



Cape St. Claire

IMPROVEMENT ASSOCIATION

1223 River Bay Road • Annapolis, MD 21409-4999

Phone: 410-757-1223 • Fax: 410-757-1697 • Email: office@cscia.org • Website: www.cscia.org

Quarterly Membership Meeting

April 27, 2021

Agenda

President's Remarks

Approval of Minutes

Approval of Financials

Old Business

New Business

Comments from the Floor

Adjournment

Annual Membership Meeting January 12, 2021

In attendance were: Bill & Heather Szczytko, Jeff Roche, Beau Breeden, Mary Lamb, Cheri Fairchild, Lisa Schmidt, Jerome Zadera, Neil Macindoe, Ryan Anderson, Michael Buchet, Charlie Moore, Brad Knopf, Mary Alice Ross, Michele Shipley, Pamela Porter-Smith, Ryan Perry, Becky and Roy Benner, Stacey Wildberger, Karen Minor, Bob Bishop, Pamela Porter-Smith, Stephanie Wallace, Barbara Breeden, John Redmond, Rose Stocker, Todd Dallanegra, Jane Barss, Philippe Ourisson, Steve Gindes, and Larry Jennings.

President Szczytko called the meeting to order online 7:33 pm. He welcomed everyone in attendance and listed some of the challenges of 2020 such as the beach restoration project planning, the unauthorized pier construction, COVID-19, and Christmas decorations. He introduced those up for election– Michele Shipley or reelection – himself, Lisa Schmidt, Michael Buchet, and Brad Medley.

BUDGET PRESENTATION

Breeden presented the proposed budget for FY 2022 that had been previously shown at the October 2020 Quarterly meeting and published in the Caper. He thanked the budget committee members Michael Buchet, Charlie Moore and Brad Medley as well as Town Manager Anderson and Board president Szczytko for their assistance.

Highlighted was the fact that the \$195/lot SCBD assessment was not increased. That income, along with the \$10 maintenance fee, Caper advertising, shopping center and swim club rent and insurance/security payments, clubhouse rentals and pier slip rental income, total over \$746,000. With the reduced expenditures due to the Covid-19 shutdown, the additional funds that were rolled over from FY20 are available and included in this proposal.

Expenses that are common to all members are typically budgeted to the SCBD funds and more specific expenditures such as those for piers, the clubhouse and the beaches are budgeted to the non-SCDB funds. He noted the individual line items include contracts for mowing and janitorial services, legal fees, permits, insurance, office expenses, maintenance, payroll and administration costs, security, beach attendants, etc. The separate Capital Improvement section shows no monies allocated for beaches and parks improvements because of the focus on those over the last few years (new path and wall at Main Beach, new playgrounds at Main Beach and Deep Creek) and instead there is a line for the shoreline erosion project. Other capital improvements are planned for reconfiguring the clubhouse space to allow for a separate office for the Town Manager as well as replacing outer pilings on the Deep Creek main pier.

There is a proposal to raise the SCBD cap from \$200 to \$225. We are currently at \$195, but as the cap can only be raised every other year and has not been increased in 4-5 years, it is proposed that it be done this year to allow for potential inflation.

Minutes of the October 2020 quarterly meeting were reviewed. A vote was taken via a webinar poll and the minutes were approved with 100% of those in attendance voting.

The financial statements from Aug 2020 through Oct 2020 were reviewed. Another webinar vote approved the financial reports with 96% of attendees voting.

COMMITTEE REPORTS

Town Manager- Town Manager Anderson reported for the first time in his tenure there are no vegetation management plans outstanding and that the invoices for all the tree work done in the last 6 months were submitted and paid. This time of year is quiet for the beaches and other operations of the Association but very busy within the office on administration tasks.

A memorial bench honoring former Board president Josephine Gardner was installed and a plaque is to be ordered. Wood chips will be replenished at the playgrounds in the spring. Beach attendants will be hired starting in March or April.

The first principal loan payment of \$44,000 will be paid in February.

Piers meetings will resume in March. Water lines were winterized and bubblers installed. Letters were mailed to current slip holders in December, contracts will be mailed soon with a due date in March. The pier committee recommended no slip rental increases for 2022. The gate codes will be changed when the weather permits. Pump outs will again be available by request. For potentially the first time ever, there is a state/county funded dredge of Deep Creek planned for October. Communities can request spur dredging off the main dredge and be included in the same permit. Mr. Anderson and Governor Breeden took sonar depth readings around the Deep Creek piers and made recommendations on areas to dredge. Estimates on costs are being gathered.

There have been very few clubhouse rentals. Covid restrictions include 25% capacity, reduced hours, no one-day liquor licenses and therefore no alcohol, and masks required. A COVID cleaning fee is required. There was no general election voting at the clubhouse or the elementary school. Electricity was installed at the guard shack in time for the lighting of the Christmas tree.

The Business Lot Owners Association and the Cape Pool are up to date on payments for rent, security and insurance. There are agreements with the restaurants for outdoor dining that require they have the proper insurance coverage and security. Mr. Anderson has requested the pool board provide their plan for this season.

The office remains closed to the public and transactions are done by appointment. The SCBD audit was accepted and the first SCBD payment of over \$200,000 received. Insurance policies have been renewed and a new Workers Comp provider obtained at the recommendation of the payroll service. There have been several issues with the mail, namely with maintenance fee postcards being sent back to the office, bill payments not being received by vendors and the Cape calendar not being delivered.

There have been some zoning complaints, mostly regarding businesses being run from homes, improvements being made on CSCIA property by residents and impervious surface issues. The county is catching up on 311 complaints. There was a large increase in building permit applications in 2020, potentially from an increased awareness of the permit process. The new procedure for the application process is that Mr. Anderson will review submissions first and do a site survey. He can identify any issues that may cause delays and get those addressed before the application goes to the building chair, hopefully streamlining the process.

We have 3 of 4 security officer positions filled and a new officer is expected to start soon.

The 2022 Budget Request form from the county is available and can be started once the budget is approved.

OLD BUSINESS

Governor Breeden announced that information about the beach restoration/shoreline erosion project is available on the website. Site #1 (Main Beach) funding is fully secured, including a \$298,000 grant from the Chesapeake Bay Trust and a state grant of \$25,000, all permits have been received and groundbreaking is scheduled for March. Alliance of the Chesapeake will operate as the general contractor/grant organizer overseeing construction of a 140-foot rock structure parallel to the beach on the east end, creation of a salt marsh near the inlet and a smaller jetty at the west end of the beach. Depending on weather and wave action, it is expected to take 6-12 weeks to complete. There will be planting immediately after and in phases later.

Site #2 (Lake Claire) federal and state permits have been received and county permits are being reviewed by the Critical Area Commission and are expected to be approved soon. A \$50,000 Fish and Wildlife grant was awarded for creation of special fish habitats to include oyster reef balls and tree root balls. A \$100,000 grant was requested, and that decision will be made soon. The \$250,000 state budgeted funds will be processed via Anne Arundel County.

After several years of work by volunteers to make this a reality, Alliance of the Chesapeake will be taking over to complete the process. President Szczytko thanked Governor Breeden for his hard work and diligence in seeing it through.

NEW BUSINESS

Governor Lamb said planning has started for the Strawberry Festival in hopes that it may be held this year.

Governor Breeden reported that permitting is in process to replace several of the outer pilings at the Deep Creek large pier. Walsh and Son will start construction in March if all permits are approved. Boats lines may be moved.

COMMENTS

Stacy Wildberger reported the Cape Conservation Corps had a good year, with many volunteer hours spent weeding at the Serene Ravine. New benches were installed by an Eagle Scout candidate. They are applying for grants in hopes to do more planting this year.

ELECTION

Ballots were tallied. Bill Szczytko was reelected with 91 votes, Lisa Schmidt with 91, Michael Buchet with 89, Brad Medley with 89, Michele Shipley was elected with 86 votes. The SCBD cap increase was approved with 86 votes for and 16 against. The budget was approved with 96 votes for and 6 against.

ADJOURNMENT

A motion was made by Charlie Moore to adjourn, seconded by Heather Szczytko and approved. The January 12, 2021 annual membership meeting of Cape St Claire was adjourned at 8:22 pm.

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Piers
November 30, 2020 -Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Interest Income	1.11	31.03	0.00	31.03	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	200.00	(200.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	600.00	2,200.00	1,500.00	700.00	147%
Rentals/ Slips	0.00	1,585.00	99,040.00	(97,455.00)	2%
Total Income	601.11	3,816.03	113,875.00	(110,058.97)	
Expense					
General and Administrative					
1 Accounting Fees	95.70	382.80	1,500.00	(1,117.20)	26%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4 Insurance	0.00	0.00	8,000.00	(8,000.00)	0%
5 Legal Services	0.00	137.60	3,000.00	(2,862.40)	5%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	500.00	(500.00)	0%
8 Office Supplies/Expense	0.00	0.00	500.00	(500.00)	0%
9 Payroll Expenses & Benefits	15.42	97.43	2,236.00	(2,138.57)	4%
10 Permits	0.00	100.00	250.00	(150.00)	40%
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	1,498.72	1,900.00	(401.28)	79%
14 Repairs/Maintenance	279.52	1,906.38	17,724.00	(15,817.62)	11%
15 Sanitary Services	0.00	0.00	250.00	(250.00)	0%
16 Sewer	0.00	0.00	250.00	(250.00)	0%
17 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
18 Telecommunications & Internet	634.74	2,538.52	8,000.00	(5,461.48)	32%
19 Trash Collection	0.00	0.00	250.00	(250.00)	0%
20 Utilities	484.62	2,336.76	14,000.00	(11,663.24)	17%
21 Wages-Town Manager	0.00	0.00	5,100.00	(5,100.00)	0%
22 Wages-Administrator	0.00	0.00	5,100.00	(5,100.00)	0%
23 Wages-Asst. Administrator	105.13	660.51	3,000.00	(2,339.49)	22%
24 Wages-Handyman	91.13	528.02	4,000.00	(3,471.98)	13%
25 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	860.00	(860.00)	0%
26 Web Site	0.00	3.26	0.00	3.26	
Total General and Administrative	1,706.26	10,190.00	80,840.00	(70,650.00)	13%
Capital Expenditures					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,035.00	(33,035.00)	
Total Expenditures	1,706.26	10,190.00	113,875.00	(103,685.00)	
Net Income (Loss)	(1,105.15)	(6,373.97)	0.00	(6,373.97)	

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
November 30, 2020 - Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	2,557.50	20,016.00	40,000.00	(19,984.00)	50%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees	10.00	1,211.64	25,000.00	(23,788.36)	5%
Grant	50,000.00	50,000.00	0.00	50,000.00	
HOA Packets	750.00	6,450.00	10,500.00	(4,050.00)	61%
Interest Income	0.93	20.66	100.00	(79.34)	21%
Late Fees	0.00	1,050.02	5,500.00	(4,449.98)	19%
Miscellaneous Income	226.00	751.00	4,100.00	(3,349.00)	18%
Clubhouse - Rental Income	750.00	3,540.00	42,000.00	(38,460.00)	8%
Stickers	30.00	245.00	2,000.00	(1,755.00)	12%
Total Income	54,324.43	83,284.32	137,331.00	(54,046.68)	
Expense					
General and Administrative					
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	1,821.08	8,681.40	14,000.00	(5,318.60)	62%
6 Insurance	0.00	0.00	13,000.00	(13,000.00)	0%
7 Legal Services	2,460.10	18,808.08	2,000.00	16,808.08	940%
8 Membrshp(Confrence/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	100.00	(100.00)	0%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
12 Office Supplies/Expense	0.00	110.00	1,500.00	(1,390.00)	7%
13 Payroll Expenses & Benefits	0.00	442.76	6,765.36	(6,322.60)	7%
14 Permits	0.00	0.00	500.00	(500.00)	0%
15 Postage	0.00	0.00	1,500.00	(1,500.00)	0%
16 Printing	179.41	179.41	2,000.00	(1,820.59)	9%
17 Property Taxes	0.00	0.00	100.00	(100.00)	0%
18 Repairs/Maintenance	72.00	443.00	12,500.00	(12,057.00)	4%
19 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
20 Signage	0.00	0.00	500.00	(500.00)	0%
21 Telecommunications & Internet	43.13	171.96	350.00	(178.04)	49%
22 Utilities	19.74	98.36	200.00	(101.64)	49%
23 Wages-Town Manager	0.00	0.00	14,790.00	(14,790.00)	0%
24 Wages-Administrator	0.00	0.00	9,751.20	(9,751.20)	0%
25 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26 Wages-Beach Attendants	0.00	5,688.29	13,000.00	(7,311.71)	44%
27 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
28 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,602.06	(2,602.06)	0%
Total General and Administrative	4,714.26	35,098.46	136,958.62	(101,860.16)	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	372.38	(372.38)	
Total Expenditures	4,714.26	35,098.46	137,331.00	(102,232.54)	
Net Income (Loss)	49,610.17	48,185.86	0.00	48,185.86	

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
November 30, 2020 - Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	2,557.50	20,016.00	40,000.00	(19,984.00)	50%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees	10.00	1,211.64	25,000.00	(23,788.36)	5%
Grant	50,000.00	50,000.00	0.00	50,000.00	
HOA Packets	750.00	6,450.00	10,500.00	(4,050.00)	61%
Interest Income	2.04	51.69	100.00	(48.31)	52%
Late Fees	0.00	1,050.02	5,600.00	(4,549.98)	19%
Miscellaneous Income	226.00	751.00	4,300.00	(3,549.00)	17%
Clubhouse - Rental Income	750.00	3,540.00	42,000.00	(38,460.00)	8%
Rentals/ Slips	0.00	1,585.00	99,040.00	(97,455.00)	2%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	600.00	2,200.00	1,500.00	700.00	147%
Stickers	30.00	245.00	2,000.00	(1,755.00)	12%
Total Income	54,925.54	87,100.35	251,206.00	(164,105.65)	
Expense					
General and Administrative					
1 Accounting Fees	214.50	858.00	3,500.00	(2,642.00)	25%
2 Audit Expenses	0.00	0.00	3,000.00	(3,000.00)	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	1,821.08	8,681.40	14,000.00	(5,318.60)	62%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	0.00	0.00	21,000.00	(21,000.00)	0%
8 Legal Services	2,460.10	18,945.68	5,000.00	13,945.68	379%
9 Membrshp(Confernce/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	600.00	(600.00)	0%
11 Events	0.00	0.00	500.00	(500.00)	0%
12 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
13 Office Supplies/Expense	0.00	110.00	2,000.00	(1,890.00)	6%
14 Payroll Expenses & Benefits	15.42	540.19	9,001.36	(8,461.17)	6%
15 Permits	0.00	100.00	750.00	(650.00)	13%
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	1,498.72	2,000.00	(501.28)	75%
19 Repairs/Maintenance	351.52	2,349.38	30,224.00	(27,874.62)	8%
20 Sanitary Services	0.00	0.00	1,250.00	(1,250.00)	0%
21 Sewer	0.00	0.00	250.00	(250.00)	0%
22 Signage	0.00	0.00	1,500.00	(1,500.00)	0%
23 Telecommunications & Internet	677.87	2,710.48	8,350.00	(5,639.52)	32%
24 Trash Collection	0.00	0.00	250.00	(250.00)	0%
25 Utilities	504.36	2,435.12	14,200.00	(11,764.88)	17%
26 Wages-Town Manager	0.00	0.00	19,890.00	(19,890.00)	0%
27 Wages-Administrator	0.00	0.00	14,851.20	(14,851.20)	0%
28 Wages-Assst. Administrator	105.13	660.51	5,500.00	(4,839.49)	12%
29 Wages-Beach Attendant	0.00	5,688.29	13,000.00	(7,311.71)	44%
30 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
31 Wages-Handyman	91.13	528.02	4,000.00	(3,471.98)	13%
32 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,462.06	(3,462.06)	0%
33 Website	0.00	3.26	0.00	3.26	
Total General and Administrative	6,420.52	45,288.46	217,798.62	(172,510.16)	
Capital Expenditures					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,407.38	(33,407.38)	
Total Expenditures	6,420.52	45,288.46	251,206.00	(205,917.54)	
Net Income (Loss)	48,505.02	41,811.89	0.00	41,811.89	

Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

November 30, 2020 -Final

	November Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
SCBD/Fees	0.00	0.00	450,645.00	-450,645.00	0%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY19	0.00	0.00	18,059.46	-18,059.46	0%
Total Income	0.00	0.00	468,724.46	-468,724.46	
Expense					
General and Administrative					
1 Accounting Fees	335.50	1,342.00	5,500.00	-4,158.00	24%
2 Audit Expenses	0.00	0.00	5,300.00	-5,300.00	0%
4 Caper Print/Edit/Contract&Postage	3,929.77	15,278.62	30,900.00	-15,621.38	49%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	800.00	1,000.00	-200.00	80%
7 Clubhouse Custodial Services	0.00	0.00	2,500.00	-2,500.00	0%
8 Insurance	1,276.00	10,461.00	19,000.00	-8,539.00	55%
9 Legal Services	0.00	10,000.00	10,000.00	0.00	100%
10 Membrshp(Confernce/Training/Dues)	0.00	400.00	1,300.00	-900.00	31%
11 Voluntr Apprec(Refreshments/Misc)	0.00	250.00	500.00	-250.00	50%
12 Events	0.00	200.00	1,525.00	-1,325.00	13%
13 Mowing	2,080.00	10,840.00	14,000.00	-3,160.00	77%
14 Office Supplies/Expense	427.48	1,025.04	5,000.00	-3,974.96	21%
15 Payroll Expenses & Benefits	2,280.57	12,920.70	23,178.84	-10,258.14	56%
16 Permits	0.00	500.00	500.00	0.00	100%
17 Postage	2,967.05	3,214.00	3,500.00	-286.00	92%
18 Printing	0.00	36.63	4,000.00	-3,963.37	1%
19 Property Taxes	0.00	2,991.02	4,350.00	-1,358.98	69%
20 Repairs/Maintenance	456.50	5,115.02	31,000.00	-25,884.98	17%
21 Sanitary Services	465.00	6,954.64	8,000.00	-1,045.36	87%
22 Sewer	0.00	108.45	500.00	-391.55	22%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	121.79	485.61	3,700.00	-3,214.39	13%
25 Trash Collection	459.54	2,214.14	5,000.00	-2,785.86	44%
26 Utilities	515.91	2,486.71	10,000.00	-7,513.29	25%
27 Vehicle Fuel & Maintenance	0.00	26.02	2,000.00	-1,973.98	1%
28 Wages-Town Manager	6,120.02	33,600.11	59,670.00	-26,069.89	56%
29 Wages-Administrator	3,823.88	21,382.27	36,148.80	-14,766.53	59%
30 Wages-Asst Administrator	178.13	1,234.77	3,000.00	-1,765.23	41%
31 Wages-Asst Admin (Mtg Spt)	300.00	1,050.00	2,400.00	-1,350.00	44%
32 Wages-Beach Attendant	0.00	13,492.66	13,500.00	-7.34	100%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	596.13	4,662.88	15,500.00	-10,837.12	30%
36 Wages-Security Patrol	2,310.00	13,667.50	46,000.00	-32,332.50	30%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	6,614.94	-6,614.94	0%
38 Website/Technology	99.62	394.58	3,000.00	-2,605.42	13%
Total General and Administrative	28,742.89	177,134.37	382,767.58	-205,633.21	
Capital Expenditures					
Beaches & Parks Improvements	0.00	0.00	5,400.00	-5,400.00	0%
Clubhouse Improvements	2,983.00	2,983.00	5,556.88	-2,573.88	54%
Shoreline Erosion Restoration	515.59	2,544.65	75,000.00	-72,455.35	3%
Total Capital Expenditures	3,498.59	5,527.65	85,956.88	-80,429.23	
Total Expenditures	32,241.48	182,662.02	468,724.46	-286,062.44	
Net Income (Loss)	-32,241.48	-182,662.02	0.00	-182,662.02	

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	64,980.09
Payroll Checking - BB&T	1,357.80
Total Checking Accounts	66,337.89
Money Market Accounts	
Maintenance MM - BB&T	138,634.18
Piers MM - BB&T	122,031.74
Piers Capital Improvement - BB&T	13,035.00
Total Piers MM - BB&T	135,066.74
Total Money Market Accounts	273,700.92
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	\$340,288.81
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	\$1,410.33
Other Current Assets	
Due From SCBD	189.98
Undeposited Funds	1,187.37
Total Other Current Assets	\$1,377.35
Total Current Assets	\$343,076.49

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET As of November 30, 2020

	TOTAL
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
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	132,172.50
Total Other Assets	\$132,172.50
TOTAL ASSETS	\$659,497.31

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET

As of November 30, 2020

	TOTAL
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	600.01
Total Other Current Liabilities	\$649.66
Total Current Liabilities	\$649.66
Long-Term Liabilities	
N/P - BB&T	132,172.50
Total Long-Term Liabilities	\$132,172.50
Total Liabilities	\$132,822.16
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
Retained Earnings	12,166.17
Net Income	41,811.89
Total Equity	\$526,675.15
TOTAL LIABILITIES AND EQUITY	\$659,497.31

SCBD - Cape St. Claire Improvement Association

BALANCE SHEET

As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	223.89
Checking Accounts	
BB&T Checking -7627	2,635.10
SCBD Checking - BB&T	32,292.25
Total Checking Accounts	34,927.35
Total Bank Accounts	\$35,151.24
Total Current Assets	\$35,151.24
TOTAL ASSETS	\$35,151.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-290.01
Total Other Current Liabilities	\$-290.01
Total Current Liabilities	\$-290.01
Total Liabilities	\$-290.01
Equity	
Net Assets-SCBD	161,446.47
Retained Earnings	56,656.80
Net Income	-182,662.02
Total Equity	\$35,441.25
TOTAL LIABILITIES AND EQUITY	\$35,151.24

Cape St. Claire Improvement Association, Inc.

Profit & Loss - Piers

December 31, 2020 - Final

	December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Interest Income	1.12	32.15	0.00	32.15	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	200.00	(200.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	200.00	2,400.00	1,500.00	900.00	160%
Rentals/ Slips	40.00	1,625.00	99,040.00	(97,415.00)	2%
Total Income	241.12	4,057.15	113,875.00	(109,817.85)	
Expense					
General and Administrative					
1 Accounting Fees	95.70	478.50	1,500.00	(1,021.50)	32%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
4 Insurance	3,807.25	3,807.25	8,000.00	(4,192.75)	48%
5 Legal Services	0.00	137.60	3,000.00	(2,862.40)	5%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	500.00	(500.00)	0%
8 Office Supplies/Expense	0.00	0.00	500.00	(500.00)	0%
9 Payroll Expenses & Benefits	35.30	132.73	2,236.00	(2,103.27)	6%
10 Permits	750.00	850.00	250.00	600.00	340%
11 Postage	132.00	132.00	500.00	(368.00)	26%
12 Printing	0.00	0.00	100.00	(100.00)	0%
13 Property Taxes	0.00	1,498.72	1,900.00	(401.28)	79%
14 Repairs/Maintenance	1,782.14	3,688.52	17,724.00	(14,035.48)	21%
15 Sanitary Services	0.00	0.00	250.00	(250.00)	0%
16 Sewer	0.00	0.00	250.00	(250.00)	0%
17 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
18 Telecommunications & Internet	1,234.68	3,773.20	8,000.00	(4,226.80)	47%
19 Trash Collection	0.00	0.00	250.00	(250.00)	0%
20 Utilities	1,058.37	3,395.13	14,000.00	(10,604.87)	24%
21 Wages-Town Manager	0.00	0.00	5,100.00	(5,100.00)	0%
22 Wages-Administrator	0.00	0.00	5,100.00	(5,100.00)	0%
23 Wages-Asst. Administrator	412.63	1,073.14	3,000.00	(1,926.86)	36%
24 Wages-Handyman	0.00	528.02	4,000.00	(3,471.98)	13%
25 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	860.00	(860.00)	0%
26 Web Site	3.07	6.33	0.00	6.33	
Total General and Administrative	9,311.14	19,501.14	80,840.00	(61,338.86)	24%
Capital Expenditures					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,035.00	(33,035.00)	
Total Expenditures	9,311.14	19,501.14	113,875.00	(94,373.86)	
Net Income (Loss)	(9,070.02)	(15,443.99)	0.00	(15,443.99)	

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
December 31, 2020 - Final

	December	YTD	Annual	Variance	
	Actual	Actual	Budget	Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	1,645.00	21,661.00	40,000.00	(18,339.00)	54%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees	285.00	1,496.64	25,000.00	(23,503.36)	6%
Grant	0.00	50,000.00	0.00	50,000.00	
HOA Packets	1,500.00	7,950.00	10,500.00	(2,550.00)	76%
Interest Income	1.17	21.83	100.00	(78.17)	22%
Late Fees	110.00	1,160.02	5,500.00	(4,339.98)	21%
Miscellaneous Income	375.00	1,126.00	4,100.00	(2,974.00)	27%
Clubhouse - Rental Income	0.00	3,540.00	42,000.00	(38,460.00)	8%
Stickers	20.00	265.00	2,000.00	(1,735.00)	13%
Total Income	3,936.17	87,220.49	137,331.00	(50,110.51)	
Expense					
General and Administrative					
1 Accounting Fees	118.80	594.00	2,000.00	(1,406.00)	30%
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	3,218.16	11,899.56	14,000.00	(2,100.44)	85%
6 Insurance	0.00	0.00	13,000.00	(13,000.00)	0%
7 Legal Services	5,274.35	24,082.43	2,000.00	22,082.43	1204%
8 Membrshp(Confrence/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	93.66	93.66	100.00	(6.34)	94%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
12 Office Supplies/Expense	0.00	110.00	1,500.00	(1,390.00)	7%
13 Payroll Expenses & Benefits	0.00	442.76	6,765.36	(6,322.60)	7%
14 Permits	0.00	0.00	500.00	(500.00)	0%
15 Postage	882.00	882.00	1,500.00	(618.00)	59%
16 Printing	1,820.59	2,000.00	2,000.00	0.00	100%
17 Property Taxes	0.00	0.00	100.00	(100.00)	0%
18 Repairs/Maintenance	203.58	646.58	12,500.00	(11,853.42)	5%
19 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
20 Signage	0.00	0.00	500.00	(500.00)	0%
21 Telecommunications & Internet	43.06	215.02	350.00	(134.98)	61%
22 Utililities	65.99	164.35	200.00	(35.65)	82%
23 Wages-Town Manager	0.00	0.00	14,790.00	(14,790.00)	0%
24 Wages-Administrator	0.00	0.00	9,751.20	(9,751.20)	0%
25 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26 Wages-Beach Attendants	0.00	5,688.29	13,000.00	(7,311.71)	44%
27 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
28 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,602.06	(2,602.06)	0%
Total General and Administrative	11,720.19	46,818.65	136,958.62	(90,139.97)	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	372.38	(372.38)	
Total Expenditures	11,720.19	46,818.65	137,331.00	(90,512.35)	
Net Income (Loss)	(7,784.02)	40,401.84	0.00	40,401.84	

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
December 31, 2020 - Final

	December	YTD	Annual	Variance	
	Actual	Actual	Budget	Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	1,645.00	21,661.00	40,000.00	(18,339.00)	54%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees	285.00	1,496.64	25,000.00	(23,503.36)	6%
Grant	0.00	50,000.00	0.00	50,000.00	
HOA Packets	1,500.00	7,950.00	10,500.00	(2,550.00)	76%
Interest Income	2.29	53.98	100.00	(46.02)	54%
Late Fees	110.00	1,160.02	5,600.00	(4,439.98)	21%
Miscellaneous Income	375.00	1,126.00	4,300.00	(3,174.00)	26%
Clubhouse - Rental Income	0.00	3,540.00	42,000.00	(38,460.00)	8%
Rentals/ Slips	40.00	1,625.00	99,040.00	(97,415.00)	2%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	200.00	2,400.00	1,500.00	900.00	160%
Stickers	20.00	265.00	2,000.00	(1,735.00)	13%
Total Income	4,177.29	91,277.64	251,206.00	(159,928.36)	
Expense					
General and Administrative					
1 Accounting Fees	214.50	1,072.50	3,500.00	(2,427.50)	31%
2 Audit Expenses	0.00	0.00	3,000.00	(3,000.00)	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	3,218.16	11,899.56	14,000.00	(2,100.44)	85%
6 Front Foot Assessment	0.00	0.00	1,170.00	(1,170.00)	0%
7 Insurance	3,807.25	3,807.25	21,000.00	(17,192.75)	18%
8 Legal Services	5,274.35	24,220.03	5,000.00	19,220.03	484%
9 Membrshp(Confernce/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	93.66	93.66	600.00	(506.34)	16%
11 Events	0.00	0.00	500.00	(500.00)	0%
12 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
13 Office Supplies/Expense	0.00	110.00	2,000.00	(1,890.00)	6%
14 Payroll Expenses & Benefits	35.30	575.49	9,001.36	(8,425.87)	6%
15 Permits	750.00	850.00	750.00	100.00	113%
16 Postage	1,014.00	1,014.00	2,000.00	(986.00)	51%
17 Printing	1,820.59	2,000.00	2,100.00	(100.00)	95%
18 Property Taxes	0.00	1,498.72	2,000.00	(501.28)	75%
19 Repairs/Maintenance	1,985.72	4,335.10	30,224.00	(25,888.90)	14%
20 Sanitary Services	0.00	0.00	1,250.00	(1,250.00)	0%
21 Sewer	0.00	0.00	250.00	(250.00)	0%
22 Signage	0.00	0.00	1,500.00	(1,500.00)	0%
23 Telecommunications & Internet	1,277.74	3,988.22	8,350.00	(4,361.78)	48%
24 Trash Collection	0.00	0.00	250.00	(250.00)	0%
25 Utilities	1,124.36	3,559.48	14,200.00	(10,640.52)	25%
26 Wages-Town Manager	0.00	0.00	19,890.00	(19,890.00)	0%
27 Wages-Administrator	0.00	0.00	14,851.20	(14,851.20)	0%
28 Wages-Asst. Administrator	412.63	1,073.14	5,500.00	(4,426.86)	20%
29 Wages-Beach Attendant	0.00	5,688.29	13,000.00	(7,311.71)	44%
30 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
31 Wages-Handyman	0.00	528.02	4,000.00	(3,471.98)	13%
32 Wage/Salary Defined Criteria Bosuc	0.00	0.00	3,462.06	(3,462.06)	0%
33 Website	3.07	6.33	0.00	6.33	
Total General and Administrative	21,031.33	66,319.79	217,798.62	(151,478.83)	
Capital Expenditures					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,407.38	(33,407.38)	
Total Expenditures	21,031.33	66,319.79	251,206.00	(184,886.21)	
Net Income (Loss)	(16,854.04)	24,957.85	0.00	24,957.85	

Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

December 31, 2020 - Final

	December Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
SCBD/Fees	259,681.51	259,681.51	450,645.00	-190,963.49	58%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY19	0.00	0.00	18,059.46	-18,059.46	0%
Total Income	259,681.51	259,681.51	468,724.46	-209,042.95	
Expense					
General and Administrative					
1 Accounting Fees	335.50	1,677.50	5,500.00	-3,822.50	31%
2 Audit Expenses	3,750.00	3,750.00	5,300.00	-1,550.00	71%
4 Caper Print/Edit/Contract&Postage	4,238.94	19,517.56	30,900.00	-11,382.44	63%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	800.00	1,000.00	-200.00	80%
7 Clubhouse Custodial Services	0.00	0.00	2,500.00	-2,500.00	0%
8 Insurance	8,107.50	18,568.50	19,000.00	-431.50	98%
9 Legal Services	0.00	10,000.00	10,000.00	0.00	100%
10 Membrshp(Confrence/Training/Dues)	0.00	400.00	1,300.00	-900.00	31%
11 Voluntr Apprec(Refreshments/Misc)	250.00	500.00	500.00	0.00	100%
12 Events	0.00	200.00	1,525.00	-1,325.00	13%
13 Mowing	520.00	11,360.00	14,000.00	-2,640.00	81%
14 Office Supplies/Expense	340.92	1,365.96	5,000.00	-3,634.04	27%
15 Payroll Expenses & Benefits	3,130.33	16,051.03	23,178.84	-7,127.81	69%
16 Permits	0.00	500.00	500.00	0.00	100%
17 Postage	27.95	3,241.95	3,500.00	-258.05	93%
18 Printing	1,002.43	1,039.06	4,000.00	-2,960.94	26%
19 Property Taxes	0.00	2,991.02	4,350.00	-1,358.98	69%
20 Repairs/Maintenance	1,951.38	7,066.40	31,000.00	-23,933.60	23%
21 Sanitary Services	0.00	6,954.64	8,000.00	-1,045.36	87%
22 Sewer	108.45	216.90	500.00	-283.10	43%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	121.60	607.21	3,700.00	-3,092.79	16%
25 Trash Collection	459.54	2,673.68	5,000.00	-2,326.32	53%
26 Utilities	1,286.68	3,773.39	10,000.00	-6,226.61	38%
27 Vehicle Fuel & Maintenance	32.84	58.86	2,000.00	-1,941.14	3%
28 Wages-Town Manager	9,829.73	43,429.84	59,670.00	-16,240.16	73%
29 Wages-Administrator	6,301.82	27,684.09	36,148.80	-8,464.71	77%
30 Wages-Asst Administrator	562.84	1,797.61	3,000.00	-1,202.39	60%
31 Wages-Asst Admin (Mtg Spt)	150.00	1,200.00	2,400.00	-1,200.00	50%
32 Wages-Beach Attendant	0.00	13,492.66	13,500.00	-7.34	100%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	1,030.87	5,693.75	15,500.00	-9,806.25	37%
36 Wages-Security Patrol	3,696.00	17,363.50	46,000.00	-28,636.50	38%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	6,614.94	-6,614.94	0%
38 Website/Technology	1,227.61	1,622.19	3,000.00	-1,377.81	54%
Total General and Administrative	48,462.93	225,597.30	382,767.58	-157,170.28	
Capital Expenditures					
Beaches & Parks Improvements	0.00	0.00	5,400.00	-5,400.00	0%
Clubhouse Improvements	0.00	2,983.00	5,556.88	-2,573.88	54%
Shoreline Erosion Restoration	498.95	3,043.60	75,000.00	-71,956.40	4%
Total Capital Expenditures	498.95	6,026.60	85,956.88	-79,930.28	
Total Expenditures	48,961.88	231,623.90	468,724.46	-237,100.56	
Net Income (Loss)	210,719.63	28,057.61	0.00	28,057.61	

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	55,734.90
Payroll Checking - BB&T	1,547.79
Total Checking Accounts	57,282.69
Money Market Accounts	
Maintenance MM - BB&T	138,635.35
Piers MM - BB&T	113,161.72
Piers Capital Improvement - BB&T	13,035.00
Total Piers MM - BB&T	126,196.72
Total Money Market Accounts	264,832.07
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	\$322,364.76
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	\$1,410.33
Other Current Assets	
Due From SCBD	-0.01
Undeposited Funds	1,947.37
Total Other Current Assets	\$1,947.36
Total Current Assets	\$325,722.45

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET

As of December 31, 2020

	TOTAL
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
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	307,172.50
Total Other Assets	\$307,172.50
TOTAL ASSETS	\$817,143.27

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

BALANCE SHEET

As of December 31, 2020

	TOTAL
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	100.01
Total Other Current Liabilities	\$149.66
Total Current Liabilities	\$149.66
Long-Term Liabilities	
N/P - BB&T	307,172.50
Total Long-Term Liabilities	\$307,172.50
Total Liabilities	\$307,322.16
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
Retained Earnings	12,166.17
Net Income	24,957.85
Total Equity	\$509,821.11
TOTAL LIABILITIES AND EQUITY	\$817,143.27

SCBD - Cape St. Claire Improvement Association

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	223.89
Checking Accounts	
BB&T Checking -7627	2,136.15
SCBD Checking - BB&T	243,320.84
Total Checking Accounts	245,456.99
Total Bank Accounts	\$245,680.88
Total Current Assets	\$245,680.88
TOTAL ASSETS	\$245,680.88
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-480.00
Total Other Current Liabilities	\$-480.00
Total Current Liabilities	\$-480.00
Total Liabilities	\$-480.00
Equity	
Net Assets-SCBD	161,446.47
Retained Earnings	56,656.80
Net Income	28,057.61
Total Equity	\$246,160.88
TOTAL LIABILITIES AND EQUITY	\$245,680.88

Cape St. Claire Improvement Association, Inc.

Profit & Loss - Piers

January 31, 2021 - Final

	January	YTD	Annual	Variance	
	Actual	Actual	Budget	Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Interest Income	1.07	33.22	0.00	33.22	
Late Fees	0.00	0.00	100.00	(100.00)	0%
Miscellaneous Income	0.00	0.00	200.00	(200.00)	0%
Piers - Capital Replacement Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Waitlist Fee	200.00	2,600.00	1,500.00	1,100.00	173%
Rentals/ Slips	6,695.00	8,320.00	99,040.00	(90,720.00)	8%
Total Income	6,896.07	10,953.22	113,875.00	(102,921.78)	
Expense					
General and Administrative					
1 Accounting Fees	95.70	574.20	1,500.00	(925.80)	38%
2 Audit Expenses	0.00	0.00	1,500.00	(1,500.00)	0%
3 Front Foot Assessment	1,170.00	1,170.00	1,170.00	0.00	100%
4 Insurance	0.00	3,807.25	8,000.00	(4,192.75)	48%
5 Legal Services	0.00	137.60	3,000.00	(2,862.40)	5%
6 Membrshp(Confrence/Training/Dues)	0.00	0.00	150.00	(150.00)	0%
7 Voluntr Apprec(Refreshments/Misc)	0.00	0.00	500.00	(500.00)	0%
8 Office Supplies/Expense	0.00	0.00	500.00	(500.00)	0%
9 Payroll Expenses & Benefits	33.15	165.88	2,236.00	(2,070.12)	7%
10 Permits	0.00	850.00	250.00	600.00	340%
11 Postage	147.00	279.00	500.00	(221.00)	56%
12 Printing	64.03	64.03	100.00	(35.97)	64%
13 Property Taxes	0.00	1,498.72	1,900.00	(401.28)	79%
14 Repairs/Maintenance	0.00	3,688.52	17,724.00	(14,035.48)	21%
15 Sanitary Services	0.00	0.00	250.00	(250.00)	0%
16 Sewer	0.00	0.00	250.00	(250.00)	0%
17 Signage	0.00	0.00	1,000.00	(1,000.00)	0%
18 Telecommunications & Internet	669.63	4,442.83	8,000.00	(3,557.17)	56%
19 Trash Collection	0.00	0.00	250.00	(250.00)	0%
20 Utilities	1,193.29	4,588.42	14,000.00	(9,411.58)	33%
21 Wages-Town Manager	0.00	0.00	5,100.00	(5,100.00)	0%
22 Wages-Administrator	0.00	0.00	5,100.00	(5,100.00)	0%
23 Wages-Asst. Administrator	369.75	1,442.89	3,000.00	(1,557.11)	48%
24 Wages-Handyman	0.00	528.02	4,000.00	(3,471.98)	13%
25 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	860.00	(860.00)	0%
26 Web Site	0.00	6.33	0.00	6.33	
Total General and Administrative	3,742.55	23,243.69	80,840.00	(57,596.31)	29%
Capital Expenditures					
Piers Replacement/Repair	0.00	0.00	13,035.00	(13,035.00)	0%
Pier Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,035.00	(33,035.00)	
Total Expenditures	3,742.55	23,243.69	113,875.00	(90,631.31)	
Net Income (Loss)	3,153.52	(12,290.47)	0.00	(12,290.47)	

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

	January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	415.00	22,076.00	40,000.00	(17,924.00)	55%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees	9,419.10	10,895.74	25,000.00	(14,104.26)	44%
Grant	0.00	50,000.00	0.00	50,000.00	
HOA Packets	750.00	8,700.00	10,500.00	(1,800.00)	83%
Interest Income	1.19	23.02	100.00	(76.98)	23%
Late Fees	280.00	1,440.02	5,500.00	(4,059.98)	26%
Miscellaneous Income	275.00	1,401.00	4,100.00	(2,699.00)	34%
Clubhouse - Rental Income	460.00	4,000.00	42,000.00	(38,000.00)	10%
Stickers	405.00	670.00	2,000.00	(1,330.00)	34%
Total Income	12,005.29	99,205.78	137,331.00	(38,125.22)	
Expense					
General and Administrative					
1 Accounting Fees	118.80	712.80	2,000.00	(1,287.20)	36%
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	0.00	11,899.56	14,000.00	(2,100.44)	85%
6 Insurance	116.64	116.64	13,000.00	(12,883.36)	1%
7 Legal Services	5,032.20	29,114.63	2,000.00	27,114.63	1456%
8 Membrshp(Confernce/Training/Dues)	0.00	0.00	650.00	(650.00)	0%
9 Voluntr Apprec(Refreshments/Misc)	25.00	5.00	100.00	(95.00)	5%
10 Events	0.00	0.00	500.00	(500.00)	0%
11 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
12 Office Supplies/Expense	0.00	110.00	1,500.00	(1,390.00)	7%
13 Payroll Expenses & Benefits	0.00	442.76	6,765.36	(6,322.60)	7%
14 Permits	0.00	0.00	500.00	(500.00)	0%
15 Postage	0.00	882.00	1,500.00	(618.00)	59%
16 Printing	0.00	2,000.00	2,000.00	0.00	100%
17 Property Taxes	0.00	0.00	100.00	(100.00)	0%
18 Repairs/Maintenance	72.00	718.58	12,500.00	(11,781.42)	6%
19 Sanitary Services	0.00	0.00	1,000.00	(1,000.00)	0%
20 Signage	0.00	0.00	500.00	(500.00)	0%
21 Telecommunications & Internet	86.43	301.45	350.00	(48.55)	86%
22 Utilities	64.54	228.89	200.00	28.89	114%
23 Wages-Town Manager	0.00	0.00	14,790.00	(14,790.00)	0%
24 Wages-Administrator	0.00	0.00	9,751.20	(9,751.20)	0%
25 Wages-Asst. Administrator	0.00	0.00	2,500.00	(2,500.00)	0%
26 Wages-Beach Attendants	0.00	5,688.29	13,000.00	(7,311.71)	44%
27 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
28 Wage/Salary Annual Defined Criteria Bonus	0.00	0.00	2,602.06	(2,602.06)	0%
Total General and Administrative	5,515.61	52,220.60	136,958.62	(84,738.02)	
Capital Expenditures					
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	
Beaches and Park Improvements	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	372.38	(372.38)	
Total Expenditures	5,515.61	52,220.60	137,331.00	(85,110.40)	
Net Income (Loss)	6,489.68	46,985.18	0.00	46,985.18	

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

	January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
Caper Advertising	415.00	22,076.00	40,000.00	(17,924.00)	55%
BLOA Contribution	0.00	0.00	5,079.00	(5,079.00)	0%
CSSC Contribution	0.00	0.00	3,052.00	(3,052.00)	0%
Maintenance Fees Grant	9,419.10	10,895.74	25,000.00	(14,104.26)	44%
HOA Packets	750.00	8,700.00	10,500.00	(1,800.00)	83%
Interest Income	2.26	56.24	100.00	(43.76)	56%
Late Fees	280.00	1,440.02	5,600.00	(4,159.98)	26%
Miscellaneous Income	275.00	1,401.00	4,300.00	(2,899.00)	33%
Clubhouse - Rental Income	460.00	4,000.00	42,000.00	(38,000.00)	10%
Rentals/ Slips	6,695.00	8,320.00	99,040.00	(90,720.00)	8%
Piers - Capital Assessment	0.00	0.00	13,035.00	(13,035.00)	0%
Piers - Wait List Fee	200.00	2,600.00	1,500.00	1,100.00	173%
Stickers	405.00	670.00	2,000.00	(1,330.00)	34%
Total Income	18,901.36	110,159.00	251,206.00	(141,047.00)	
Expense					
General and Administrative					
1 Accounting Fees	214.50	1,287.00	3,500.00	(2,213.00)	37%
2 Audit Expenses	0.00	0.00	3,000.00	(3,000.00)	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	0.00	11,899.56	14,000.00	(2,100.44)	85%
6 Front Foot Assessment	1,170.00	1,170.00	1,170.00	0.00	100%
7 Insurance	116.64	3,923.89	21,000.00	(17,076.11)	19%
8 Legal Services	5,032.20	29,252.23	5,000.00	24,252.23	585%
9 Membrshp(Confrence/Training/Dues)	0.00	0.00	800.00	(800.00)	0%
10 Voluntr Apprec(Refreshments/Misc)	25.00	5.00	600.00	(595.00)	1%
11 Events	0.00	0.00	500.00	(500.00)	0%
12 Mowing	0.00	0.00	1,000.00	(1,000.00)	0%
13 Office Supplies/Expense	0.00	110.00	2,000.00	(1,890.00)	6%
14 Payroll Expenses & Benefits	33.15	608.64	9,001.36	(8,392.72)	7%
15 Permits	0.00	850.00	750.00	100.00	113%
16 Postage	147.00	1,161.00	2,000.00	(839.00)	58%
17 Printing	64.03	2,064.03	2,100.00	(35.97)	98%
18 Property Taxes	0.00	1,498.72	2,000.00	(501.28)	75%
19 Repairs/Maintenance	72.00	4,407.10	30,224.00	(25,816.90)	15%
20 Sanitary Services	0.00	0.00	1,250.00	(1,250.00)	0%
21 Sewer	0.00	0.00	250.00	(250.00)	0%
22 Signage	0.00	0.00	1,500.00	(1,500.00)	0%
23 Telecommunications & Internet	756.06	4,744.28	8,350.00	(3,605.72)	57%
24 Trash Collection	0.00	0.00	250.00	(250.00)	0%
25 Utilities	1,257.83	4,817.31	14,200.00	(9,382.69)	34%
26 Wages-Town Manager	0.00	0.00	19,890.00	(19,890.00)	0%
27 Wages-Administrator	0.00	0.00	14,851.20	(14,851.20)	0%
28 Wages-Asst. Administrator	369.75	1,442.89	5,500.00	(4,057.11)	26%
29 Wages-Beach Attendant	0.00	5,688.29	13,000.00	(7,311.71)	44%
30 Wages-Groundskeeper	0.00	0.00	12,000.00	(12,000.00)	0%
31 Wages-Handyman	0.00	528.02	4,000.00	(3,471.98)	13%
32 Wage/Salary Defined Criteria Bosun	0.00	0.00	3,462.06	(3,462.06)	0%
33 Website	0.00	6.33	0.00	6.33	
Total General and Administrative	9,258.16	75,464.29	217,798.62	(142,334.33)	
Capital Expenditures					
Beaches and Park Improvements	0.00	0.00	0.00	0.00	0%
Clubhouse Improvements	0.00	0.00	372.38	(372.38)	0%
Piers Replacement Project	0.00	0.00	13,035.00	(13,035.00)	0%
Piers Improvements	0.00	0.00	20,000.00	(20,000.00)	0%
Total Capital Expenditures	0.00	0.00	33,407.38	(33,407.38)	
Total Expenditures	9,258.16	75,464.29	251,206.00	(175,741.71)	
Net Income (Loss)	9,643.20	34,694.71	0.00	34,694.71	

Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

January 31, 2021 - Final

	January Actual	YTD Actual	Annual Budget	Variance Over(Under)	% of Budget
Ordinary Income/Expense					
Income					
SCBD/Fees	0.00	259,681.51	450,645.00	-190,963.49	58%
Interest Income	0.00	0.00	20.00	-20.00	0%
Rollover from FY19	0.00	0.00	18,059.46	-18,059.46	0%
Total Income	0.00	259,681.51	468,724.46	-209,042.95	
Expense					
General and Administrative					
1 Accounting Fees	335.50	2,013.00	5,500.00	-3,487.00	37%
2 Audit Expenses	0.00	3,750.00	5,300.00	-1,550.00	71%
4 Caper Print/Edit/Contract&Postage	0.00	19,517.56	30,900.00	-11,382.44	63%
5 Collection Fee-AA County	0.00	0.00	2,000.00	-2,000.00	0%
6 Contract Labor	0.00	800.00	1,000.00	-200.00	80%
7 Clubhouse Custodial Services	0.00	0.00	2,500.00	-2,500.00	0%
8 Insurance	15.00	18,583.50	19,000.00	-416.50	98%
9 Legal Services	0.00	10,000.00	10,000.00	0.00	100%
10 Membrshp(Confrence/Training/Dues)	0.00	400.00	1,300.00	-900.00	31%
11 Voluntr Apprec(Refreshments/Misc)	0.00	500.00	500.00	0.00	100%
12 Events	0.00	200.00	1,525.00	-1,325.00	13%
13 Mowing	0.00	11,360.00	14,000.00	-2,640.00	81%
14 Office Supplies/Expense	793.75	2,159.71	5,000.00	-2,840.29	43%
15 Payroll Expenses & Benefits	2,475.58	18,526.61	23,178.84	-4,652.23	80%
16 Permits	0.00	500.00	500.00	0.00	100%
17 Postage	61.95	3,303.90	3,500.00	-196.10	94%
18 Printing	378.29	1,417.35	4,000.00	-2,582.65	35%
19 Property Taxes	0.00	2,991.02	4,350.00	-1,358.98	69%
20 Repairs/Maintenance	14,226.25	21,292.65	31,000.00	-9,707.35	69%
21 Sanitary Services	0.00	6,954.64	8,000.00	-1,045.36	87%
22 Sewer	0.00	216.90	500.00	-283.10	43%
23 Signage	0.00	0.00	600.00	-600.00	0%
24 Telecommunications & Internet	244.10	851.31	3,700.00	-2,848.69	23%
25 Trash Collection	919.08	3,592.76	5,000.00	-1,407.24	72%
26 Utilities	1,176.81	4,950.20	10,000.00	-5,049.80	50%
27 Vehicle Fuel & Maintenance	0.00	58.86	2,000.00	-1,941.14	3%
28 Wages-Town Manager	6,120.02	49,549.86	59,670.00	-10,120.14	83%
29 Wages-Administrator	3,978.38	31,662.47	36,148.80	-4,486.33	88%
30 Wages-Asst Administrator	38.38	1,835.99	3,000.00	-1,164.01	61%
31 Wages-Asst Admin (Mtg Spt)	300.00	1,500.00	2,400.00	-900.00	63%
32 Wages-Beach Attendant	0.00	13,492.66	13,500.00	-7.34	100%
34 Wages-Custodial Services	0.00	0.00	2,080.00	-2,080.00	0%
35 Wages-Groundskeeper	372.81	6,066.56	15,500.00	-9,433.44	39%
36 Wages-Security Patrol	3,080.00	20,443.50	46,000.00	-25,556.50	44%
37 Wage/Salary Annual Def Criteria Bonus	0.00	0.00	6,614.94	-6,614.94	0%
38 Website/Technology	475.23	2,097.42	3,000.00	-902.58	70%
Total General and Administrative	34,991.13	260,588.43	382,767.58	-122,179.15	
Capital Expenditures					
Beaches & Parks Improvements	0.00	0.00	5,400.00	-5,400.00	0%
Clubhouse Improvements	0.00	2,983.00	5,556.88	-2,573.88	54%
Shoreline Erosion Restoration	1,440.46	4,484.06	75,000.00	-70,515.94	6%
Total Capital Expenditures	1,440.46	7,467.06	85,956.88	-78,489.82	
Total Expenditures	36,431.59	268,055.49	468,724.46	-200,668.97	
Net Income (Loss)	-36,431.59	-8,373.98	0.00	-8,373.98	

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking Accounts	
General Checking - BB&T	61,703.87
Payroll Checking - BB&T	1,334.03
Total Checking Accounts	63,037.90
Money Market Accounts	
Maintenance MM - BB&T	144,241.30
Piers MM - BB&T	112,641.61
Piers Capital Improvement - BB&T	13,035.00
Total Piers MM - BB&T	125,676.61
Total Money Market Accounts	269,917.91
Petty Cash	
Maintenance	250.00
Total Petty Cash	250.00
Total Bank Accounts	\$333,265.81
Accounts Receivable	
Accounts Receivable	1,410.33
Total Accounts Receivable	\$1,410.33
Other Current Assets	
Due From SCBD	155.80
Undeposited Funds	1,187.37
Total Other Current Assets	\$1,343.17
Total Current Assets	\$335,959.31

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2021

	TOTAL
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
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	307,172.50
Total Other Assets	\$307,172.50
TOTAL ASSETS	\$827,380.13

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2021

	TOTAL
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	600.01
Total Other Current Liabilities	\$649.66
Total Current Liabilities	\$649.66
Long-Term Liabilities	
N/P - BB&T	307,172.50
Total Long-Term Liabilities	\$307,172.50
Total Liabilities	\$307,822.16
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
Retained Earnings	12,166.17
Net Income	34,694.71
Total Equity	\$519,557.97
TOTAL LIABILITIES AND EQUITY	\$827,380.13

SCBD - Cape St. Claire Improvement Association

Balance Sheet
As of January 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash Held by the County	223.89
Checking Accounts	
BB&T Checking -7627	51,695.69
SCBD Checking - BB&T	157,329.71
Total Checking Accounts	209,025.40
Total Bank Accounts	\$209,249.29
Total Current Assets	\$209,249.29
TOTAL ASSETS	\$209,249.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Cape St. Claire	-480.00
Total Other Current Liabilities	\$-480.00
Total Current Liabilities	\$-480.00
Total Liabilities	\$-480.00
Equity	
Net Assets-SCBD	161,446.47
Retained Earnings	56,656.80
Net Income	-8,373.98
Total Equity	\$209,729.29
TOTAL LIABILITIES AND EQUITY	\$209,249.29