(6,000.00)	0%
5 Legal Services	0.00	0.00	3,000.00	(3,000.00)	0%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	250.00	(250.00)	0%
8 Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9 Payroll Expenses & Benefits	11.39	94.44	2,405.00	(2,310.56)	4%
10 Permits	200.00	200.00	520.00	(320.00)	38%
11 Postage	0.00	0.00	500.00	(500.00)	0%
12 Printing	0.00	0.00	100.00	(100.00)	0%
13 Property Taxes	0.00	1,554.19	1,900.00	(345.81)	82%
14 Repairs/Maintenance	42.01	823.79	15,000.00	(14,176.21)	5%
15 Sanitary Services	0.00	0.00	100.00	(100.00)	0%
16 Sewer	0.00	0.00	100.00	(100.00)	0%
17 Signage	0.00	0.00	500.00	(500.00)	0%
18 Technology/Website	0.00	0.00	150.00	(150.00)	0%
19 Telecommunications & Internet	35.07	1,905.72	8,500.00	(6,594.28)	22%
20 Trash Collection	0.00	0.00	350.00	(350.00)	0%
21 Utilities	698.52	2,389.47	12,500.00	(10,110.53)	19%
22 Wages-Town Manager	0.00	0.00	5,250.00	(5,250.00)	0%
23 Wages-Administrator	0.00	0.00	5,250.00	(5,250.00)	0%
24 Wages-Assst. Administrator	108.75	801.88	4,000.00	(3,198.12)	20%
25 Wages-Handyman	0.00	107.88	4,000.00	(3,892.12)	3%
26 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	925.00	(925.00)	0%
27 Web Site	0.00	2.94	0.00	2.94	
<b>Total General and Administrative</b>	<b>1,190.44</b>	<b>8,262.11</b>	<b>75,220.00</b>	<b>(66,957.89)</b>	<b>11%</b>
<b>Capital Expenditures</b>					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>1,190.44</b>	<b>8,262.11</b>	<b>107,330.00</b>	<b>(99,067.89)</b>	
<b>Net Income (Loss)</b>	<b>(988.76)</b>	<b>(6,315.34)</b>	<b>0.00</b>	<b>(6,315.34)</b>	

**Cape St. Claire Improvement Association, Inc.**  
**Profit & Loss - Maintenance, Caper, Clubhouse**  
**October 31, 2021 - Final**

	October Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	3,590.00	19,520.00	40,000.00	(20,480.00)	49%
BLOA Contribution	0.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	0.00	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	170.00	940.00	25,000.00	(24,060.00)	4%
HOA Packets	1,500.00	5,840.00	11,000.00	(5,160.00)	53%
Interest Income	1.18	3.87	80.00	(76.13)	5%
Late Fees	100.00	875.00	5,500.00	(4,625.00)	16%
Miscellaneous Income	175.00	700.00	4,750.00	(4,050.00)	15%
Clubhouse - Rental Income	4,315.00	14,968.68	31,000.00	(16,031.32)	48%
Stickers	25.00	205.00	2,000.00	(1,795.00)	10%
<b>Total Income</b>	<b>9,876.18</b>	<b>47,994.58</b>	<b>132,830.00</b>	<b>(84,835.42)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	118.80	475.20	2,000.00	(1,524.80)	24%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper Print/Edit/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	6,436.32	15,000.00	(8,563.68)	43%
6 Insurance	100.60	93.06	9,000.00	(8,906.94)	1%
7 Legal Services	4,542.28	4,542.28	2,000.00	2,542.28	227%
8 Membrshp(Conference/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	24.70	124.70	392.22	(267.52)	32%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Office Supplies/Expense	0.00	458.39	1,500.00	(1,041.61)	31%
12 Payroll Expenses & Benefits	0.00	73.98	6,179.16	(6,105.18)	1%
13 Permits	0.00	0.00	500.00	(500.00)	0%
14 Postage	0.00	0.00	1,500.00	(1,500.00)	0%
15 Printing	179.41	179.41	2,000.00	(1,820.59)	9%
16 Property Taxes	0.00	4,942.33	5,000.00	(57.67)	99%
17 Repairs/Maintenance	75.00	537.00	12,500.00	(11,963.00)	4%
18 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
19 Signage	0.00	0.00	500.00	(500.00)	0%
20 Telecommunications & Internet	43.53	131.24	350.00	(218.76)	37%
21 Utilities	33.33	140.97	200.00	(59.03)	70%
22 Wages-Town Manager	0.00	0.00	15,085.80	(15,085.80)	0%
23 Wages-Administrator	0.00	0.00	9,946.22	(9,946.22)	0%
24 Wages-Assst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
25 Wages-Beach Attendants	0.00	708.00	10,000.00	(9,292.00)	7%
26 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
27 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,376.60	(2,376.60)	0%
<b>Total General and Administrative</b>	<b>6,726.73</b>	<b>18,842.88</b>	<b>132,830.00</b>	<b>(113,987.12)</b>	
<b>Capital Expenditures</b>					
Clubhouse Improvements	0.00	0.00	0.00	0.00	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expenditures</b>	<b>6,726.73</b>	<b>18,842.88</b>	<b>132,830.00</b>	<b>(113,987.12)</b>	
<b>Net Income (Loss)</b>	<b>3,149.45</b>	<b>29,151.70</b>	<b>0.00</b>	<b>29,151.70</b>	

**Cape St. Claire Improvement Association, Inc.**  
**Profit Loss - Piers & Maintenance**  
**October 31, 2021 - Final**

	October Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Caper Advertising	3,590.00	19,520.00	40,000.00	(20,480.00)	49%
BLOA Contribution	0.00	4,182.00	11,500.00	(7,318.00)	36%
CSSC Contribution	0.00	760.03	2,000.00	(1,239.97)	38%
Maintenance Fees	170.00	940.00	25,000.00	(24,060.00)	4%
HOA Packets	1,500.00	5,840.00	11,000.00	(5,160.00)	53%
Interest Income	2.86	10.64	80.00	(69.36)	13%
Late Fees	100.00	875.00	5,600.00	(4,725.00)	16%
Miscellaneous Income	175.00	700.00	4,850.00	(4,150.00)	14%
Clubhouse - Rental Income	4,315.00	14,968.68	31,000.00	(16,031.32)	48%
Rentals/ Slips	100.00	1,340.00	92,595.00	(91,255.00)	1%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	100.00	600.00	1,500.00	(900.00)	40%
Stickers	25.00	205.00	2,000.00	(1,795.00)	10%
<b>Total Income</b>	<b>10,077.86</b>	<b>49,941.35</b>	<b>240,160.00</b>	<b>(190,218.65)</b>	
<b>Expense</b>					
<b>General and Administrative</b>					
1 Accounting Fees	213.50	857.00	3,500.00	(2,643.00)	24%
2 Audit Expenses	0.00	0.00	2,500.00	(2,500.00)	0%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper/Print/Contract&Postage	0.00	0.00	20,600.00	(20,600.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	6,436.32	15,000.00	(8,563.68)	43%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	100.60	93.06	15,000.00	(14,906.94)	1%
8 Legal Services	4,542.28	4,542.28	5,000.00	(457.72)	91%
9 Membrshp(Confrence/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	24.70	124.70	642.22	(517.52)	19%
11 Events	0.00	0.00	500.00	(500.00)	0%
13 Office Supplies/Expense	0.00	458.39	1,600.00	(1,141.61)	29%
14 Payroll Expenses & Benefits	11.39	168.42	8,584.16	(8,415.74)	2%
15 Permits	200.00	200.00	1,020.00	(820.00)	20%
16 Postage	0.00	0.00	2,000.00	(2,000.00)	0%
17 Printing	179.41	179.41	2,100.00	(1,920.59)	9%
18 Property Taxes	0.00	6,496.52	6,900.00	(403.48)	94%
19 Repairs/Maintenance	117.01	1,360.79	27,500.00	(26,139.21)	5%
20 Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
21 Sewer	0.00	0.00	100.00	(100.00)	0%
22 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
23 Technology/Website	0.00	2.94	150.00	(147.06)	2%
2 Telecommunications & Internet	78.60	2,036.96	8,850.00	(6,813.04)	23%
25 Trash Collection	0.00	0.00	350.00	(350.00)	0%
26 Utilities	731.85	2,530.44	12,700.00	(10,169.56)	20%
27 Wages-Town Manager	0.00	0.00	20,335.80	(20,335.80)	0%
28 Wages-Administrator	0.00	0.00	15,196.22	(15,196.22)	0%
29 Wages-Asst. Administrator	108.75	801.88	6,500.00	(5,698.12)	12%
30 Wages-Beach Attendant	0.00	708.00	10,000.00	(9,292.00)	7%
31 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
32 Wages-Handyman	0.00	107.88	4,000.00	(3,892.12)	3%
33 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,301.60	(3,301.60)	0%
<b>Total General and Administrative</b>	<b>7,917.17</b>	<b>27,104.99</b>	<b>208,050.00</b>	<b>(180,945.01)</b>	
<b>Capital Expenditures</b>					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	0.00	0.00	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	19,075.00	(19,075.00)	0%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>32,110.00</b>	<b>(32,110.00)</b>	
<b>Total Expenditures</b>	<b>7,917.17</b>	<b>27,104.99</b>	<b>240,160.00</b>	<b>(213,055.01)</b>	
<b>Net Income (Loss)</b>	<b>2,160.69</b>	<b>22,836.36</b>	<b>0.00</b>	<b>22,836.36</b>	



Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

October 31, 2021 - Final

	October Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
SCBD/Fees	0.00	0.00	450,060.00	-450,060.00	0%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY20	0.00	0.00	56,419.70	-56,419.70	0%
Total Income	0.00	0.00	506,499.70	-506,499.70	
Expense					
General and Administrative					
1 Accounting Fees	336.50	1,343.00	5,500.00	-4,157.00	24%
2 Audit Expenses	3,750.00	3,750.00	5,300.00	-1,550.00	71%
Bank Charges	0.00	0.00	150.00	-150.00	0%
4 Caper Print/Edit/Contract&Postage	3,634.71	11,187.35	30,900.00	-19,712.65	36%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	400.00	1,000.00	-600.00	40%
7 Clubhouse Custodial Services	0.00	0.00	5,000.00	-5,000.00	0%
8 Insurance	1,945.00	8,250.00	25,000.00	-16,750.00	33%
9 Legal Services	3,289.24	10,000.00	10,000.00	0.00	100%
10 Membrshp(Confrence/Training/Dues)	0.00	0.00	1,300.00	-1,300.00	0%
11 Voluntr Apprec(Refreshments/Misc)	250.00	250.00	528.20	-278.20	47%
12 Events	0.00	0.00	1,525.00	-1,525.00	0%
13 Mowing	2,080.00	8,840.00	16,500.00	-7,660.00	54%
14 Office Supplies/Expense	269.06	1,220.95	5,000.00	-3,779.05	24%
15 Payroll Expenses & Benefits	1,963.56	10,590.31	19,454.73	-8,864.42	54%
16 Permits	0.00	0.00	500.00	-500.00	0%
17 Postage	0.00	77.85	3,500.00	-3,422.15	2%
18 Printing	14.90	14.90	4,000.00	-3,985.10	0%
19 Property Taxes	222.47	3,227.50	4,350.00	-1,122.50	74%
20 Repairs/Maintenance	8,750.46	12,401.00	31,000.00	-18,599.00	40%
21 Sanitary Services	1,507.20	7,656.00	8,000.00	-344.00	96%
22 Sewer	0.00	110.19	500.00	-389.81	22%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	122.93	370.64	3,700.00	-3,329.36	10%
25 Trash Collection	459.54	1,838.16	6,000.00	-4,161.84	31%
26 Utilities	733.69	2,410.17	10,000.00	-7,589.83	24%
27 Vehicle Fuel & Maintenance	0.00	187.98	2,900.00	-2,712.02	6%
28 Wages-Town Manager	6,303.62	28,274.49	61,611.00	-33,336.51	46%
29 Wages-Administrator	4,367.44	19,723.27	42,208.78	-22,485.51	47%
30 Wages-Asst Administrator	147.00	714.25	3,000.00	-2,285.75	24%
31 Wages-Asst Admin (Mtg Spt)	0.00	750.00	2,400.00	-1,650.00	31%
32 Wages-Beach Attendant	0.00	16,496.34	16,500.00	-3.66	100%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	957.88	4,959.90	15,000.00	-10,040.10	33%
36 Wages-Security Patrol	1,732.50	9,740.50	44,352.00	-34,611.50	22%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	7,139.99	-7,139.99	0%
38 Website/Technology	103.57	305.39	3,000.00	-2,694.61	10%
Total General and Administrative	42,941.27	165,090.14	401,499.70	-236,409.56	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	30,000.00	-30,000.00	0%
Shoreline Erosion Restoration	2,314.72	9,413.22	75,000.00	-65,586.78	13%
Total Capital Expenditures	2,314.72	9,413.22	105,000.00	-95,586.78	
Total Expenditures	45,255.99	174,503.36	506,499.70	-331,996.34	
Net Income (Loss)	-45,255.99	-174,503.36	0.00	-174,503.36	

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of October 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking Accounts	63,054.54
General Checking - BB&T	617.51
Payroll Checking - BB&T	63,672.05
<b>Total Checking Accounts</b>	<b>63,672.05</b>
Money Market Accounts	142,461.46
Maintenance MM - BB&T	171,663.96
Piers MM - BB&T	26,070.00
Piers Capital Improvement - BB&T	197,733.96
<b>Total Piers MM - BB&amp;T</b>	<b>340,195.42</b>
<b>Total Money Market Accounts</b>	<b>340,195.42</b>
Petty Cash	250.00
Maintenance	250.00
<b>Total Petty Cash</b>	<b>250.00</b>
<b>Total Bank Accounts</b>	<b>\$404,117.47</b>
Accounts Receivable	1,410.33
Accounts Receivable	1,410.33
<b>Total Accounts Receivable</b>	<b>\$1,410.33</b>
Other Current Assets	10,174.95
Due From Cape St. Claire	-9,757.12
Due From SCBD	3,832.37
Undeposited Funds	4,250.20
<b>Total Other Current Assets</b>	<b>\$4,250.20</b>
<b>Total Current Assets</b>	<b>\$409,778.00</b>

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

## Balance Sheet

As of October 31, 2021

	TOTAL
Fixed Assets	0.00
Maintenance	-64,181.58
Accumulated Depreciation	25,570.51
Equipment	2,000.00
Furniture & Fixtures	4,707.00
Improvements	105,027.20
Land	35,607.28
Paving/Walls	108,730.41
<b>Total Maintenance</b>	
Membership	-123,702.00
Accumulated Depreciation	145,853.43
Buildings	1,482.84
Furniture & Fixtures	23,634.27
<b>Total Membership</b>	
Piers	-168,424.00
Accumulated Depreciation	220,307.64
Buildings & Piers	-51,883.64
<b>Total Piers</b>	\$184,248.32
<b>Total Fixed Assets</b>	
Other Assets	682,172.50
WIP - Shoreline Restoration Project	\$682,172.50
<b>Total Other Assets</b>	\$1,276,198.82
<b>TOTAL ASSETS</b>	

# CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet  
As of October 31, 2021

	TOTAL
<hr/>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	53.00
A/P - State Income Tax	-195.05
Due to SCBD	25,236.00
Grants	-2,071.47
Payroll Liabilities	1,147.12
Prepaid Advertising	685.00
Prepaid Maintenance Fees	6,200.01
Security Deposit Clubhouse	\$31,054.61
<b>Total Other Current Liabilities</b>	<b>\$31,054.61</b>
<b>Total Current Liabilities</b>	<b>\$31,054.61</b>
Long-Term Liabilities	613,172.50
N/P - BB&T	\$613,172.50
<b>Total Long-Term Liabilities</b>	<b>\$644,227.11</b>
<b>Total Liabilities</b>	<b>\$644,227.11</b>
Equity	
Net Assets	
Net Assets-Piers & Maintenance	280,614.21
Net Assets-Maintenance	168,038.88
Net Assets-Piers	448,653.09
<b>Total Net Assets-Piers &amp; Maintenance</b>	<b>448,653.09</b>
<b>Total Net Assets</b>	<b>448,653.09</b>
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24
Retained Earnings	136,438.26
Net Income	22,836.36
<b>Total Equity</b>	<b>\$631,971.71</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,276,198.82</b>
<hr/>	

# SCBD - Cape St. Claire Improvement Association

Balance Sheet  
As of October 31, 2021

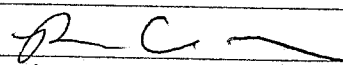
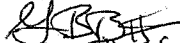
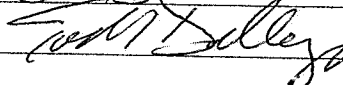
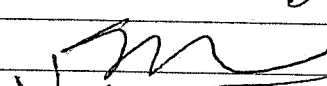
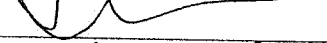
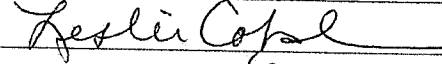

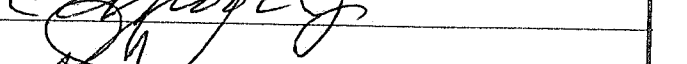
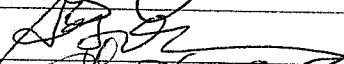

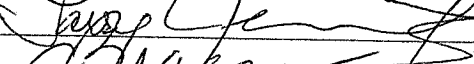


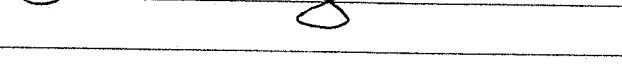
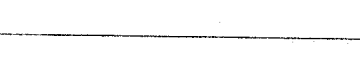
	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash Held by the County	4,083.64
Checking Accounts	
BB&T Checking -7627	6,229.64
SCBD Checking - BB&T	79,009.61
Total Checking Accounts	85,239.25
Total Bank Accounts	\$89,322.89
Total Current Assets	\$89,322.89
<b>TOTAL ASSETS</b>	<b>\$89,322.89</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	195.55
Total Other Current Liabilities	\$195.55
Total Current Liabilities	\$195.55
Total Liabilities	\$195.55
Equity	
Net Assets-SCBD	218,103.27
Retained Earnings	45,527.43
Net Income	-174,503.36
Total Equity	\$89,127.34
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$89,322.89</b>

# Cape St. Claire Improvement Association, Inc.

Membership Meeting

Meeting Date: 1/11/2022

**MEMBERS: SIGN-UP SHEET**      Property Owners

	Printed Name	Signature
1.	Ryan Anderson	
2.	Beau Breeden	
3.	Todd Dallenger	
4.	Bill Szczytko	
5.	Stacy Wildberger	
6.	Jennifer Williams	
7.	Leslie Cobb	
8.	Dottie Ballard	
9.	Charlie Moore	
10.	Steve Arnold	
11.	Sandy Durisson	
12.	Philip Swison	
13.	Larry Jennings	
14.	John Bragaw	
15.	Mar Lamb	
16.	M. Dale Shiping	
17.		
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