Cape St. Claire
IMPROVEMENT ASSOCIATION
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Quarterly Membership Meeting

April 23, 2024

Agenda

President's Remarks

AA County Traffic Engineering Presentation – Nestor Flores

Approval of Minutes

Approval of Financials

BREAK

Town Manager Report

Old Business

New Business

Comments from the Floor

Adjournment

Annual Meeting January 9, 2024

In attendance in person: President Beau Breeden, Governors Jennifer Connor, Ed Hayes, Mary Lamb, Matt Layman, Neil Macindoe, Marissa Mirani, Kim Pollock, Michele Shipley, Jerome Zadera, Town Manager Frank Tewey, residents William Aucoin, Lou & Sharon Biondi, Peter Bulota, Danny Buswell, Leslie Coble, Jeff Haines, Thor Harris, Larry Jennings, Jeanne Klingler, Brad Knopf, Charlie Moore, Blake Morris, Phil & Sandy Ourisson, Pamela Porter-Smith, Bill Rappoport, Geoff Schneider, Stacey Wildberger, and Jen Williams.

President Breeden called the meeting to order at 7:32 pm and wished all a happy new year. He thanked Town Manager Frank Tewey for his hard work in his first year that included the challenging new reserve study requirement. The board maintained the same 12 governors all year, and there were many events and projects that happened in 2023. He thanked all the committees and employees who have made everything happen. Due to illness, the traffic engineering presentation will be rescheduled. A motion to amend the agenda and postpone the presentation to the April Quarterly meeting was made by Larry Jennings, seconded by Jeanne Klingler, and passed unanimously. The candidates for governors and budget committee were introduced. Lou Biondi thanked the board for their diligence on the reserve study. President Breeden spoke about planned meetings with legislators to discuss concerns with the rules of the study. He explained changes to bylaws and articles of incorporation to allow for savings and to earn interest on those savings.

VOTING

President Breeden reminded everyone to turn in their ballot to vote for governors, budget committee, Special Community Benefits District (SCBD) cap and assessment changes, bylaw changes and the fiscal year 2025 (FY25) budget. Ballots were collected for counting.

MINUTES AND FINANCIAL STATEMENTS

Minutes of the October 24, 2023 quarterly meeting were reviewed. A motion was made by Charlie Moore to approve the minutes, seconded by Phil Ourisson, and approved unanimously after corrections to the spelling of Geoff Schneider's name and the Coastal Conservation Association.

The financial statements for August-October of 2023 were reviewed. A motion to approve was made by Lou Biondi and seconded by Larry Jennings. President Breeden noted the reports represent the 2nd- 4th months of FY24 and answered questions about the impact of the reserve study on assets listed in the balance sheet, timing of the fiscal year, and how to use reserve study funds. The motion passed unanimously.

TOWN MANAGER

Town Manager Tewey said he has thoroughly enjoyed his first year on the job. He highlighted accomplishments over the year such as land use/ riparian rights certified letters sent to those homes that are adjacent to community owned properties, the Capital Reserve Study, the opening of the new office, replacement of life rings and additional safety ladders installed at the piers, changes to the building approval process, monitoring of legislation, a successful beach season with a steady crew of attendants, and Movies on the Beach. He commended Office Administrator Coble for her continued assistance and the maintenance crew for their work. He continues to work with Richard's Tree Care to maintain trees on community property. He enjoyed working with the budget committee. Security officers cover about 75% of shifts. Governor Shipley thanked Mr. Tewey for his work with the building committee.

OLD BUSINESS

President Breeden reported on several items. The Little Magothy River Association (LMRA) approached CSCIA about a small dredge at the inlet and to place the sand on our beach. Due to potential cost overruns, LMRA has decided not to do that dredge. CSCIA had contracted with BioHabitats to assist with the permitting to receive sand. Instead, BioHabitats will help with the larger dredge LMRA will use grant funds to complete next winter. If our permits are approved, it could be 4000-6000 yd^3 of sand to add to the main beach between the groins. LMRA will partner with us and has been approved as a Cape Recognized Organization.

Due to the federal government not having a fully funded budget, National Fish and Wildlife Service grants for which we applied have been put on hold. It is unknown what funding will become available or if we will need to reapply. Other grant opportunities are being researched.

In answer to a question, President Breeden reported that the plan used to alleviate traffic on local roads during summer Route 50 peak times worked quite well. Complaints came from Northrop Grumman and others that it forced employees from the Eastern Shore to drive west to get on Route 50 and then sit in traffic. He answered a question about the Broadneck Trail stating that due to weather and design changes, construction has been sporadic. It should restart in the spring. Property acquisition is in process for the next phase that will run from 7-11 to Sandy Point along College Parkway East. Boats belonging to Youth Sailing previously stored on property behind Cape Auto are now at the upper parking lot at Deep Creek. The plan is to remove bamboo behind the basketball hoop by that lot, cover the area with mulch and store boats there. The boats must be stored on land zoned marina or commercial. Personal boats properly tagged and registered can be stored on roads. The county does not want to store them.

NEW BUSINESS

President Breeden reported that as he is transitioning out of the presidency of the board, he has tried to complete projects or to set them up to continue with processes in place.

The Cape St Claire Volunteer Fire Department will be getting a new firehouse. The current firehouse will remain open while the new one is being constructed in the parking lot. The stormwater management ponds that were created as part of the Cape St Claire Road widening in 2017 will be removed. The county is looking for solutions to mitigate elsewhere. Discussions will be held between the county, CSCIA, the schools, and Goshen Farm to try to find enough space to plant. He encouraged everyone to learn more about the project.

ELECTION RESULTS

Candidates for Governor Ed Hayes, Thor Harris, Michele Shipley and Jerome Zadera were all elected to the board, and Charlie Moore and Blake Morris were elected to the budget committee with more than 50% of votes. The increase to the SCBD cap from $225 to $300, and the $60 increase to the SCBD assessment were approved. The budget for FY25 and changes to the by-laws were approved.

COMMENTS

Lou Biondi noted that Goshen Farm will hold its Annual Membership Meeting on Wednesday, January 17 and all are welcome.

Stacy Wildberger noted that the Cape Conservation Corps (CCC) worked hard at the Little Magothy beach clearing invasive species, planting native plants and adding benches. Volunteers are welcome, please see anyone from the group or their website if interested. They will be doing a winter cleanup of ivy at Little Magothy beach and Deep Creek. A Vegetation Management Plan is in process to remove bamboo for Youth Sailing boat storage. A representative from the Master Gardener program will speak at the March 20 meeting. A scholarship program has been established to award a $1000 scholarship to a graduating Broadneck High School senior entering an environmental studies field. Membership to CCC is $20 per year.

Residents expressed gratitude to President Breeden and the Board for their work for the community.

ADJOURNMENT

A motion to adjourn was made by Lou Biondi, seconded by Bill Rappoport and approved unanimously. The January 9, 2024 CSCIA Quarterly Membership Meeting was adjourned at 8:37 pm.

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Piers
November 30, 2023 - Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Interest Income	1.97	10.25	0.00	10.25	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	30.00	100.00	(70.00)	30%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	200.00	800.00	1,500.00	(700.00)	53%
Rentals/ Slips	600.00	855.00	103,055.00	(102,200.00)	1%
Total Income	801.97	1,695.25	117,790.00	(116,094.75)	
Expense					
General and Administrative					
1 Accounting Fees	191.40	574.20	1,000.00	(425.80)	57%
2 Audit Expenses	0.00	0.00	500.00	(500.00)	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	5,000.00	(5,000.00)	0%
6 Membrshp(Confernce/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	150.00	(150.00)	0%
8 Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9 Payroll Expenses & Benefits	45.96	139.19	3,114.30	(2,975.11)	4%
10 Permits	0.00	100.00	1,000.00	(900.00)	10%
11 Postage	147.50	147.50	500.00	(352.50)	30%
12 Printing	0.00	0.00	100.00	(100.00)	0%
13 Property Taxes	0.00	1,638.72	1,900.00	(261.28)	86%
14 Repairs/Maintenance	256.79	3,052.53	17,500.00	(14,447.47)	17%
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 Telecommunications & Internet	653.08	3,192.31	9,000.00	(5,807.69)	35%
19 Trash Collection	0.00	0.00	350.00	(350.00)	0%
20 Utilities	1,301.70	3,402.46	13,000.00	(9,597.54)	26%
21 Wages-Town Manager	0.00	0.00	5,940.66	(5,940.66)	0%
22 Wages-Administrator	0.00	0.00	5,832.70	(5,832.70)	0%
23 Wages-Asst. Administrator	103.13	396.02	4,000.00	(3,603.98)	10%
24 Wages-Handyman	419.75	1,218.57	4,000.00	(2,781.43)	30%
25 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	988.68	(988.68)	0%
26 Technology/Website	0.00	3.34	250.00	(246.66)	1%
Total General and Administrative	3,119.31	13,864.84	82,246.34	(68,381.50)	17%
Capital Expenditures					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	22,508.66	(22,508.66)	0%
Total Capital Expenditures	0.00	0.00	35,543.66	(35,543.66)	
Total Expenditures	3,119.31	13,864.84	117,790.00	(103,925.16)	
Net Income (Loss)	(2,317.34)	(12,169.59)	0.00	(12,169.59)	

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
November 30, 2023 - Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	3,740.00	21,182.50	42,000.00	(20,817.50)	50%
BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
Maintenance Fees	0.00	620.00	25,000.00	(24,380.00)	2%
HOA Packets	300.00	2,850.00	11,000.00	(8,150.00)	26%
Interest Income	3.14	15.38	20.00	(4.62)	77%
Late Fees	0.00	620.00	5,500.00	(4,880.00)	11%
Miscellaneous Income	200.00	1,075.00	4,750.00	(3,675.00)	23%
Non Cash Contribution	0.00	0.00	0.00	0.00	0%
Clubhouse - Rental Income	6,180.00	30,257.04	45,000.00	(14,742.96)	67%
Stickers	25.00	225.00	2,000.00	(1,775.00)	11%
Total Income	10,448.14	61,984.44	149,320.00	(87,335.56)	
Expense					
General and Administrative					
1 Accounting Fees	237.60	712.80	2,000.00	(1,287.20)	36%
2 Audit Expenses	0.00	3,718.00	1,000.00	2,718.00	372%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper Print/Edit/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	2,545.40	16,500.00	(13,954.60)	15%
6 Insurance	0.00	122.74	9,000.00	(8,877.26)	1%
7 Legal Services	0.00	0.00	20,000.00	(20,000.00)	0%
8 Membrshp(Confernce/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	179.68	179.68	300.00	(120.32)	60%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Office Supplies/Expense	0.00	60.00	1,500.00	(1,440.00)	4%
12 Payroll Expenses & Benefits	0.00	710.17	7,684.19	(6,974.02)	9%
13 Permits	0.00	0.00	500.00	(500.00)	0%
14 Postage	1,328.30	1,328.30	1,500.00	(171.70)	89%
15 Printing	1,331.12	1,500.00	1,500.00	0.00	100%
16 Property Taxes	0.00	5,402.33	5,000.00	402.33	108%
17 Repairs/Maintenance	79.00	627.55	12,807.85	(12,180.30)	5%
18 Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
19 Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
20 Signage	0.00	0.00	500.00	(500.00)	0%
21 Telecommunications & Internet	34.85	176.64	500.00	(323.36)	35%
22 Utilities	0.00	0.00	500.00	(500.00)	0%
23 Wages-Town Manager	0.00	0.00	15,843.05	(15,843.05)	0%
24 Wages-Administrator	0.00	0.00	10,445.49	(10,445.49)	0%
25 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26 Wages-Beach Attendants	0.00	7,676.26	10,000.00	(2,323.74)	77%
27 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
28 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,439.42	(2,439.42)	0%
Total General and Administrative	4,799.63	24,759.87	149,320.00	(124,560.13)	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	0.00	0.00	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	
Total Expenditures	4,799.63	24,759.87	149,320.00	(124,560.13)	
Net Income (Loss)	5,648.51	37,224.57	0.00	37,224.57	

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
November 30, 2023 - Final

		November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense						
Income						
	Caper Advertising	3,740.00	21,182.50	42,000.00	(20,817.50)	50%
	BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
	CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
	Maintenance Fees	0.00	620.00	25,000.00	(24,380.00)	2%
	HOA Packets	300.00	2,850.00	11,000.00	(8,150.00)	26%
	Interest Income	5.11	25.63	20.00	5.63	128%
	Late Fees	0.00	620.00	5,600.00	(4,980.00)	11%
	Miscellaneous Income	200.00	1,105.00	4,850.00	(3,745.00)	23%
	Clubhouse - Rental Income	6,180.00	30,257.04	45,000.00	(14,742.96)	67%
	Rentals/ Slips	600.00	855.00	103,055.00	(102,200.00)	1%
	Non Cash Contribution	0.00	0.00	0.00	0.00	
	Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
	Piers - Wait List Fee	200.00	800.00	1,500.00	(700.00)	53%
	Stickers	25.00	225.00	2,000.00	(1,775.00)	11%
Total Income		11,250.11	63,679.69	267,110.00	(203,430.31)	
Expense						
General and Administrative						
1	Accounting Fees	429.00	1,287.00	3,000.00	(1,713.00)	43%
2	Audit Expenses	0.00	3,718.00	1,500.00	2,218.00	248%
3	Bank Charges	0.00	0.00	50.00	(50.00)	0%
4	Caper/Print/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5	Clubhouse Custodial Svcs	1,609.08	2,545.40	16,500.00	(13,954.60)	15%
6	Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7	Insurance	0.00	122.74	15,000.00	(14,877.26)	1%
8	Legal Services	0.00	0.00	25,000.00	(25,000.00)	0%
9	Membrshp(Confernce/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10	Voluntr Apprec(Refreshments/Misc)	179.68	179.68	450.00	(270.32)	40%
11	Events	0.00	0.00	500.00	(500.00)	0%
13	Office Supplies/Expense	0.00	60.00	1,600.00	(1,540.00)	4%
14	Payroll Expenses & Benefits	45.96	849.36	10,798.50	(9,949.14)	8%
15	Permits	0.00	100.00	1,500.00	(1,400.00)	7%
16	Postage	1,475.80	1,475.80	2,000.00	(524.20)	74%
17	Printing	1,331.12	1,500.00	1,600.00	(100.00)	94%
18	Property Taxes	0.00	7,041.05	6,900.00	141.05	102%
19	Repairs/Maintenance	335.79	3,680.08	30,307.85	(26,627.77)	12%
20	Sanitary Services	0.00	0.00	1,200.00	(1,200.00)	0%
21	Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
22	Sewer	0.00	0.00	100.00	(100.00)	0%
23	Signage	0.00	0.00	1,000.00	(1,000.00)	0%
24	Technology/Website	0.00	0.00	250.00	(250.00)	0%
25	Telecommunications & Internet	687.93	3,368.95	9,500.00	(6,131.05)	35%
26	Trash Collection	0.00	0.00	350.00	(350.00)	0%
27	Utilities	1,301.70	3,402.46	13,500.00	(10,097.54)	25%
28	Web Site	0.00	3.34	0.00	3.34	
29	Wages-Town Manager	0.00	0.00	21,783.70	(21,783.70)	0%
30	Wages-Administrator	0.00	0.00	16,278.19	(16,278.19)	0%
31	Wages-Asst. Administrator	103.13	396.02	6,500.00	(6,103.98)	6%
32	Wages-Beach Attendant	0.00	7,676.26	10,000.00	(2,323.74)	77%
33	Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
34	Wages-Handyman	419.75	1,218.57	4,000.00	(2,781.43)	30%
35	Wage/Salary Defined Criteria Bosun	0.00	0.00	3,428.10	(3,428.10)	0%
Total General and Administrative		7,918.94	38,624.71	231,566.34	(192,941.63)	
Capital Expenditures						
	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	22,508.66	(22,508.66)	0%
	Piers Improvements	0.00	0.00	13,035.00	(13,035.00)	0%
Total Capital Expenditures		0.00	0.00	35,543.66	(35,543.66)	
Total Expenditures		7,918.94	38,624.71	267,110.00	(228,485.29)	
Net Income (Loss)		3,331.17	25,054.98	0.00	25,054.98	

Cape St. Claire Improvement Association, Inc.
Profit Loss - SCBD
November 30, 2023 - Final

		November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense						
Income						
	SCBD/Fees	0.00	0.00	487,200.00	-487,200.00	0%
	Interest Income	0.00	0.00	20.00	-20.00	0%
	Rollover from FY21	0.00	0.00	11,087.56	-11,087.56	0%
Total Income		0.00	0.00	498,307.56	-498,307.56	
Expense						
General and Administrative						
1	Accounting Fees	671.50	2,013.00	5,500.00	-3,487.00	37%
2	Audit Expenses	0.00	4,250.00	3,000.00	1,250.00	142%
	Bank Charges	0.00	0.00	150.00	-150.00	0%
4	Caper Print/Edit/Contract&Postage	4,068.12	17,280.91	30,000.00	-12,719.09	58%
5	Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6	Contract Labor	0.00	0.00	1,000.00	-1,000.00	0%
7	Clubhouse Custodial Services	0.00	5,500.00	5,500.00	0.00	100%
8	Insurance	2,084.45	9,863.50	25,000.00	-15,136.50	39%
9	Legal Services	1,251.75	2,414.50	20,000.00	-17,585.50	12%
10	Membrshp(Confernce/Training/Dues)	0.00	94.00	1,300.00	-1,206.00	7%
11	Voluntr Apprec(Refreshments/Misc)	46.26	500.00	500.00	0.00	100%
12	Events	104.94	1,300.10	1,500.00	-199.90	87%
13	Mowing	781.25	8,656.25	18,700.00	-10,043.75	46%
14	Office Supplies/Expense	396.62	2,811.13	5,000.00	-2,188.87	56%
15	Payroll Expenses & Benefits	1,977.20	11,762.60	28,640.60	-16,878.00	41%
16	Permits	0.00	0.00	500.00	-500.00	0%
17	Postage	0.00	3,936.60	4,000.00	-63.40	98%
18	Printing	2,740.88	2,740.88	3,500.00	-759.12	78%
19	Property Taxes	0.00	3,074.42	4,350.00	-1,275.58	71%
20	Repairs/Maintenance	1,131.07	4,740.23	26,979.62	-22,239.39	18%
21	Sanitary Services	0.00	7,242.42	12,500.00	-5,257.58	58%
22	Sewer	0.00	125.16	500.00	-374.84	25%
23	Signage	0.00	0.00	600.00	-600.00	0%
24	Telecommunications & Internet	98.43	498.90	3,500.00	-3,001.10	14%
25	Trash Collection	575.23	2,415.95	6,650.00	-4,234.05	36%
26	Utilities	1,551.77	4,298.34	11,000.00	-6,701.66	39%
27	Vehicle Fuel & Maintenance	50.00	556.93	2,500.00	-1,943.07	22%
28	Wages-Town Manager	6,721.16	33,605.80	65,997.70	-32,391.90	51%
29	Wages-Administrator	4,676.60	23,595.26	45,214.05	-21,618.79	52%
30	Wages-Asst Administrator	136.50	600.75	3,000.00	-2,399.25	20%
31	Wages-Asst Admin (Mtg Spt)	150.00	750.00	2,800.00	-2,050.00	27%
32	Wages-Beach Attendant	0.00	16,498.22	16,500.00	-1.78	100%
34	Wages-Custodial Services	22.75	305.25	0.00	305.25	
35	Wages-Groundskeeper	1,255.38	7,482.22	15,000.00	-7,517.78	50%
36	Wages-Security Patrol	1,980.00	8,392.50	35,000.00	-26,607.50	24%
37	Wage/Salary Annual Def Criteria Bonus	0.00	0.00	7,425.59	-7,425.59	0%
38	Website/Technology	273.07	1,015.06	3,000.00	-1,984.94	34%
Total General and Administrative		32,744.93	188,320.88	418,307.56	-229,986.68	
Capital Expenditures						
	Clubhouse Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Beaches and Parks Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Shoreline Erosion Restoration	2,048.61	10,110.89	75,000.00	-64,889.11	13%
Total Capital Expenditures		2,048.61	10,110.89		6,079.75	13%
Total Expenditures		34,793.54	198,431.77	418,307.56	-223,906.93	
Net Income (Loss)		-34,793.54	-198,431.77	80,000.00	-274,400.63	0

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	9,476.24
Payroll Checking - BB&T	2,485.82
Total Checking Accounts	11,962.06
Money Market Accounts	
Maintenance MM - BB&T	166,599.30
Maintenance MM - Grants	203,003.09
Total Maintenance MM - BB&T	369,602.39
Piers MM - BB&T	110,560.91
Piers Capital Improvement - BB&T	127,140.00
Total Piers MM - BB&T	237,700.91
Total Money Market Accounts	607,303.30
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	$619,515.36
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	$1,410.33
Other Current Assets	
Due From SCBD	-10,295.68
Undeposited Funds	1,727.37
Total Other Current Assets	$ -8,568.31
Total Current Assets	$612,357.38
Fixed Assets	
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
Total Maintenance	108,730.41

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of November 30, 2023

	TOTAL
Membership	
Accumulated Depreciation	-123,702.00
Buildings	145,853.43
Furniture & Fixtures	1,482.84
Total Membership	23,634.27
Piers	
Accumulated Depreciation	-168,424.00
Buildings & Piers	220,307.64
Total Piers	51,883.64
Total Fixed Assets	$184,248.32
Other Assets	
WIP - Shoreline Restoration Project	1,042,172.50
Total Other Assets	$1,042,172.50
TOTAL ASSETS	$1,838,778.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - State Income Tax	53.00
Grants	236.00
Payroll Liabilities	-2,071.47
Prepaid Advertising	1,147.12
Prepaid Maintenance Fees	685.00
Security Deposit Clubhouse	5,900.75
Suspense	-8,058.80
Total Other Current Liabilities	$ -2,108.40
Total Current Liabilities	$ -2,108.40
Long-Term Liabilities	
N/P - BB&T	525,172.50
Total Long-Term Liabilities	$525,172.50
Total Liabilities	$523,064.10
Equity	
Net Assets	
Net Assets-Piers & Maintenance	
Net Assets-Maintenance	280,614.21
Net Assets-Piers	168,038.88
Total Net Assets-Piers & Maintenance	448,653.09
Total Net Assets	448,653.09
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of November 30, 2023

	TOTAL
Retained Earnings	817,962.03
Net Income	25,054.98
Total Equity	$1,315,714.10
TOTAL LIABILITIES AND EQUITY	$1,838,778.20

SCBD - Cape St. Claire Improvement Association

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	700.00
Checking Accounts	
BB&T Checking -7627	4,956.65
SCBD Checking - BB&T	67,507.25
Total Checking Accounts	72,463.90
Total Bank Accounts	$73,163.90
Total Current Assets	$73,163.90
TOTAL ASSETS	$73,163.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-10,137.42
Total Other Current Liabilities	$ -10,137.42
Total Current Liabilities	$ -10,137.42
Total Liabilities	$ -10,137.42
Equity	
Net Assets-SCBD	271,917.55
Retained Earnings	9,815.54
Net Income	-198,431.77
Total Equity	$83,301.32
TOTAL LIABILITIES AND EQUITY	$73,163.90

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Piers
December 31, 2023 - Final

		December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
	Ordinary Income/Expense					
	Income					
	Interest Income	2.01	12.26	0.00	12.26	
	Late Fees	0.00	0.00	100.00	(100.00)	0%
	Miscellaneous Income	0.00	30.00	100.00	(70.00)	30%
	Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
	Piers - Waitlist Fee	0.00	800.00	1,500.00	(700.00)	53%
	Rentals/ Slips	0.00	855.00	103,055.00	(102,200.00)	1%
	Total Income	2.01	1,697.26	117,790.00	(116,092.74)	
	Expense					
	General and Administrative					
1	Accounting Fees	0.00	574.20	1,000.00	(425.80)	57%
2	Audit Expenses	0.00	0.00	500.00	(500.00)	0%
3	Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4	Insurance	4,861.31	4,861.31	6,000.00	(1,138.69)	81%
5	Legal Services	0.00	0.00	5,000.00	(5,000.00)	0%
6	Membrshp(Confernce/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7	Voluntr Apprec(Refreshments/Misc)	0.00	0.00	150.00	(150.00)	0%
8	Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9	Payroll Expenses & Benefits	89.70	228.89	3,114.30	(2,885.41)	7%
10	Permits	0.00	100.00	1,000.00	(900.00)	10%
11	Postage	0.00	147.50	500.00	(352.50)	30%
12	Printing	0.00	0.00	100.00	(100.00)	0%
13	Property Taxes	0.00	1,638.72	1,900.00	(261.28)	86%
14	Repairs/Maintenance	182.32	3,234.85	17,500.00	(14,265.15)	18%
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	Telecommunications & Internet	600.00	3,792.31	9,000.00	(5,207.69)	42%
19	Trash Collection	0.00	0.00	350.00	(350.00)	0%
20	Utilities	1,274.56	4,677.02	13,000.00	(8,322.98)	36%
21	Wages-Town Manager	0.00	0.00	5,940.66	(5,940.66)	0%
22	Wages-Administrator	0.00	0.00	5,832.70	(5,832.70)	0%
23	Wages-Asst. Administrator	647.65	1,043.67	4,000.00	(2,956.33)	26%
24	Wages-Handyman	360.13	1,578.70	4,000.00	(2,421.30)	39%
25	Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	988.68	(988.68)	0%
26	Technology/Website	0.00	3.34	250.00	(246.66)	1%
	Total General and Administrative	8,015.67	21,880.51	82,246.34	(60,365.83)	27%
	Capital Expenditures					
	Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
	Pier Improvements	0.00	0.00	22,508.66	(22,508.66)	0%
	Total Capital Expenditures	0.00	0.00	35,543.66	(35,543.66)	
	Total Expenditures	8,015.67	21,880.51	117,790.00	(95,909.49)	
	Net Income (Loss)	(8,013.66)	(20,183.25)	0.00	(20,183.25)	

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
December 31, 2023 - Final

	December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	1,565.00	22,747.50	42,000.00	(19,252.50)	54%
BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
Maintenance Fees	50.00	670.00	25,000.00	(24,330.00)	3%
HOA Packets	450.00	3,300.00	11,000.00	(7,700.00)	30%
Interest Income	3.26	18.64	20.00	(1.36)	93%
Late Fees	35.00	655.00	5,500.00	(4,845.00)	12%
Miscellaneous Income	175.00	1,250.00	4,750.00	(3,500.00)	26%
Non Cash Contribution	0.00	0.00	0.00	0.00	0%
Clubhouse - Rental Income	4,915.74	35,172.78	45,000.00	(9,827.22)	78%
Stickers	5.00	230.00	2,000.00	(1,770.00)	12%
Total Income	7,199.00	69,183.44	149,320.00	(80,136.56)	
Expense					
General and Administrative					
1 Accounting Fees	0.00	712.80	2,000.00	(1,287.20)	36%
2 Audit Expenses	0.00	3,718.00	1,000.00	2,718.00	372%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper Print/Edit/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	4,154.48	16,500.00	(12,345.52)	25%
6 Insurance	0.00	122.74	9,000.00	(8,877.26)	1%
7 Legal Services	0.00	0.00	20,000.00	(20,000.00)	0%
8 Membrshp(Confernce/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	0.00	179.68	300.00	(120.32)	60%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Office Supplies/Expense	0.00	60.00	1,500.00	(1,440.00)	4%
12 Payroll Expenses & Benefits	0.00	710.17	7,684.19	(6,974.02)	9%
13 Permits	0.00	0.00	500.00	(500.00)	0%
14 Postage	0.00	1,328.30	1,500.00	(171.70)	89%
15 Printing	0.00	1,500.00	1,500.00	0.00	100%
16 Property Taxes	0.00	5,402.33	5,000.00	402.33	108%
17 Repairs/Maintenance	167.00	794.55	12,807.85	(12,013.30)	6%
18 Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
19 Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
20 Signage	0.00	0.00	500.00	(500.00)	0%
21 Telecommunications & Internet	0.00	176.64	500.00	(323.36)	35%
22 Utilities	0.00	0.00	500.00	(500.00)	0%
23 Wages-Town Manager	0.00	0.00	15,843.05	(15,843.05)	0%
24 Wages-Administrator	0.00	0.00	10,445.49	(10,445.49)	0%
25 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26 Wages-Beach Attendants	0.00	7,676.26	10,000.00	(2,323.74)	77%
27 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
28 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,439.42	(2,439.42)	0%
Total General and Administrative	1,776.08	26,535.95	149,320.00	(122,784.05)	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	0.00	0.00	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	
Total Expenditures	1,776.08	26,535.95	149,320.00	(122,784.05)	
Net Income (Loss)	5,422.92	42,647.49	0.00	42,647.49	

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
December 31, 2023 - Final

	December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	1,565.00	22,747.50	42,000.00	(19,252.50)	54%
BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
Maintenance Fees	50.00	670.00	25,000.00	(24,330.00)	3%
HOA Packets	450.00	3,300.00	11,000.00	(7,700.00)	30%
Interest Income	5.27	30.90	20.00	10.90	155%
Late Fees	35.00	655.00	5,600.00	(4,945.00)	12%
Miscellaneous Income	175.00	1,280.00	4,850.00	(3,570.00)	26%
Clubhouse - Rental Income	4,915.74	35,172.78	45,000.00	(9,827.22)	78%
Rentals/ Slips	0.00	855.00	103,055.00	(102,200.00)	1%
Non Cash Contribution	0.00	0.00	0.00	0.00	
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	0.00	800.00	1,500.00	(700.00)	53%
Stickers	5.00	230.00	2,000.00	(1,770.00)	12%
Total Income	7,201.01	70,880.70	267,110.00	(196,229.30)	
Expense					
General and Administrative					
1 Accounting Fees	0.00	1,287.00	3,000.00	(1,713.00)	43%
2 Audit Expenses	0.00	3,718.00	1,500.00	2,218.00	248%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper/Print/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	4,154.48	16,500.00	(12,345.52)	25%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	4,861.31	4,984.05	15,000.00	(10,015.95)	33%
8 Legal Services	0.00	0.00	25,000.00	(25,000.00)	0%
9 Membrshp(Confernce/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	0.00	179.68	450.00	(270.32)	40%
11 Events	0.00	0.00	500.00	(500.00)	0%
13 Office Supplies/Expense	0.00	60.00	1,600.00	(1,540.00)	4%
14 Payroll Expenses & Benefits	89.70	939.06	10,798.50	(9,859.44)	9%
15 Permits	0.00	100.00	1,500.00	(1,400.00)	7%
16 Postage	0.00	1,475.80	2,000.00	(524.20)	74%
17 Printing	0.00	1,500.00	1,600.00	(100.00)	94%
18 Property Taxes	0.00	7,041.05	6,900.00	141.05	102%
19 Repairs/Maintenance	349.32	4,029.40	30,307.85	(26,278.45)	13%
20 Sanitary Services	0.00	0.00	1,200.00	(1,200.00)	0%
21 Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
22 Sewer	0.00	0.00	100.00	(100.00)	0%
23 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
24 Technology/Website	0.00	0.00	250.00	(250.00)	0%
25 Telecommunications & Internet	600.00	3,968.95	9,500.00	(5,531.05)	42%
26 Trash Collection	0.00	0.00	350.00	(350.00)	0%
27 Utilities	1,274.56	4,677.02	13,500.00	(8,822.98)	35%
28 Web Site	0.00	3.34	0.00	3.34	
29 Wages-Town Manager	0.00	0.00	21,783.70	(21,783.70)	0%
30 Wages-Administrator	0.00	0.00	16,278.19	(16,278.19)	0%
31 Wages-Asst. Administrator	647.65	1,043.67	6,500.00	(5,456.33)	16%
32 Wages-Beach Attendant	0.00	7,676.26	10,000.00	(2,323.74)	77%
33 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
34 Wages-Handyman	360.13	1,578.70	4,000.00	(2,421.30)	39%
35 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,428.10	(3,428.10)	0%
Total General and Administrative	9,791.75	48,416.46	231,566.34	(183,149.88)	
Capital Expenditures					
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	22,508.66	(22,508.66)	0%
Piers Improvements	0.00	0.00	13,035.00	(13,035.00)	0%
Total Capital Expenditures	0.00	0.00	35,543.66	(35,543.66)	
Total Expenditures	9,791.75	48,416.46	267,110.00	(218,693.54)	
Net Income (Loss)	(2,590.74)	22,464.24	0.00	22,464.24	

Cape St. Claire Improvement Association, Inc.
Profit Loss - SCBD
December 31, 2023 - Final

		December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
	Ordinary Income/Expense					
	Income					
	SCBD/Fees	282,879.54	282,879.54	487,200.00	-204,320.46	58%
	Interest Income	0.00	0.00	20.00	-20.00	0%
	Rollover from FY21	0.00	0.00	11,087.56	-11,087.56	0%
	Total Income	282,879.54	282,879.54	498,307.56	-215,428.02	
	Expense					
	General and Administrative					
1	Accounting Fees	0.00	2,013.00	5,500.00	-3,487.00	37%
2	Audit Expenses	0.00	4,250.00	3,000.00	1,250.00	142%
	Bank Charges	0.00	0.00	150.00	-150.00	0%
4	Caper Print/Edit/Contract&Postage	4,737.64	22,018.55	30,000.00	-7,981.45	73%
5	Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6	Contract Labor	0.00	0.00	1,000.00	-1,000.00	0%
7	Clubhouse Custodial Services	0.00	5,500.00	5,500.00	0.00	100%
8	Insurance	5,832.85	15,696.35	25,000.00	-9,303.65	63%
9	Legal Services	2,240.00	4,654.50	20,000.00	-15,345.50	23%
10	Membrshp(Confernce/Training/Dues)	0.00	94.00	1,300.00	-1,206.00	7%
11	Voluntr Apprec(Refreshments/Misc)	0.00	500.00	500.00	0.00	100%
12	Events	0.00	1,300.10	1,500.00	-199.90	87%
13	Mowing	0.00	8,656.25	18,700.00	-10,043.75	46%
14	Office Supplies/Expense	0.00	2,811.13	5,000.00	-2,188.87	56%
15	Payroll Expenses & Benefits	2,832.57	14,595.17	28,640.60	-14,045.43	51%
16	Permits	0.00	0.00	500.00	-500.00	0%
17	Postage	0.00	3,936.60	4,000.00	-63.40	98%
18	Printing	0.00	2,740.88	3,500.00	-759.12	78%
19	Property Taxes	0.00	3,074.42	4,350.00	-1,275.58	71%
20	Repairs/Maintenance	114.38	4,854.61	26,979.62	-22,125.01	18%
21	Sanitary Services	0.00	7,242.42	12,500.00	-5,257.58	58%
22	Sewer	125.16	250.32	500.00	-249.68	50%
23	Signage	0.00	0.00	600.00	-600.00	0%
24	Telecommunications & Internet	134.82	633.72	3,500.00	-2,866.28	18%
25	Trash Collection	575.23	2,991.18	6,650.00	-3,658.82	45%
26	Utilities	1,026.10	5,324.44	11,000.00	-5,675.56	48%
27	Vehicle Fuel & Maintenance	0.00	556.93	2,500.00	-1,943.07	22%
28	Wages-Town Manager	10,081.74	43,687.54	65,997.70	-22,310.16	66%
29	Wages-Administrator	7,000.75	30,596.01	45,214.05	-14,618.04	68%
30	Wages-Asst Administrator	34.13	634.88	3,000.00	-2,365.12	21%
31	Wages-Asst Admin (Mtg Spt)	300.00	1,050.00	2,800.00	-1,750.00	38%
32	Wages-Beach Attendant	0.00	16,498.22	16,500.00	-1.78	100%
34	Wages-Custodial Services	11.38	316.63	0.00	316.63	
35	Wages-Groundskeeper	1,879.57	9,361.79	15,000.00	-5,638.21	62%
36	Wages-Security Patrol	2,902.50	11,295.00	35,000.00	-23,705.00	32%
37	Wage/Salary Annual Def Criteria Bonus	2,057.70	2,057.70	7,425.59	-5,367.89	28%
38	Website/Technology	0.00	1,015.06	3,000.00	-1,984.94	34%
	Total General and Administrative	41,886.52	230,207.40	418,307.56	-188,100.16	
	Capital Expenditures					
	Clubhouse Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Beaches and Parks Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Shoreline Erosion Restoration	1,982.52	12,093.41	75,000.00	-62,906.59	16%
	Total Capital Expenditures	1,982.52	12,093.41		6,079.75	16%
	Total Expenditures	43,869.04	242,300.81	418,307.56	-182,020.41	
	Net Income (Loss)	239,010.50	40,578.73	80,000.00	-33,407.61	0

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	10,098.80
Payroll Checking - BB&T	1,787.50
Total Checking Accounts	11,886.30
Money Market Accounts	
Maintenance MM - BB&T	169,139.36
Maintenance MM - Grants	203,003.09
Total Maintenance MM - BB&T	372,142.45
Piers MM - BB&T	104,608.50
Piers Capital Improvement - BB&T	127,140.00
Total Piers MM - BB&T	231,748.50
Total Money Market Accounts	603,890.95
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	$616,027.25
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	$1,410.33
Other Current Assets	
Due From SCBD	-2,636.04
Undeposited Funds	1,322.37
Total Other Current Assets	$ -1,313.67
Total Current Assets	$616,123.91
Fixed Assets	
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
Total Maintenance	108,730.41

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of December 31, 2023

	TOTAL
Membership	
Accumulated Depreciation	-123,702.00
Buildings	145,853.43
Furniture & Fixtures	1,482.84
Total Membership	23,634.27
Piers	
Accumulated Depreciation	-168,424.00
Buildings & Piers	220,307.64
Total Piers	51,883.64
Total Fixed Assets	$184,248.32
Other Assets	
WIP - Shoreline Restoration Project	1,042,172.50
Total Other Assets	$1,042,172.50
TOTAL ASSETS	$1,842,544.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - State Income Tax	53.00
Due to SCBD	-910.79
Grants	236.00
Payroll Liabilities	-2,071.47
Prepaid Advertising	1,147.12
Prepaid Maintenance Fees	685.00
Security Deposit Clubhouse	5,110.01
Total Other Current Liabilities	$4,248.87
Total Current Liabilities	$4,248.87
Long-Term Liabilities	
N/P - BB&T	525,172.50
Total Long-Term Liabilities	$525,172.50
Total Liabilities	$529,421.37
Equity	
Net Assets	
Net Assets-Piers & Maintenance	
Net Assets-Maintenance	280,614.21
Net Assets-Piers	168,038.88
Total Net Assets-Piers & Maintenance	448,653.09
Total Net Assets	448,653.09
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of December 31, 2023

	TOTAL
Retained Earnings	817,962.03
Net Income	22,464.24
Total Equity	$1,313,123.36
TOTAL LIABILITIES AND EQUITY	$1,842,544.73

SCBD - Cape St. Claire Improvement Association

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	700.00
Checking Accounts	
BB&T Checking -7627	58,974.13
SCBD Checking - BB&T	260,896.97
Total Checking Accounts	319,871.10
Total Bank Accounts	$320,571.10
Other Current Assets	
Due from Cape St. Claire	-910.79
Total Other Current Assets	$ -910.79
Total Current Assets	$319,660.31
TOTAL ASSETS	$319,660.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-2,651.51
Total Other Current Liabilities	$ -2,651.51
Total Current Liabilities	$ -2,651.51
Total Liabilities	$ -2,651.51
Equity	
Net Assets-SCBD	271,917.55
Retained Earnings	9,815.54
Net Income	40,578.73
Total Equity	$322,311.82
TOTAL LIABILITIES AND EQUITY	$319,660.31

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Piers
January 31, 2024 - Final

		January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
	Ordinary Income/Expense					
	Income					
	Interest Income	1.94	14.20	0.00	14.20	
	Late Fees	0.00	0.00	100.00	(100.00)	0%
	Miscellaneous Income	0.00	30.00	100.00	(70.00)	30%
	Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
	Piers - Waitlist Fee	0.00	800.00	1,500.00	(700.00)	53%
	Rentals/ Slips	0.00	855.00	103,055.00	(102,200.00)	1%
	Total Income	1.94	1,699.20	117,790.00	(116,090.80)	
	Expense					
	General and Administrative					
1	Accounting Fees	95.70	669.90	1,000.00	(330.10)	67%
2	Audit Expenses	0.00	0.00	500.00	(500.00)	0%
3	Front Foot Assessment	1,170.00	1,170.00	1,170.00	0.00	100%
4	Insurance	0.00	4,861.31	6,000.00	(1,138.69)	81%
5	Legal Services	0.00	0.00	5,000.00	(5,000.00)	0%
6	Membrshp(Confernce/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7	Voluntr Apprec(Refreshments/Misc)	0.00	0.00	150.00	(150.00)	0%
8	Office Supplies/Expense	0.00	0.00	100.00	(100.00)	0%
9	Payroll Expenses & Benefits	39.21	268.10	3,114.30	(2,846.20)	9%
10	Permits	0.00	100.00	1,000.00	(900.00)	10%
11	Postage	0.00	147.50	500.00	(352.50)	30%
12	Printing	0.00	0.00	100.00	(100.00)	0%
13	Property Taxes	0.00	1,638.72	1,900.00	(261.28)	86%
14	Repairs/Maintenance	905.77	4,140.62	17,500.00	(13,359.38)	24%
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	Telecommunications & Internet	628.08	4,420.39	9,000.00	(4,579.61)	49%
19	Trash Collection	0.00	0.00	350.00	(350.00)	0%
20	Utilities	1,685.58	6,362.60	13,000.00	(6,637.40)	49%
21	Wages-Town Manager	0.00	0.00	5,940.66	(5,940.66)	0%
22	Wages-Administrator	0.00	0.00	5,832.70	(5,832.70)	0%
23	Wages-Asst. Administrator	393.75	1,437.42	4,000.00	(2,562.58)	36%
24	Wages-Handyman	30.00	1,608.70	4,000.00	(2,391.30)	40%
25	Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	988.68	(988.68)	0%
26	Technology/Website	0.00	3.34	250.00	(246.66)	1%
	Total General and Administrative	4,948.09	26,828.60	82,246.34	(55,417.74)	33%
	Capital Expenditures					
	Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
	Pier Improvements	0.00	0.00	22,508.66	(22,508.66)	0%
	Total Capital Expenditures	0.00	0.00	35,543.66	(35,543.66)	
	Total Expenditures	4,948.09	26,828.60	117,790.00	(90,961.40)	
	Net Income (Loss)	(4,946.15)	(25,129.40)	0.00	(25,129.40)	

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
January 31, 2024 - Final

		January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
	Ordinary Income/Expense					
	Income					
	Caper Advertising	2,025.00	24,772.50	42,000.00	(17,227.50)	59%
	BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
	CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
	Maintenance Fees	9,691.00	10,361.00	25,000.00	(14,639.00)	41%
	HOA Packets	450.00	3,750.00	11,000.00	(7,250.00)	34%
	Interest Income	3.33	21.97	20.00	1.97	110%
	Late Fees	160.00	815.00	5,500.00	(4,685.00)	15%
	Miscellaneous Income	480.00	1,730.00	4,750.00	(3,020.00)	36%
	Non Cash Contribution	0.00	0.00	0.00	0.00	0%
	Clubhouse - Rental Income	3,950.00	39,122.78	45,000.00	(5,877.22)	87%
	Stickers	520.00	750.00	2,000.00	(1,250.00)	38%
	Total Income	17,279.33	86,462.77	149,320.00	(62,857.23)	
	Expense					
	General and Administrative					
1	Accounting Fees	118.80	831.60	2,000.00	(1,168.40)	42%
2	Audit Expenses	0.00	3,718.00	1,000.00	2,718.00	372%
3	Bank Charges	0.00	0.00	50.00	(50.00)	0%
4	Caper Print/Edit/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5	Clubhouse Custodial Svcs	1,609.08	5,763.56	16,500.00	(10,736.44)	35%
6	Insurance	55.86	178.60	9,000.00	(8,821.40)	2%
7	Legal Services	0.00	0.00	20,000.00	(20,000.00)	0%
8	Membrshp(Confernce/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9	Voluntr Apprec(Refreshments/Misc)	2,193.73	2,373.41	300.00	2,073.41	791%
10	Events	111.22	111.22	500.00	(388.78)	22%
11	Office Supplies/Expense	77.43	137.43	1,500.00	(1,362.57)	9%
12	Payroll Expenses & Benefits	9.90	720.07	7,684.19	(6,964.12)	9%
13	Permits	0.00	0.00	500.00	(500.00)	0%
14	Postage	0.00	1,328.30	1,500.00	(171.70)	89%
15	Printing	0.00	1,500.00	1,500.00	0.00	100%
16	Property Taxes	0.00	5,402.33	5,000.00	402.33	108%
17	Repairs/Maintenance	79.00	873.55	12,807.85	(11,934.30)	7%
18	Sanitary Services	0.00	0.00	1,100.00	(1,100.00)	0%
19	Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
20	Signage	0.00	0.00	500.00	(500.00)	0%
21	Telecommunications & Internet	34.85	211.49	500.00	(288.51)	42%
22	Utilities	0.00	0.00	500.00	(500.00)	0%
23	Wages-Town Manager	0.00	0.00	15,843.05	(15,843.05)	0%
24	Wages-Administrator	0.00	0.00	10,445.49	(10,445.49)	0%
25	Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26	Wages-Beach Attendants	107.00	7,783.26	10,000.00	(2,216.74)	78%
27	Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
28	Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,439.42	(2,439.42)	0%
	Total General and Administrative	4,396.87	30,932.82	149,320.00	(118,387.18)	
	Capital Expenditures					
	Clubhouse Improvements	0.00	0.00	0.00	0.00	
	Beaches and Park Improvements	9,492.00	9,492.00	0.00	0.00	
	Total Capital Expenditures	9,492.00	9,492.00	0.00	0.00	
	Total Expenditures	13,888.87	40,424.82	149,320.00	(118,387.18)	
	Net Income (Loss)	3,390.46	46,037.95	0.00	55,529.95	

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
January 31, 2024 - Final

	January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	2,025.00	24,772.50	42,000.00	(17,227.50)	59%
BLOA Contribution	0.00	4,372.06	12,000.00	(7,627.94)	36%
CSSC Contribution	0.00	767.46	2,050.00	(1,282.54)	37%
Maintenance Fees	9,691.00	10,361.00	25,000.00	(14,639.00)	41%
HOA Packets	450.00	3,750.00	11,000.00	(7,250.00)	34%
Interest Income	5.27	36.17	20.00	16.17	181%
Late Fees	160.00	815.00	5,600.00	(4,785.00)	15%
Miscellaneous Income	480.00	1,760.00	4,850.00	(3,090.00)	36%
Clubhouse - Rental Income	3,950.00	39,122.78	45,000.00	(5,877.22)	87%
Rentals/ Slips	0.00	855.00	103,055.00	(102,200.00)	1%
Non Cash Contribution	0.00	0.00	0.00	0.00	
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	0.00	800.00	1,500.00	(700.00)	53%
Stickers	520.00	750.00	2,000.00	(1,250.00)	38%
Total Income	17,281.27	88,161.97	267,110.00	(178,948.03)	
Expense					
General and Administrative					
1 Accounting Fees	214.50	1,501.50	3,000.00	(1,498.50)	50%
2 Audit Expenses	0.00	3,718.00	1,500.00	2,218.00	248%
3 Bank Charges	0.00	0.00	50.00	(50.00)	0%
4 Caper/Print/Contract&Postage	0.00	0.00	15,000.00	(15,000.00)	0%
5 Clubhouse Custodial Svcs	1,609.08	5,763.56	16,500.00	(10,736.44)	35%
6 Front Foot Assessment	1,170.00	1,170.00	1,170.00	0.00	100%
7 Insurance	55.86	5,039.91	15,000.00	(9,960.09)	34%
8 Legal Services	0.00	0.00	25,000.00	(25,000.00)	0%
9 Membrshp(Confernce/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	2,193.73	2,373.41	450.00	1,923.41	527%
11 Events	111.22	111.22	500.00	(388.78)	22%
13 Office Supplies/Expense	77.43	137.43	1,600.00	(1,462.57)	9%
14 Payroll Expenses & Benefits	49.11	988.17	10,798.50	(9,810.33)	9%
15 Permits	0.00	100.00	1,500.00	(1,400.00)	7%
16 Postage	0.00	1,475.80	2,000.00	(524.20)	74%
17 Printing	0.00	1,500.00	1,600.00	(100.00)	94%
18 Property Taxes	0.00	7,041.05	6,900.00	141.05	102%
19 Repairs/Maintenance	984.77	5,014.17	30,307.85	(25,293.68)	17%
20 Sanitary Services	0.00	0.00	1,200.00	(1,200.00)	0%
21 Security Mileage Reimbursement	0.00	0.00	0.00	0.00	
22 Sewer	0.00	0.00	100.00	(100.00)	0%
23 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
24 Technology/Website	0.00	0.00	250.00	(250.00)	0%
25 Telecommunications & Internet	662.93	4,631.88	9,500.00	(4,868.12)	49%
26 Trash Collection	0.00	0.00	350.00	(350.00)	0%
27 Utilities	1,685.58	6,362.60	13,500.00	(7,137.40)	47%
28 Web Site	0.00	3.34	0.00	3.34	
29 Wages-Town Manager	0.00	0.00	21,783.70	(21,783.70)	0%
30 Wages-Administrator	0.00	0.00	16,278.19	(16,278.19)	0%
31 Wages-Asst. Administrator	393.75	1,437.42	6,500.00	(5,062.58)	22%
32 Wages-Beach Attendant	107.00	7,783.26	10,000.00	(2,216.74)	78%
33 Wages-Groundskeeper	0.00	0.00	10,000.00	(10,000.00)	0%
34 Wages-Handyman	30.00	1,608.70	4,000.00	(2,391.30)	40%
35 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,428.10	(3,428.10)	0%
Total General and Administrative	9,344.96	57,761.42	231,566.34	(173,804.92)	
Capital Expenditures					
Beaches and Park Improvements	9,492.00	9,492.00	0.00	9,492.00	0%
Clubhouse Improvements	0.00	0.00	0.00	0.00	0%
Piers Replacement Project	0.00	0.00	22,508.66	(22,508.66)	0%
Piers Improvements	0.00	0.00	13,035.00	(13,035.00)	0%
Total Capital Expenditures	9,492.00	9,492.00	35,543.66	(26,051.66)	
Total Expenditures	18,836.96	67,253.42	267,110.00	(199,856.58)	
Net Income (Loss)	(1,555.69)	20,908.55	0.00	20,908.55	

Cape St. Claire Improvement Association, Inc.
Profit Loss - SCBD
January 31, 2024 - Final

		January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
	Ordinary Income/Expense					
	Income					
	SCBD/Fees	0.00	282,879.54	487,200.00	-204,320.46	58%
	Interest Income	0.00	0.00	20.00	-20.00	0%
	Rollover from FY21	0.00	0.00	11,087.56	-11,087.56	0%
	Total Income	0.00	282,879.54	498,307.56	-215,428.02	
	Expense					
	General and Administrative					
1	Accounting Fees	335.50	2,348.50	5,500.00	-3,151.50	43%
2	Audit Expenses	0.00	4,250.00	3,000.00	1,250.00	142%
	Bank Charges	0.00	0.00	150.00	-150.00	0%
4	Caper Print/Edit/Contract&Postage	0.00	22,018.55	30,000.00	-7,981.45	73%
5	Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6	Contract Labor	0.00	0.00	1,000.00	-1,000.00	0%
7	Clubhouse Custodial Services	0.00	5,500.00	5,500.00	0.00	100%
8	Insurance	2,638.90	18,335.25	25,000.00	-6,664.75	73%
9	Legal Services	385.00	5,039.50	20,000.00	-14,960.50	25%
10	Membrshp(Confernce/Training/Dues)	0.00	94.00	1,300.00	-1,206.00	7%
11	Voluntr Apprec(Refreshments/Misc)	0.00	500.00	500.00	0.00	100%
12	Events	252.31	1,552.41	1,500.00	52.41	103%
13	Mowing	0.00	8,656.25	18,700.00	-10,043.75	46%
14	Office Supplies/Expense	180.00	2,991.13	5,000.00	-2,008.87	60%
15	Payroll Expenses & Benefits	2,397.38	16,992.55	28,640.60	-11,648.05	59%
16	Permits	0.00	0.00	500.00	-500.00	0%
17	Postage	0.00	3,936.60	4,000.00	-63.40	98%
18	Printing	500.37	3,241.25	3,500.00	-258.75	93%
19	Property Taxes	0.00	3,074.42	4,350.00	-1,275.58	71%
20	Repairs/Maintenance	1,604.52	6,459.13	26,979.62	-20,520.49	24%
21	Sanitary Services	0.00	7,242.42	12,500.00	-5,257.58	58%
22	Sewer	0.00	250.32	500.00	-249.68	50%
23	Signage	0.00	0.00	600.00	-600.00	0%
24	Telecommunications & Internet	98.43	732.15	3,500.00	-2,767.85	21%
25	Trash Collection	575.23	3,566.41	6,650.00	-3,083.59	54%
26	Utilities	1,204.43	6,528.87	11,000.00	-4,471.13	59%
27	Vehicle Fuel & Maintenance	72.18	629.11	2,500.00	-1,870.89	25%
28	Wages-Town Manager	6,721.16	50,408.70	65,997.70	-15,589.00	76%
29	Wages-Administrator	4,846.40	35,442.41	45,214.05	-9,771.64	78%
30	Wages-Asst Administrator	211.76	846.64	3,000.00	-2,153.36	28%
31	Wages-Asst Admin (Mtg Spt)	0.00	1,050.00	2,800.00	-1,750.00	38%
32	Wages-Beach Attendant	0.00	16,498.22	16,500.00	-1.78	100%
34	Wages-Custodial Services	46.75	363.38	0.00	363.38	
35	Wages-Groundskeeper	1,097.00	10,458.79	15,000.00	-4,541.21	70%
36	Wages-Security Patrol	1,417.50	12,712.50	35,000.00	-22,287.50	36%
37	Wage/Salary Annual Def Criteria Bonus	0.00	2,057.70	7,425.59	-5,367.89	28%
38	Website/Technology	209.49	1,224.55	3,000.00	-1,775.45	41%
	Total General and Administrative	24,794.31	255,001.71	418,307.56	-163,305.85	
	Capital Expenditures					
	Clubhouse Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Beaches and Parks Improvements	0.00	0.00	2,500.00	-2,500.00	0%
	Shoreline Erosion Restoration	2,048.61	14,142.02	75,000.00	-60,857.98	19%
	Total Capital Expenditures	2,048.61	14,142.02		6,079.75	19%
	Total Expenditures	26,842.92	269,143.73	418,307.56	-157,226.10	
	Net Income (Loss)	-26,842.92	13,735.81	80,000.00	-58,201.92	0

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	12,518.49
Payroll Checking - BB&T	1,732.51
Total Checking Accounts	14,251.00
Money Market Accounts	
Maintenance MM - BB&T	175,870.06
Maintenance MM - Grants	199,488.00
Total Maintenance MM - BB&T	375,358.06
Piers MM - BB&T	99,336.33
Piers Capital Improvement - BB&T	127,140.00
Total Piers MM - BB&T	226,476.33
Total Money Market Accounts	601,834.39
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	$616,335.39
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	$1,410.33
Other Current Assets	
Due From SCBD	-2,499.87
Undeposited Funds	1,372.37
Total Other Current Assets	$ -1,127.50
Total Current Assets	$616,618.22
Fixed Assets	
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
Total Maintenance	108,730.41

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of January 31, 2024

	TOTAL
Membership	
Accumulated Depreciation	-123,702.00
Buildings	145,853.43
Furniture & Fixtures	1,482.84
Total Membership	23,634.27
Piers	
Accumulated Depreciation	-168,424.00
Buildings & Piers	220,307.64
Total Piers	51,883.64
Total Fixed Assets	$184,248.32
Other Assets	
WIP - Shoreline Restoration Project	1,042,172.50
Total Other Assets	$1,042,172.50
TOTAL ASSETS	$1,843,039.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - State Income Tax	53.00
Due to SCBD	-910.79
Grants	236.00
Payroll Liabilities	-2,071.47
Prepaid Advertising	1,147.12
Prepaid Maintenance Fees	685.00
Security Deposit Clubhouse	7,160.01
Total Other Current Liabilities	$6,298.87
Total Current Liabilities	$6,298.87
Long-Term Liabilities	
N/P - BB&T	525,172.50
Total Long-Term Liabilities	$525,172.50
Total Liabilities	$531,471.37
Equity	
Net Assets	
Net Assets-Piers & Maintenance	
Net Assets-Maintenance	280,614.21
Net Assets-Piers	168,038.88
Total Net Assets-Piers & Maintenance	448,653.09
Total Net Assets	448,653.09
Net Assets-Comm. Defense Fund	12,543.76
Net Assets-Old Clubhouse	11,500.24

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of January 31, 2024

	TOTAL
Retained Earnings	817,962.03
Net Income	20,908.55
Total Equity	$1,311,567.67
TOTAL LIABILITIES AND EQUITY	$1,843,039.04

SCBD - Cape St. Claire Improvement Association

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	700.00
Checking Accounts	
BB&T Checking -7627	56,925.52
SCBD Checking - BB&T	236,412.56
Total Checking Accounts	293,338.08
Total Bank Accounts	$294,038.08
Other Current Assets	
Due from Cape St. Claire	-910.79
Total Other Current Assets	$ -910.79
Total Current Assets	$293,127.29
TOTAL ASSETS	$293,127.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-2,341.61
Total Other Current Liabilities	$ -2,341.61
Total Current Liabilities	$ -2,341.61
Total Liabilities	$ -2,341.61
Equity	
Net Assets-SCBD	271,917.55
Retained Earnings	9,815.54
Net Income	13,735.81
Total Equity	$295,468.90
TOTAL LIABILITIES AND EQUITY	$293,127.29

A - J

Cape St. Claire
Improvement Association, Inc.

Membership Meeting

Meeting Date: 4/23/2024

MEMBERS: **SIGN-UP SHEET**

PROPERTY OWNERS

	Printed Name	Signature
1.	G. Beau Breeden	GBB
2.	Roy Benner	Roy E Benner
3.	[illegible] B Benner	[illegible] B Benner
4.	Dave Jones	[illegible]
5.	Cheri Fairchild	Cheri Fairchild
6.	Joseph Angle	[illegible]
7.	Marcia Dudley Marcia Dudley	[illegible]
8.	Todd Dallaregga	Todd Dallaregga
9.	Ryan Anderson	[illegible]
10.	Tom Bennington	Tom Bennington
11.	Reg Barss	
12.	Jane Witherite Barss	Jane Witherite Barss
13.	Margarette Jennings	Margarette Jennings
14.	Larry Jennings	Larry Jennings
15.	Dottie Ballard	[illegible]
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Cape St. Claire
Improvement Association, Inc.

Membership Meeting

Meeting Date: 4/23/2024

MEMBERS: **SIGN-UP SHEET**

PROPERTY OWNERS

	Printed Name	Signature
1.	Jerome Zadera	[signature]
2.	Neil Macindoe	[signature]
3.	Thomas Brown	[signature]
4.	RON MALFI	[signature]
5.	Stacey Wildberger	
6.	MATT LAYMAN	[signature]
7.	BRAD KNOPF	[signature]
8.	Ellen Prager	[signature]
9.	Bill Rappoport	Bill Rappoport
10.	CHARLIE MOORE	[signature]
11.	Michele Shipley	[signature]
12.	Kimberly Pollock	[signature]
13.	Randy Sayre	[signature]
14.	Heather Sayre	Heather Sayre
15.	Phil Olersson	[signature]
16.	Mary Lamb	[signature]
17.	GREG. PASCUZZI	[signature]
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GUESTS

Cape St. Claire
Improvement Association, Inc.

Membership Meeting

Meeting Date: 4/23/2024

GUESTS: SIGN-UP SHEET

	Printed Name	Signature
1.	Nestor Floras	AACo Traffic Engineering
2.	~~Dave Ballard~~	
3.	Frank Tewey	
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