

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Caswell County ABC Board #16

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 13
 other 0

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME George Williamson TITLE ADMINISTRATOR
 SALARY \$ 33,052.32 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 6-1-03

NAME Raymond Woodson TITLE STORE MANAGER
 SALARY \$ 36,625.26 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 4-1-94

NAME Carolyn McCann TITLE STORE MANAGER
 SALARY \$ 33,569.12 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 5-20-02

NAME Steve Tatum TITLE STORE MANAGER
 SALARY \$ 16,846.32 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 1-23-01

NAME Jimmy Taylor TITLE STORE CLERK
 SALARY \$ 13,968.76 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 4-14-03

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME George Williamson TITLE ADMINISTRATOR
 SALARY \$ 32,069.79 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 6-1-03

NAME Raymond Woodson TITLE STORE MANAGER
 SALARY \$ 35,433.64 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 4-1-94

NAME Carolyn McCann TITLE STORE MANAGER
 SALARY \$ 32,001.15 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 5-20-02

NAME Steve Tatum TITLE STORE MANAGER
 SALARY \$ 16,902.80 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 1-23-01

NAME Jimmy Taylor TITLE STORE CLERK
 SALARY \$ 13,221.22 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 4-14-03

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME George Williamson TITLE ADMINISTRATOR
 SALARY \$ 31,272.45 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 6-1-03

NAME Raymond Woodson TITLE STORE MANAGER
 SALARY \$ 31,730.03 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 4-1-94

NAME HENRY BOONE TITLE STORE MANAGER
SALARY \$ 29,822.10 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 11-24-86

NAME CAROLYN MCCANN TITLE STORE MANAGER
SALARY \$ 29,460.15 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 5-20-02

NAME HOLMES PENN HUNT TITLE STORE MANAGER
SALARY \$ 19,717.65 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 11-26-62

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Cleve DANIEL - TONY MITCHELL - GRAHAM DAILEY - Helen LITTLE
\$1260.00 \$1200.00 \$1000.00 \$2200.00

Fiscal Year 2008

Cleve DANIEL - Wilson WASHINGTON - TONY MITCHELL - Helen LITTLE
\$1260.00 \$1000.00 \$200.00 \$1200.00

Fiscal Year 2007

Cleve DANIEL - Wilson WASHINGTON - Helen LITTLE
\$1260.00 \$1200.00 \$1200.00

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? 12-21-88 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? 4-16-87 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name A. Williams Title: Administrator Date: 11-25-09

A LIST OF THE BENEFITS
FOR OUR HIGHEST PAID EMPLOYEES.
FOR 2008 - 2009.

- 1- GEORGE WILLIAMSON - ADMINISTRATOR
VACATION - SICK LEAVE - LOCAL GOVT. RETIREMENT.
- 2- RAYMOND WOODSON - STORE MANAGER
VACATION - SICK LEAVE - LOCAL GOVT. RETIREMENT
HEALTH INSURANCE.
- 3- CAROLYN McCANN - STORE MANAGER
VACATION - SICK LEAVE - LOCAL GOVT RETIREMENT
HEALTH INSURANCE

ALL OTHER EMPLOYEES ARE PART TIME
AND HAVE NO BENEFITS.

TRAVEL POLICY FOR CASWELL COUNTY
ABC SYSTEM

This article will be applicable to permanent, full-time ABC employees, and ABC Board members and other employees or officials designated by the Caswell County ABC Board.

Section 1 Travel Authorization.

Travel on official ABC System business by employees outside of Caswell County must be authorized and approved in advance by the ABC Board. A request for travel must describe the travel requested, the purpose of the proposed trip and the period of time away from the county.

Section 2 Reimbursement for Mileage.

ABC employees and officials traveling away from the county on official business will be reimbursed as follows:

- (a) Travel by official vehicle, ABC System pays total cost of operation and maintenance.
- * (b) Travel by personal car, at a mileage rate to be determined by the ABC Board annually - currently .30¢ mile.
- (c) Travel by public conveyance with the prior approval of the ABC Board, the actual cost of the fare.
- (d) Mileage for travel will be paid for the shortest usually traveled route.
- (e) Employees and/or ABC Board members attending the same events should, when practical, share rides.

Section 3 Room and board and special expenses.

- (a) Living expenses other than meals will be authorized only for trips lasting overnight or longer.
- (b) Employees and officials will be expected to commence the return trip as soon as practical after the conclusion of their business.
- (c) Personnel and ABC Board members traveling away from Caswell County on official business will be compensated for all reasonable room and board expenses paid for out of pocket.

* AMENDED
3-6/97

M. P. Daniel

Helen Little

Wilson Washington

- (d) Employees and officials will be reimbursed for the actual cost of special expenses paid by them from their personal funds, such as parking fees, tolls, registration fees and other related expenses.
- (e) No entertainment expenses for employees or entertainment costs for non-ABC employees will be reimbursed unless approved in advance by the ABC Board.
- (f) Reimbursement of expense for family members or other persons traveling with employees or ABC Board members is not permitted unless approved by the appointing authority.

Section 4 Adoption.

This travel policy is to become part of the Caswell County ABC Board Policy Manual and should be inserted thereon.

This policy is effective December 21, 1988.


G. Cleve Daniel, Chairman


Helen Little


C. G. Guthrie

DEMOTION

Any employee whose work in his present position is unsatisfactory may be demoted with approval of the Board if another position is available for which he is qualified.

SUSPENSION

During the investigation, hearing or trial of an employee on any criminal charge, or during the course of any civil action involving an employee, or when suspension would be in the best interest of the employee or governmental unit, the Board may suspend the employee without pay as a non-disciplinary measure. When the suspension shall be terminated by full reinstatement of the employee, the Board may authorize full or partial recovery of pay and benefits for the period of the suspension.

REDUCTION IN WORK FORCE

In the event that a reduction in force becomes necessary, consideration will be given to the quality of each employee's past performance and the needs of the Board as well as seniority in determining those employees to be retained.

PROBATIONARY PERIOD

All trainees serve a probationary period of ninety (90) days. A new appointee may be dismissed at any time during the probationary period if the Board determines that the employee is incapable of doing his assigned duties satisfactorily. Employees serving a probationary period do not accumulate sick leave or vacation leave if dismissed during the ninety-day period.

THE SALARY PLAN

The Board shall be responsible for the administration and maintenance of the salary plan. A "Schedule of Salary Ranges" shall be the salary plan of the Board. The salary plan shall include all permanent positions.

APPOINTMENTS, DISMISSALS AND DEMOTIONS

All appointments, dismissals and demotions shall be made by the Board. Appointments are based on standards established by the State ABC Commissions and qualifications for the position as determined by the Board.

DISMISSALS

A permanent employee whose work is not satisfactory over a period of time shall be notified in the way his work is deficient and what he must do for his work to be satisfactory. An employee may be dismissed by the Board if he fails to perform work up to the standards set by the Board or the State ABC Commission or is guilty of the following:

1. Fraud in securing appointment.
2. Incompetence or inefficiency.
3. Failure to perform assigned duties.
4. Inexcusable neglect of duty.
5. Physical or mental disability.
6. Insubordination.
7. Dishonesty.
8. Drinking or drunkenness while on duty.
9. Addiction to the use of narcotics or habit-forming drugs.
10. Inexcusable absence without leave.
11. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude.
12. Immorality.
13. Discourteous treatment of the public or other employees.
14. Improper political activity.
15. Willful disobedience.
16. Misuse of Board property.
17. Acts during or outside duty hours incompatible with public service.
18. Willful disregard of State ABC laws or policies of the Board.

RULES AND STANDARDS OF CONDUCT

IN ANY WORK ENVIROMENT, IT IS NECESSARY TO HAVE RULES AND STANDARDS OF CONDUCT TO PROTECT THE GENERAL WELFARE AND SAFETY OF ALL EMPLOYEES, TO PROTECT THE CASWELL COUNTY ABC SYSTEM'S INTERESTS, AND TO ENSURE THAT WORK IS DONE IN AN ORDERLY MANNER.

THE RULES AND STANDARDS SUMMARIZED HERE APPLY TO ALL EMPLOYEES REGARDLESS OF JOB ASSIGNMENT, POSITION OR RANK. AS AN EMPLOYEE OF THE CASWELL COUNTY ABC BOARD, YOU WILL BE A REPRESENTATIVE OF THIS BOARD TO THE PUBLIC. PUBLIC OPINION OF THE ABC BOARD WILL BE INFLUENCED BY YOUR ACTIONS AND ATTITUDES. FAILURE TO COMPLY WITH THE RULES AND STANDARDS SET FORTH HEREIN AND WITH THE GENERAL STATUTES OF NORTH CAROLINA AS THEY APPLY TO THE CONTROL OF ALCOHOLIC BEVERAGES, CAN RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION OR TERMINATION.

IT IS THE RESPONSIBILITY OF EVERY EMPLOYEE TO BE KNOWLEDGEABLE OF AND TO COMPLY WITH THE RULES AND STANDARDS OF CONDUCT AS FOLLOWS:

- A. EMPLOYEES ARE RESPONSIBLE FOR BEING ON THE JOB, ON TIME, EVERY WORKING DAY.
- B. IT IS A VIOLATION OF CONDUCT TO ENGAGE IN ANY ACTIVITY, ON OR OFF CASWELL COUNTY ABC PREMISES, THAT THREATENS ABC PROPERTY OR GENERATES PUBLICITY OR CIRCUMSTANCES ADVERSELY AFFECTING THE CASWELL COUNTY ABC SYSTEM OR ITS EMPLOYEES.
- C. ANY EMPLOYEE INJURY ON CASWELL COUNTY ABC PREMISES, OR OFF PREMISES WHILE ON ABC BUSINESS, IS TO BE REPORTED IMMEDIATELY TO THE ADMINISTRATOR.

ADOPTED
4/16/87

AMENDED
6/21/95

- D. EMPLOYEES SHALL NOT:
1. SELL WHISKEY TO MINORS.
 2. SELL WHISKEY TO INTOXICATED PERSONS.
 3. SELL WHISKEY ON CREDIT.
 4. SELL MORE THAN THE LEGAL LIMIT TO A CUSTOMER WITHOUT A PERMIT.
 5. CLOSE STORE PRIOR TO NORMAL CLOSING TIME, UNLESS AUTHORIZED BY THE SUPERVISOR OR BOARD MEMBER.
 6. HIRE PART-TIME PERSONNEL TO WORK IN YOUR PLACE.
 7. ENGAGE IN ANY PHYSICAL ACTIVITY, REGARDLESS OF PROVOCATION, ON ABC PREMISES OR OFF PREMISES WHILE ON ABC BUSINESS, UNLESS IN PROTECTION OF ONE'S SELF.
 8. POSSESS FIREARMS OR OTHER WEAPONS ON ABC PREMISES.
 9. REMOVE ANY CASWELL COUNTY ABC SYSTEM MERCHANDISE OR POSSESSIONS FROM ABC PREMISES REGARDLESS OF VALUE.
 10. USE THREATENING, ABUSIVE, PROFANE OR VULGAR LANGUAGE.
 11. COMMIT ANY IMMORAL OR INDECENT ACT OR BE INVOLVED IN CRIMINAL ACTIVITIES, WHETHER ON OR OFF ABC PREMISES.
 12. RECOMMEND BRANDS TO CUSTOMERS: HOWEVER, YOU CAN ANSWER QUESTIONS REGARDING PRODUCTS.
- E. EXCESSIVE PERSONAL USE OF TELEPHONES IS PROHIBITED ON ABC PREMISES. NO LONG DISTANCE CALLS ARE TO BE MADE AND CHARGED TO THE ABC SYSTEM, UNLESS FOR BUSINESS PURPOSES.
- F. INSUBORDINATION IN ANY FORM, INCLUDING REFUSING ORDERS OR WORK ASSIGNMENTS FROM EMPLOYEES SUPERVISOR, WILL NOT BE TOLERATED.
- G. GAMBLING IS NOT PERMITTED ON ABC PREMISES.
- H. CONSUMPTION OF ALCOHOLIC BEVERAGES BY EMPLOYEES IS PROHIBITED ON ABC PREMISES. BEING AT WORK WHILE UNDER THE INFLUENCE OF ALCOHOL IS PROHIBITED, WHETHER CONSUMED DURING OR BEFORE WORKING HOURS.
- I. ILLEGAL POSSESSION, DISTRIBUTION, TRANSPORTATION, USE, SALE, PURCHASE, TRANSFER OR CONSUMPTION OF NARCOTICS OR HALLUCINOGENS, DEPRESSANTS, STIMULANTS OR OTHER DRUGS, INCLUDING MARIJUANA, IS PROHIBITED ON CASWELL COUNTY ABC SYSTEM PREMISES. BEING AT WORK UNDER INFLUENCE OF SUCH DRUGS IS PROHIBITED, WHETHER CONSUMED DURING OR BEFORE WORK TIME.

ADOPTED
4/16/87
AMENDED
6/21/95

IN REFERENCE TO MEMORANDUM NO. 2499, DATED MAY 29, 1996 THE CASWELL COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD ADOPTED THE FOLLOWING POLICY FOR "UNSOLICITED MEALS AND GIFTS AND ADVERTISING NOVELTIES" AT THE APRIL 16, 1997 BOARD MEETING.

- A] MEALS UNSOLICITED BUSINESS MEALS MAY BE ACCEPTED BY BOARD MEMBERS, ADMINISTRATOR AND ADMINISTRATIVE STAFF.
- B] GIFTS THE BOARD MEMBERS, ADMINISTRATOR AND ADMINISTRATIVE STAFF SHALL NOT ACCEPT ANY GRATUITY, FAVOR, DISCOUNT, ENTERTAINMENT, HOSPITALITY, LOAN, TICKETS, OR OTHER ITEMS OR SERVICES HAVING MONETARY VALUE. FOOD ITEMS SUCH AS FRUIT, CANDY, CAKES, ETC. MAY BE ACCEPTED BY THE BOARD MEMBERS, ADMINISTRATOR AND ADMINISTRATIVE STAFF.
- C] ADVERTISING NOVELTIES ADVERTISING NOVELTIES MAY BE ACCEPTED BY BOARD MEMBERS AND THE ADMINISTRATOR. DISTRIBUTION TO OTHER EMPLOYEES SHALL BE AT THE DISCRETION OF THE ADMINISTRATOR.

G. C. Daniel
G. C. DANIEL, BOARD CHAIRMAN

Helen Little
HELEN LITTLE, BOARD MEMBER

Wilson Watlington
WILSON WATLINGTON, BOARD MEMBER

APPROVED

MAY 22 1997

N. C. ABC COMMISSION

BY *Michael C. Herring*
MICHAEL C. HERRING, ADMINISTRATOR

RECEIVED
APR 18 1997

ALCOHOLIC BEVERAGE
CONTROL COMMISSION
RALEIGH, NC

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Catawba County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 43 part-time 28
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Ray Abernathy, Jr. TITLE General Mgr.
 SALARY \$ 82,412 BONUS \$ 4,550.00 BENEFITS Yes No HIRE DATE 9/9/85

NAME M.J. Pratt TITLE Law Enforcement Officer
 SALARY \$ 56,217 BONUS \$ 2,358 BENEFITS Yes No HIRE DATE 9/3/91

NAME Eddie Lingerfelt TITLE Store Mgr.
 SALARY \$ 52,448 BONUS \$ 2,792 BENEFITS Yes No HIRE DATE 9/23/74

NAME Terry Banner TITLE Store Mgr.
 SALARY \$ 49,861 BONUS \$ 2,619 BENEFITS Yes No HIRE DATE 7/1/87

NAME James Hawn TITLE Store Mgr.
 SALARY \$ 47,220 BONUS \$ 2,525 BENEFITS Yes No HIRE DATE 11/21/77

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Ray Abernathy, Jr. TITLE General Mgr.
 SALARY \$ 74,131 BONUS \$ 3,921 BENEFITS Yes No HIRE DATE _____

NAME M.J. Pratt TITLE LEO
 SALARY \$ 53,059 BONUS \$ 2,269 BENEFITS Yes No HIRE DATE _____

NAME Eddie Lingerfelt TITLE Store Mgr.
 SALARY \$ 49,860 BONUS \$ 2,686 BENEFITS Yes No HIRE DATE _____

NAME Terry Banner TITLE Store Mgr.
 SALARY \$ 47,965 BONUS \$ 2,520 BENEFITS Yes No HIRE DATE _____

NAME James Hawn TITLE Store Mgr.
 SALARY \$ 45,664 BONUS \$ 2,430 BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Ray Abernathy, Jr. TITLE Gen. Mgr.
 SALARY \$ 73,947 BONUS \$ 3,747 BENEFITS Yes No HIRE DATE _____

NAME M.J. Pratt TITLE LEO
 SALARY \$ 53,703 BONUS \$ 2,194 BENEFITS Yes No HIRE DATE _____

NAME Eddie Linquist TITLE Store Mgr.
SALARY \$ 42,780 BONUS \$ 2,364 BENEFITS Yes No HIRE DATE _____

NAME Jerry Banner TITLE Store Mgr.
SALARY \$ 43,391 BONUS \$ 2,319 BENEFITS Yes No HIRE DATE _____

NAME James Hawk TITLE Store Mgr.
SALARY \$ 41,789 BONUS \$ 2,160 BENEFITS Yes No HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

Health, Dental, Retirement, Life (LEO only + 401K)

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Anne Davis - Ch. \$900, Jeff Bronnenberg - \$600,
Clyde Sigmon \$600, Vernon Tarlton \$600, Rocky Tawney \$600

Fiscal Year 2008

Randy Isenbauer - Ch \$900, Barbara Bentley - \$250, John Ervin \$200
Bob Hymer \$600, Jeff Bronnenberg \$600, Clyde Sigmon \$600

Fiscal Year 2007

Randy Isenbauer - Ch \$900, Bob Hymer \$600, Clyde Sigmon \$600
John Ervin \$250, Jeff Bronnenberg \$600

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ___ No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No ___ If yes, when was it instituted? ___ Please attach a copy. 3/20/07

8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? ___ Please attach a copy. 3/20/07

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No ___ N/A

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? ___ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? ___ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$4413.30

Submitted by Name Sandra Yount Title: Human Resources Date: 11-23-09

Catawba County Alcoholic Beverage Control Board
ABC POLICY AND PROCEDURE MANUAL

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Catawba County ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Catawba County ABC Board is dependent upon our customer's trust and we are dedicated to preserving that trust. Employees owe a duty to Catawba County ABC Board and its customers to act in a way that will merit the continued trust and confidence of the public.

Catawba County ABC Board will comply with all applicable laws and regulations and expects its directors, officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor. And, if necessary, consult the General Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Catawba County ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Catawba County Alcoholic Beverage Control Board
ABC POLICY AND PROCEDURE MANUAL

ACCEPTANCE OF GIFTS

The Catawba County ABC Board personnel must, at all times, be discrete in relations with outsiders, friends and other employees of the Catawba County ABC Board. Gifts or favors offered at Christmas, or at other times, which would place the Catawba County ABC Board, or any of its employees in an undesirable position or injure the Catawba County ABC Board's relations with the donor, cannot be accepted.

Small mementos, such as calendars, desk pads, notebooks, pencils, etc, which are distributed by a donor to business customers and friends may be accepted. However, any gift of real monetary value will be courteously but firmly refused. The spirit prompting gifts is usually commendable, but acceptance of gifts, regardless of the spirit in which they are offered, may be compromising or misunderstood.

A supervisor cannot under any circumstances accept a gift from an employee. To do so may create a situation where some employees will feel they must participate to preserve their jobs.

Catawba County Alcoholic Beverage Control Board
ABC POLICY AND PROCEDURE MANUAL

BUSINESS TRAVEL EXPENSES

The Catawba County ABC Board will reimburse employees and board members for reasonable business travel expenses incurred while on assignments away from the normal work location. The General Manager or the Catawba County ABC Board must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Catawba County ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased or rented by Catawba County ABC Board may not be used for personal use without approval of the General Manager.

With prior approval, a family member or friend may accompany employees on business travel as long as the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2008
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System CHATHAM COUNTY ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 9
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME GARRY REIVES TITLE GENERAL MANAGER
 SALARY \$ 71849 BONUS \$ 1484 BENEFITS Yes No HIRE DATE 01-25-1991

NAME TARRY BOWEN TITLE CLERK
 SALARY \$ 33185 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12-20-2000

NAME TIFFANY BOWEN TITLE CLERK
 SALARY \$ 22291 BONUS \$ _____ BENEFITS Yes No HIRE DATE 02-05-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME GARRY REIVES TITLE GENERAL MANAGER
 SALARY \$ 65631 BONUS \$ _____ BENEFITS Yes No HIRE DATE 01-25-1991

NAME TARRY BOWEN TITLE CLERK
 SALARY \$ 38572 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12-20-2000

NAME TIFFANY BOWEN TITLE CLERK
 SALARY \$ 23262 BONUS \$ _____ BENEFITS Yes No HIRE DATE 02-05-07

NAME PATRICIA DRY TITLE CLERK
 SALARY \$ 21624 BONUS \$ _____ BENEFITS Yes No HIRE DATE 2-28-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME GARRY REIVES TITLE GENERAL MANAGER
 SALARY \$ 62103 BONUS \$ _____ BENEFITS Yes No HIRE DATE 01-25-1991

NAME TARRY BOWEN TITLE CLERK
 SALARY \$ 34541 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12-20-2000

NAME S L EVANS TITLE CLERK
SALARY \$ 19115 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 02-10-05

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

- 3. Please attach a list of the benefits you pay to your 5 highest paid employees.
RETIREMENT, VACATION, SICK LEAVE, HOSPITAL INSURANCE

4. List the names of your board members and their annual board compensation for Fiscal Year 2009
ROY SILER, JR \$1620, WF HARRIS \$1,020 DEBRA OLDHAM \$595

Fiscal Year 2008
ROY SILER \$1755 WF HARRIS \$1105.00

Fiscal Year 2007
ROY SILER \$1485. WF HARRIS \$935 CATHERINE BLACKWELDER \$425

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ___ No X If so, what? _____

7. Do you have a travel policy for board members/employees? Yes X No ___ If yes, when was it instituted? 7/99 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No N/A

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ___ No N/A

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes X No ___ If so, how much is it per year total and who receives it? only pay mileage for business purposes

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? (see attached)

Submitted by Name Roy Siler Title: Chairman Date: 12/2/2009

13" Employees and board members are Reimbursed for mileage for business related miles at the state government mileage rate.

TRAVEL POLICY

The purpose of this policy is to establish guidelines for reimbursement of expenditures incurred during authorized travel on official business of the Chatham County ABC Board by Board members and / or staff.

Expenses to attend ABC conferences, seminars or other official meetings and other travel business will be paid.

Reimbursable expenditures will include:

1. Hotel/motel accommodations
2. Airline travel, at economy class rate, for representative, but not for spouses, and ground transportation from airport to hotel and back
3. Meal costs and tips (not to exceed 15% of the bill)
4. Travel by private vehicle at a rate per mile as periodically approved by the board
5. Parking and toll fees
6. Baggage handling tips
7. Conference registration fees
8. Telephone calls relating to Board business
9. Miscellaneous costs pertinent to the meeting, to be itemized

If a representative, by choice, stays at a hotel or motel other than the conference site, allowable room expenses shall not exceed the costs at the conference site.

Individuals are responsible for verification of all expenses in excess of \$15.00. An itemized expense report must be submitted no later than ten working days after completion of any travel. Expense reports must be approved by two signatures of Board members or the Finance Officer except that no person shall approve his own expenses.

Nonreimbursable expenditures will include:

1. Hotel room service unless due to illness
2. Entertainment, movies, newspapers, magazines
3. Snacks, refreshments, set_ups
4. Alcoholic beverages
5. Personal telephone calls
6. Barber, shoe shines
7. Health club, sporting activities
8. Purchase of personal items
9. Traffic fines

This Travel Policy is approved by the Chatham Co. ABC Board

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System CHERRYVILLE

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 6
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME TERRY FISHER TITLE SUPERVISOR
 SALARY \$ 27000.00 BONUS \$ 900.00 BENEFITS Yes No HIRE DATE 8-16-1982

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

ALL Part Time Employees Earn \$9.00/hr.

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME TERRY R FISHER TITLE SUPERVISOR
 SALARY \$ 29000.00 BONUS \$ 700.00 BENEFITS Yes No HIRE DATE 8-16-1982

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

ALL Part Time Earned \$8.50/hr.

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME TERRY R FISHER TITLE SUPERVISOR
 SALARY \$ 29000.00 BONUS \$ 800.00 BENEFITS Yes No HIRE DATE 8-16-1982

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
401k match time \$8.50/hr

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

John Blackwelder 1200.00
H. L. Brown & Larry H. McGowan 900.00

Fiscal Year 2008
Same as 2009

Fiscal Year 2007
John Blackwelder 900.00
H. L. Brown, Larry McGowan 600.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? *20,769.00*

Submitted by Name *[Signature]* Title: *Bylaws* Date: *12-2-09*



Untitled
Cherryville ABC Board
P.O. Box 812
Cherryville, N.C. 28021

December 2, 2009

Benefit for Supervisor (only full time employee)

1. Medical Insurance for employee
2. Local government retirement system.
3. 12 days vacation (non-cumulative)
4. 6 days sick leave (non-cumulative)

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System CHOWAN County ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 4
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME MICHAEL E Brown TITLE Gen Manger/CFO
 SALARY \$ 39,690.00 BONUS \$ NO BENEFITS Yes No HIRE DATE 7-25-1981

NAME CHARLES Britton TITLE Asst. Manager
 SALARY \$ 29,505.00 BONUS \$ NO BENEFITS Yes No HIRE DATE 3-5-2007

NAME Sandra Byrum TITLE Sales Clerk - Part time
 SALARY \$ 12.00/hr BONUS \$ 100.00 BENEFITS Yes No HIRE DATE 12-15-1998

NAME AMBER CULVER TITLE Sales clerk - Part time
 SALARY \$ 12.00/hr BONUS \$ 100.00 BENEFITS Yes No HIRE DATE 7-28-2005

NAME William Robbins TITLE Sales clerk - Part time
 SALARY \$ 12.00/hr BONUS \$ 100.00 BENEFITS Yes No HIRE DATE 10-30-2003

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

Same as above

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

Same as above

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Burton H. Jones - Chairman - \$ 7,325.39
John Fayton - director \$ 595.56 Garris Perry - \$ 595.56

Fiscal Year 2008

Burton H. Jones - Chairman - \$ 7327.57
John Fayton - director - \$ 649.70 Garris Perry - \$ 324.85

Fiscal Year 2007

Burton H. Jones - \$ 13,410.32 John Fayton - \$ 703.85
Betty Perry - director - \$ 595.56

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No ___ If yes, when was it instituted? 2006 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? 2006 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No

11. Do you have a nepotism policy in place for board members/employees? Yes No ___ If yes, when was it instituted? 2006 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No ___ If yes, when was it instituted? 2006 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$ 1,961.50

Submitted by Name Michael Brown Title: GM/CFO Date: 11-20-09

Untitled

Our two full time employees receive retirement and medical insurance which includes vision and dental coverage. This covers only the employee, any spousal or family coverage is an out of pocket expense to the full time employee.

Chowan County Alcoholic Beverage Control Board

ABC PERSONNEL POLICY AND PROCEDURE MANUAL

Business Ethics and Conduct

The successful business operation and reputation of ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to ABC Board, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Chowan County Alcoholic Beverage Control Board

ABC PERSONNEL POLICY AND PROCEDURE MANUAL

Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. ABC Board also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Chowan County Alcoholic Beverage Control Board

ABC PERSONNEL POLICY AND PROCEDURE MANUAL

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The ABC Board awards merit-based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

Salary Administration

The goal of the salary administration is to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, ABC Board is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. ABC Board periodically reviews its salary administration and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisor, who are responsible for the fair administration of departmental pay practices. The General Manager is also available to answer specific questions about the salary administration program.

Business Travel Expenses

ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the ABC Board Chairman.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ABC Board may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System ABC Board of Clay County

ABC Employees Not opened until 12-1-2009

1. How many employees does your ABC system have? full-time 3 part-time 5
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses); benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009) N/A

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008) N/A

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007) N/A

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

- 3. Please attach a list of the benefits you pay to your 5 highest paid employees.
- 4. List the names of your board members and their annual board compensation for Fiscal Year 2009

N/A

Fiscal Year 2008
N/A

Fiscal Year 2007
N/A

- 5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____
- 6. Do your board members receive other compensation for their service Yes ___ No If so, what? _____
- 7. Do you have a travel policy for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.
- 8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.
- 9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No ___
- 10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No
- 11. Do you have a nepotism policy in place for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.
- 12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
- 13. Still working on salary plan
Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____
- 14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? N/A

Submitted by Name MERLINDA S. WOODY Title: Bo member Date: 12-1-09

**LAW OFFICES
OF
MERINDA SWANSON WOODY, PA**
 137 Tusquittee Street
 P.O. Box 1519
 Hayesville, North Carolina 28904
 Telephone: (828) 389-0202
 Fax: (828) 389-0264
 mswoody@brmemc.net

FACSIMILE TRANSMITTAL REPORT

DATE: 12-1-2009

ATTENTION: LAURIE LEE, DIRECTOR OF PRICING AND
ABC Board Audits

FROM: MERINDA S. WOODY

MATTER: SURVEY

COMMENTS: Since we only opened 12-1-2009, I
marked several responses
as N/A.

TOTAL PAGES (including cover sheet): 4

FAX NUMBER: 919-661-5927

TIME SENT: BY: MSW
2:03 pm

If all pages are not received or if there is any problem whatsoever with this transmission, please call 828.389.0202. The information contained in this facsimile message is Attorney Privileged and confidential information intended only for the use of the individual or entity named as recipient. If the reader is not the intended recipient, be hereby notified that any dissemination and/or distribution of this communication are strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the communication to us at the address at the top of this page via the U.S. Postal Service.

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Clinton ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time _____ other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 -- June 30, 2009)

NAME Barbara Bailey TITLE Manager
 SALARY \$ 41,340.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 07-2002

NAME Myles Carter TITLE Store Clerk
 SALARY \$ 25,425.51 BONUS \$ _____ BENEFITS Yes No HIRE DATE 5-1995

NAME John David Howell Jr. TITLE Store Clerk
 SALARY \$ 24,711.62 BONUS \$ _____ BENEFITS Yes No HIRE DATE 13-1986

NAME Wanda T. Sessions TITLE _____
 SALARY \$ 20,348.27 BONUS \$ _____ BENEFITS Yes No HIRE DATE 04-2008

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 -- June 30, 2008)

NAME Barbara Bailey TITLE Manager
 SALARY \$ 43,016.50 BONUS \$ _____ BENEFITS Yes No HIRE DATE 07-2002

NAME Myles Carter TITLE Clerk
 SALARY \$ 26,403.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 5-1995

NAME John David Howell Jr. TITLE Clerk
 SALARY \$ 25,605.68 BONUS \$ _____ BENEFITS Yes No HIRE DATE 3-1986

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 -- June 30, 2007)

NAME Barbara Bailey TITLE Manager
 SALARY \$ 42,999.20 BONUS \$ _____ BENEFITS Yes No HIRE DATE 07-2002

NAME Myles M. Carter TITLE _____
 SALARY \$ 26,828.39 BONUS \$ _____ BENEFITS Yes No HIRE DATE 5-1995

NAME John David Howell Jr. TITLE Atoll Clerk
 SALARY \$ 25,832.76 BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Shurley McCullen - Chairperson \$ 2400.00
Perry Solice Jr. - Member \$ 1200.00 Cary Taylor - Member \$ 1200.00

Fiscal Year 2008
Shurley McCullen - \$ 2400.00 Cary Taylor - \$ 1200.00
Perry Solice Jr. - \$ 1200.00

Fiscal Year 2007
Shurley McCullen - \$ 2400.00 Cary Taylor - \$ 1200.00
Perry Solice Jr. - \$ 1200.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No ___ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No ___ If yes, when was it instituted? 1-1-97 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name Barbara Bailey Title: Manager Date: 12-03-09

**Clinton ABC STORE
414 SOUTHEAST BLVD.
DECEMBER 03, 2009**

LIST OF BENEFITS PAID TO FULL TIME EMPLOYEES

**BLUE CROSS BLUE SHEILD – HEALTH INSURANCE 93%
LOCAL GOVERNMENT RETIREMENT SYSTEM- RETIREMENT PLAN
LIFE INSURANCE
HOLIDAY PAY
VACATION PAY**

MANAGER

Barbara Bailey

Clinton ABC Board
Travel Policy

Applicability of travel policy.

All board members and or employees who travel to Abc conventions and other ABC meetings for the purpose of conducting ABC business will be reimbursed for the cost of:

Transportation: Cost incurred for travel by automobile, taxi, rental car, train or plane. It includes tolls, parking fees, and tips for handling of baggage.

Subsistance: Cost incurred during travel for lodging and meals, including tips.-

It will be decided by the Clinton ABC Board when such travel and reimbursement is approved.

All receipts for such approved travel is to be presented to the ABC board for approval of reimbursement request.

Clinton ABC Board
W. S. Richardson
W. S. Richardson, Chairman
Jerry G. Lovell
Jerry G. Lovell, Member
Thomas O. Warren
Thomas O. Warren, Member

RECEIVED

APR 01 1997

ALCOHOLIC BEVERAGE
CONTROL COMMISSION
RALEIGH NC

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

RECEIVED
NOV 30 2009
NC ABC COMMISSION

Name of ABC System Columbus NC #157

ABC Employees

1. How many employees does your ABC system have? full-time _____ part-time 4 * other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME <u>B.J. Smith</u>	TITLE <u>MGR (then 7/31/09)</u>
SALARY \$ <u>10,900.00</u> BONUS \$ <u>800.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>M.J. McEntee</u>	TITLE <u>CLERK</u>
SALARY \$ <u>15,000</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Howard Smart</u>	TITLE <u>CLERK</u>
SALARY \$ <u>12,900</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Robert Blackwood</u>	TITLE <u>CLERK</u>
SALARY \$ <u>9,000</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>APR. L. Schwelb</u>	TITLE <u>CLERK</u>
SALARY \$ <u>3,000</u> BONUS \$ <u>—</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____

* 5 employees
VR - AS
need to
replace Mkt.

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME <u>B.J. Smith</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>21,900</u> BONUS \$ <u>800.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Howard Smart</u>	TITLE <u>CLERK</u>
SALARY \$ <u>12,000</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Michael McEntee</u>	TITLE <u>CLERK</u>
SALARY \$ <u>9,360</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Robert Blackwood</u>	TITLE <u>CLERK</u>
SALARY \$ <u>8,970</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME <u>B.J. Smith</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>21,800</u> BONUS \$ <u>800.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____
NAME <u>Howard Smart</u>	TITLE <u>CLERK</u>
SALARY \$ <u>12,000</u> BONUS \$ <u>250.00</u>	BENEFITS Yes ___ No <input checked="" type="checkbox"/> HIRE DATE _____

NAME MICHAEL McEster TITLE CLERK
SALARY \$ 2360. BONUS \$ 250.00 BENEFITS Yes ___ No HIRE DATE _____

NAME Robert Blackwood TITLE CLERK
SALARY \$ 2970. BONUS \$ 250.00 BENEFITS Yes ___ No HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

REBECCA Kennedy \$1,500.00 - Pat FEAGAN \$900.00
M.E. Watkins \$900.00

Fiscal Year 2008

REBECCA Kennedy \$1,500.00 - Pat FEAGAN \$900.00
Mark Thomas \$900.00

Fiscal Year 2007

REBECCA Kennedy \$1,500.00 - Pat FEAGAN \$900.00
Mark Thomas \$900.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes No ___ If so, what? MIKE OBI - WHEN APPLICABLE

7. Do you have a travel policy for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No

11. Do you have a nepotism policy in place for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes No ___ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$300.00

Submitted by Name M.J. McEster Title: MANAGER Date: 11/03/09