

**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 MADISON

**ABC Employees**

1. How many employees does your ABC system have? full-time 3 part-time 1  
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 Claudine McCullough TITLE Manager  
SALARY \$ 46,400.16 BONUS \$ 2752.10 BENEFITS Yes  No  HIRE DATE 8/17/92

NAME Michael Tuttle TITLE clerk  
SALARY \$ 27,290.64 BONUS \$ 2159.77 BENEFITS Yes  No  HIRE DATE 3/16/96

NAME Charles Dalton TITLE clerk  
SALARY \$ 19,022.10 BONUS \$ 532.69 BENEFITS Yes  No  HIRE DATE 2/16/04

NAME Shannon Craig TITLE Part-time Clerk  
SALARY \$ 14,936.16 BONUS \$ 389.29 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

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

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

NAME Claudine McCullough TITLE Manager  
SALARY \$ 46,253.14 BONUS \$ 2480.49 BENEFITS Yes  No  HIRE DATE 8/17/92

NAME Michael Tuttle TITLE clerk  
SALARY \$ 25,246.21 BONUS \$ 1868.85 BENEFITS Yes  No  HIRE DATE 3/16/96

NAME Charles Dalton TITLE clerk  
SALARY \$ 18,301.76 BONUS \$ 521.93 BENEFITS Yes  No  HIRE DATE 2/16/04

NAME Shannon Craig TITLE part-time Clerk  
SALARY \$ 13,443.75 BONUS \$ 286.45 BENEFITS Yes  No  HIRE DATE 12/1/03

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

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

NAME Claudine McCullough TITLE Manager  
SALARY \$ 47,552.44 BONUS \$ 2396.77 BENEFITS Yes  No  HIRE DATE 8/17/92

NAME Michael Tuttle TITLE Clerk  
SALARY \$ 34,588.58 BONUS \$ 1781.45 BENEFITS Yes  No  HIRE DATE 3/16/96

NAME Charles Dalton TITLE clerk  
SALARY \$ 18,038.46 BONUS \$ 570.13 BENEFITS Yes  No  HIRE DATE 2/16/04

NAME Shannon Craig TITLE Part-time clerk  
SALARY \$ 13,059.79 BONUS \$ 344.12 BENEFITS Yes  No  HIRE DATE 12/1/03

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

Ted Cagle - # 1184<sup>15</sup> Mary L. Cardwell - # 753<sup>55</sup>  
Micky Silvers - # 753.55

Fiscal Year 2008  
Ted Cagle - # 1184<sup>15</sup> Mary L. Cardwell - # 753<sup>55</sup>  
Micky Silvers - # 753.55

Fiscal Year 2007  
Ted Cagle - # 1184<sup>15</sup> Mary L. Cardwell - # 753<sup>55</sup>  
Micky Silvers - # 753.55

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? 2000 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? 2000 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? 1993 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 Claudine McCullough Title: Manager Date: 11-30-09

MADISON ALCOHOLIC BEVERAGE CONTROL BOARD

\*\*\* PERSONNEL POLICIES \*\*\*

The Madison A.B.C. Board will observe all Town of Madison Personnel Policies except where superceded by the policies and regulations established by this document. A copy of this document will be given to each employee and each employee will sign and Acknowledgement of Receipt form which will be placed in their personnel file. A copy of the Town of Madison Personnel Polices is to be kept by the Store Manager and made available to employees upon request.

I. Salary

- A. Starting Pay - Full Time - \$6.50/hour  
Part Time - \$5.00/hour

Both full and part time employees are subject to a three (3) month probation period after which hourly pay will be increased by \$.50/hour.

- B. Salary Adjustments - Annual Cost of Living Adjustments and Merit increases are subject to the discretion of the A.B.C. Board and will be considered in June/July of each year. Any salary adjustment will be retroactive to July 1 of each year in case decision is not made until later in that month.

Sec. 5.0 Gifts and favors.

(a) No official or employee of the town shall accept any gift, whether in the form of service, loan thing or promise from any person to the employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the town.

(b) No official or employee shall accept any gift, favor or thing of value that may tend to influence that employee in the discharge of duties.

(c) No official or employee shall grant in the discharge of duties any improper favor, service or thing of value.

Sec. 6.0 Limitation of employment of relatives.

(a) Members of an immediate family shall not be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of the immediate family.

(b) This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with (a) above prior to the adoption of this policy.

(c) Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.

VI. TRAVEL EXPENDITURES

A. The town provides funds for training, education, and attending meetings and seminars pertaining to the educational development of all appointed and elected officials and employees. These individuals are encouraged to avail themselves of this opportunity. Additionally, the Town reimburses other travel expenses related to town business.

1. The Town will reimburse employees for the following:

- a. Registration fees
- b. Books and related study materials
- c. Meals
- d. Motel expenses
- e. Mileage for use of personal car
- f. Gas expense in Town owned vehicles
- g. Parking tickets, meters, tolls, bus or cab fares, air fares, and car rentals
- h. Telephone calls for business related information-location of restaurants, direction, etc.
- i. Personal telephone calls to home 1 call when arriving and leaving and sickness or other emergency
- j. Gratuity payments to waiters and waitresses to a maximum of 15%

2. The Town will not reimburse employees for the following while on Town business:

- a. Non-employee individuals
- b. Social or recreational activities and events
- c. Alcoholic beverages
- d. Meals included in registration fees

3. Town officials and employees should use professionalism and integrity in abstaining from the use of alcoholic beverages while representing the Town at an official function or other activity during seminars. Regular pay will continue during an employee's absence from the Town while on official business or attending training or educational functions, and will be considered as officially working; and such time will not be counted against his authorized leaves. Officials and employees traveling away from Town will be expected to depart their destination as soon as *practical after the conclusion of their business.*

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 Maggie Valley ABC

ABC Employees

1. How many employees does your ABC system have? full-time 6 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 Jim W. Baity TITLE MANAGER - General  
 SALARY \$ 33,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 04-2000

NAME Nancy Grant TITLE Asst. Manager  
 SALARY \$ 21,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 05-2000

NAME Gary Lewis TITLE Clerk  
 SALARY \$ 21,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 08-2000

NAME Nancy Helser TITLE Clerk  
 SALARY \$ 17,056.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 12-2005

NAME Dewane Milner TITLE Clerk  
 SALARY \$ 15,808.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 06-2009

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

NAME Jim Baity TITLE MANAGER General  
 SALARY \$ 30,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 04-2000

NAME Nancy Grant TITLE Asst. Manager  
 SALARY \$ 21,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 05-2000

NAME Gary Lewis TITLE Clerk  
 SALARY \$ 21,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 08-2000

NAME Nancy Helser TITLE Clerk  
 SALARY \$ 15,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 12-2005

NAME Brenda Black TITLE Clerk - P.T.  
 SALARY \$ \_\_\_\_\_ BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 07-2008

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

NAME Jimie Baity TITLE MANAGER  
 SALARY \$ 30,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 04-2000

NAME Nancy Grant TITLE Asst. Manager  
 SALARY \$ 20,000.00 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 05-2000

NAME Garry Lewis TITLE Clerk  
SALARY \$ 20,000 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 08-2000

NAME Nancy Helsel TITLE \_\_\_\_\_  
SALARY \$ 15,000 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 12-2005

NAME Sam Samuelson TITLE Clerk  
SALARY \$ 21,000 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 06-1999

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

Austin Pendley \$0.00, Sam McCann \$0.00,  
Ralph Wallace \$0.00.

Fiscal Year 2008

Austin Pendley \$0.00, Sam McCann \$0.00,  
Ralph Wallace \$0.00.

Fiscal Year 2007

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? Stone Mungson

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? 0.00

Submitted by Name James W. Boit Title: Manager Date: 12-02-09

**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 MANTON ABC Board

**ABC Employees**

1. How many employees does your ABC system have? full-time 2 part-time 1  
 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 Diane Watson TITLE Manager  
 SALARY \$ 1520.00 BONUS \$ 760.00 BENEFITS Yes  No  HIRE DATE 5/14/97

NAME Katrine Vincent TITLE Clerk  
 SALARY \$ 340.00 BONUS \$ 340.00 BENEFITS Yes  No  HIRE DATE 6-12-2007

NAME Jackie Giddens TITLE Clerk - Part-time  
 SALARY \$ 160.00 BONUS \$ 160.00 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)**

NAME Diane Watson TITLE Manager  
 SALARY \$ 1520.00 BONUS \$ 760.00 BENEFITS Yes  No  HIRE DATE 5/14/97

NAME Katrine Vincent TITLE Clerk  
 SALARY \$ 340.00 BONUS \$ 340.00 BENEFITS Yes  No  HIRE DATE 6-98

NAME Jackie Giddens TITLE Clerk - Part-time  
 SALARY \$ 160.00 BONUS \$ 160.00 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)**

NAME Diane Watson TITLE Manager  
 SALARY \$ 1520.00 BONUS \$ 760.00 BENEFITS Yes  No  HIRE DATE 5/14/97

NAME Katrine Vincent TITLE Clerk  
 SALARY \$ 340.00 BONUS \$ 340.00 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

every 2 weeks

NAME Kenneth Bruce TITLE Clerk  
SALARY \$ 680.00 BONUS \$ 340.00 BENEFITS Yes  No  HIRE DATE 12-1987  
every 2 weeks

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  
George Zeigler, Minnie Miller - Aggie Deese  
Robert Bridges Chairman - 60.00 - members 45.00

Fiscal Year 2008  
George Zeigler, Minnie Miller - Aggie Deese  
Robert Bridges chairman 60.00 members 45.00

Fiscal Year 2007  
George Zeigler, Minnie Miller - Aggie Deese  
Robert Bridges Chairman - 60.00 members 45.00

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? 700.00

Submitted by Name Diane Watson Title: Manager Date: 11-27-09

# TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL

P.O. BOX 276  
MAXTON, NORTH CAROLINA 28364

June 18, 1988

## POLICIES

### New Employee:

Any new employee will be hired on a temporary basis for a probation period of three (3) months. After completing this time they will be permanently employed.

### Salary:

All employees are paid by salary based on a forty (40) hour work week. Employees will be evaluated on a yearly basis. If merited and if the A B C store is in a position to do so, employee will receive a salary increase.

### Vacation:

During the first year employee is eligible for one (1) week vacation. After one year, the employee will receive two (2) weeks vacation leave per calendar year. Vacation time may not be accumulated or paid for if not taken.

### Sick Leave:

Employees earn one day sick leave per month and may accumulate up to fifteen (15) days.

### Insurance:

ABC store will pay hospital and life insurance for employees only. If employee wants to cover family members, the employee must pay the expense of this insurance.

# TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL

P.O. BOX 276  
MAXTON, NORTH CAROLINA 28364

June 18, 1988

## GROUND'S FOR IMMEDIATE DISMISSAL

Employees may not handle personal transactions. Employees purchasing liquor must do so from another employee. Failure to do so will be grounds for immediate dismissal.

Employees must not ask salesman for gifts of any description. Doing so will be grounds for immediate dismissal.

Any employee who knowingly sells to anyone who is underage or intoxicated will be dismissed immediately.

Any employee using alcohol, drugs or any substance that will impair his or her ability to perform duties will be dismissed immediately.

Any gambling or betting on store property will result in immediate dismissal.

Violation of N C ABC Commission **Rules** will result in immediate dismissal.  
It is the responsibility of individual employees to become familiar with state laws.

**TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL**  
703 W. MARTIN LUTHER KING JR. DRIVE

MAXTON, NORTH CAROLINA 28364

910-844-3517

5-10-99

Maxton ABC Board  
Gift Policy

Maxton ABC Board Gift Policy, states that  
Manager or employees of Maxton ABC  
cannot accept anything from Salemen.

Diane Watson  
Manager 5-10-99  
Maxton ABC

# TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL

720. W. SAUNDERS ST.

MAXTON, NORTH CAROLINA 28364

910-844-3517

Travel Policy  
FOR

Maxton ABC Board

The Maxton ABC Board pays expenses for required travel on official business or duty as follows:

## Travel Over 250 miles:

Approval: Requests for travel on official duty must be approved by the Board.

Advance Request Required: Request for such reimbursement must be made in advance to the Board to include: why the travel is required, the date and purpose of the travel, the number of employees who will be traveling, and the method of travel.

Travel Within 250 miles: No advance authorization is needed for travel within 250 miles of the Town for the purpose of carrying out official business.

Record of such travel must be recorded and retained by the Manager and reviewed monthly by the Board.

## Cost Reimbursement and Conditions:

Cost Reimbursement: Cost for approved travel will be reimbursed by the store.

Disallowed Expenses: The ABC Store will not pay for spouse's or dependent's travel expenses.

# TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL

720. W. Saunders St.

MAXTON, NORTH CAROLINA 28364

910-844-3517

4. Incidental Costs: Cost of taxi fares, telephone calls, facsimiles, and similar items incidental to the performance of official business will be reimbursed upon presentation of appropriate receipts.
5. Meals And Lodging:  
Daily Limit: Persons on official travel overnight will be reimbursed for all incurred expenses. Receipts will be required for all expenses.
6. Privately Owned Vehicle (POV): Official travel in privately owned vehicles (POV) shall be reimbursed at the rate of \$0.30 per mile. If more than one person travels in such POV, only one person will be reimbursed for the mileage.
7. Fraternalization While on Travel: Employees often travel on company business and must stay the night or nights away from their normal work site. While employees are traveling on company business, they are reminded that proper conduct pertaining to this policy is required. Fraternalization during normal work hours or after normal work hours while traveling should be done in a professional matter that properly represents the Maxton ABC Board. Failure to comply with the articles of Maxton's ABC Personnel Policy while traveling will not be accepted.

**TOWN OF MAXTON BOARD OF ALCOHOLIC CONTROL**

720. W. Saunders St.

MAXTON, NORTH CAROLINA 28364

910-844-3517

7. Canceling Trips That The Maxton ABC Board Has  
Prepaid Expenses: Maxton ABC Board often prepay expenses in an effort to ensure arrangements or to reduce costs. When the Maxton ABC Board makes such payments and the travel plans subsequently are canceled or modified and the Maxton ABC Board incurs additional expenses or cannot be reimbursed for expenses not officially used, the person who the travel plans were made for may be responsible for reimbursing the Maxton ABC Board.

The Maxton ABC Board will assess the reason for modification or cancelling the travel plans. If the Maxton ABC Board feels the change or cancellation is justified, the Maxton ABC Board will absorb the pre-paid expenses. Otherwise, the expenses must be reimbursed to the Maxton 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 Mecklenburg County ABC Board

**ABC Employees**

1. How many employees does your ABC system have? full-time 107 part-time 103  
other 2
  
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>Calvin McDougal</u>	TITLE <u>Chief Executive Officer</u>
SALARY \$ <u>158,760</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/17/1999</u>
NAME <u>Joseph Hurley</u>	TITLE <u>Chief Financial Officer</u>
SALARY \$ <u>129,931</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/01/1999</u>
NAME <u>Jason Hughes</u>	TITLE <u>Director of Operations</u>
SALARY \$ <u>116,163</u>	BONUS \$ <u>3,500 *</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/16/1987</u>
NAME <u>Laura Sherer</u>	TITLE <u>Director of Human Resources</u>
SALARY \$ <u>114,728</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>08/18/1986</u>
NAME <u>Michael Tully</u>	TITLE <u>Interim Chief Financial Officer</u>
SALARY \$ <u>96,356</u>	BONUS \$ <u>3,409 *</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/05/2004</u>

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

NAME <u>Calvin McDougal</u>	TITLE <u>Chief Executive Officer</u>
SALARY \$ <u>150,000</u>	BONUS \$ <u>1,200 **</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/17/1999</u>
NAME <u>Joseph Hurley</u>	TITLE <u>Chief Financial Officer</u>
SALARY \$ <u>125,550</u>	BONUS \$ <u>5,461 **</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/01/1999</u>
NAME <u>William Cox</u>	TITLE <u>Director of Law Enforcement</u>
SALARY \$ <u>114,732</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/20/1987</u>
NAME <u>Jason Hughes</u>	TITLE <u>Director of Operations</u>
SALARY \$ <u>112,183</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/16/1987</u>
NAME <u>Laura Sherer</u>	TITLE <u>Director of Human Resources</u>
SALARY \$ <u>110,794</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>08/18/1986</u>

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

NAME <u>Calvin McDougal</u>	TITLE <u>Chief Executive Officer</u>
SALARY \$ <u>140,000</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/17/1999</u>
NAME <u>Joseph Hurley</u>	TITLE <u>Chief Financial Officer</u>
SALARY \$ <u>123,477</u>	BONUS \$ <u>                    </u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/01/1999</u>

\* Bonus reward based on performance

\*\* Payment of calculated COLA + Merit awarded to employee at maximum of pay scale

NAME William Cox TITLE Director of Law Enforcement  
SALARY \$ 108,834 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 03/20/1987

NAME Jason Hughes TITLE Director of Operations  
SALARY \$ 105,670 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 12/16/1987

NAME Laura Sherer TITLE Director of Human Resources  
SALARY \$ 104,392 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 08/18/1986

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  
John Chanon \$6,000, Elton Shoemaker \$5,000 James Polk \$5,000 Mary Richardson \$5,000  
Angeles Ortega-Moore \$5,000
- Fiscal Year 2008  
John Chanon \$6,000, Elton Shoemaker \$5,000 James Polk \$5,000 Mary Richardson \$5,000  
Spencer Thompson \$5,000
- Fiscal Year 2007  
John Chanon \$6,000, Elton Shoemaker \$5,000 James Polk \$5,000 Mary Richardson \$5,000  
Spencer Thompson \$5,000
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? 07/98 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? 08/66 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 \_\_\_ N/A
11. Do you have a nepotism policy in place for board members/employees? Yes  No \_\_\_ If yes, when was it instituted? 08/66 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? 11/55 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? \$6,000 (CEO, CFO) \$4,800 (Dir Operations)
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? \$1,032

Submitted by Name Michael J. Tully Title: Chief Financial Officer Date: November 24, 2009

## MECKLENBURG COUNTY ABC BOARD BENEFITS SUMMARY

Local Governmental Employees' Retirement System: This is our pension plan. There is a mandatory employee contribution of 6% of your gross pay each pay period. It is deducted pre-tax, therefore reducing your taxable income. This amount is posted to an account in your name. When you retire, your annual pension amount is calculated as follows: (Average of 4 highest paid years in a row) x (number years service) x (1.85%). If you leave the system before retirement, you have the option to withdraw your contributions, subject to income tax and an early withdrawal penalty if you are under age 59-1/2 at the time of withdrawal.

Supplemental Retirement Income Plan - 401(k): The ABC Board presently contributes 8% (for L.E. officers) or 5% (other employees) of your gross pay to your account each pay period, regardless of your contribution amount, if any. The Board will match an additional 1% if an employee contributes at least 1% of his salary to the 401-k plan.

Group Term Life Insurance: Your life insurance coverage is equal to 1.5 times your annual salary, rounded to the next 1,000. The coverage amount changes as your salary changes. There is also optional dependent coverage, which provides \$10,000 of coverage to your spouse and dependent children. The cost is the same regardless of how many dependents are covered. The coverage for you, the employee, is paid for by the ABC Board.

Long-Term Disability Insurance: This benefit pays you 60% of your salary while you are fully disabled due to injury or illness. There is a 90-day waiting period once you become disabled before disability payments begin. Payments continue until death, end of disability, age 65, or until you come back to work, whichever comes first. This benefit is paid for by the ABC Board.

Dental Insurance: This plan is administered by BMS (Benefits Management Services). To receive payment, you must either: Pay your dentist at the time of visit, then file the claim yourself with BMS (you must submit the statement provided by the dentist, showing the date of service, amount paid, patient name), or, if your provider is willing to do so, they may file directly on your behalf. Either way, the coverage amounts remain the same. Optional dependent coverage is available. See the Summary Plan Description for details.

Health Insurance: This plan is administered by BMS (Benefits Management Services). Optional dependent coverage is available. Our plan uses the MedCost Preferred Provider Network (PPO). Using doctors in this network will ensure faster claim processing and PPO discounts. You will receive an insurance plan card in about two weeks. You will need to present this card when you visit your doctor's office or pharmacy. See the Summary Plan Description for details.

Uniforms/ABC logo clothing: Full-time store and warehouse employees are provided five shirts and five pair of pants, and may choose them from within a pre-approved list of items.

**O. TRAVEL POLICY (Revised 6/08)**

*I. USE AND ISSUANCE OF ABC BOARD-PROVIDED VEHICLES*

**Management Rights:**

A. Vehicle Assignment

Automobiles are furnished to employees on the basis of work activity of responsibilities. Management determines specific assignment.

B. Driver Requirements

The ABC Board reserves the right to request and obtain the Motor Vehicle Record of any person assigned a Board-owned car.

An individual will not be authorized to operate a Board-owned vehicle if, during the last 36 months, the individual has:

- been convicted of a felony
- been convicted of sale, handling or use of drugs
- had his/her automobile insurance canceled, declined or not renewed
- been convicted of driving while intoxicated or under the influence of drugs or alcohol
- had his/her license suspended or revoked
- been convicted of three or more moving violations, or
- one or more other serious violations (e.g., reckless driving)
- been at fault in two or more chargeable accidents

Individuals who drive a vehicle on ABC Board business are required to adhere to the following guidelines:

Abide by all federal, state, and local motor vehicle regulations, laws and ordinances;  
Ensure that all vehicle occupants wear safety belts at all times;  
Exercise due diligence to drive safely;  
Maintain the security of the vehicle and its contents.

C. Options

Management reserves the right to order all options for fleet vehicles. No extra optional equipment may be added or paid for by the employee.

In addition, no alterations may be made to ABC Board cars such as the installation of door mounted speakers, rear window speakers, etc.

D. Passengers

1. Hitchhikers—Picking up hitchhikers is not allowed at any time.
2. Accepting Money for a Ride—Accepting payment for a ride is not allowed at any time.

E. Seat Belts

Seat belts must be worn by all occupants of the ABC Board vehicle at all times.

F. Smoking

Smoking is not permitted in ABC Board-furnished cars.

G. Use by Another Employee

An employee may allow another employee to use the assigned car for ABC Board business only if the employee who will be using the assigned car is also pre-authorized to operate the Board's

vehicles. Neither non-authorized operators nor non-employees of the ABC Board may operate ABC Board owned vehicles.

#### Employee Responsibilities:

##### A. Paperwork/Reports

1. License Plates and Registrations - ABC Board vehicles are either leased or purchased. The Board will advise when it is time to replace/update the license plates, stickers, registrations, etc. However, each employee assigned an ABC Board vehicle should be aware of the laws of NC regarding plates, sticker, registrations, etc., to ensure they are replaced by or before the expiration date.
2. Insurance - The ABC Board will maintain vehicle insurance, which covers operation of ABC vehicles. In the event of an accident in which an employee is driving an ABC Board vehicle, the Board's insurance would be charged first. It is each driver's responsibility to make sure the current proof of insurance is kept in the car at all times. In the event of any loss or accident involving the use of a ABC Board car, refer to the "Loss Reporting" procedures outlined below.
3. Loss Reporting - In case of a loss or accident involving an ABC Board vehicle, observe the following procedures (note that other ABC Board policies may also be utilized, such as the Board's post-accident drug testing guidelines):
  - a. At the Scene
    1. Call the proper authorities (state, county, city, etc.) and request completion of an accident report even if they do not investigate at the scene.
    2. Do not move the vehicle until the police arrive, unless there is a safety hazard.
    3. Get all the information on the other party (complete name, driver's license number, license plate number, insurance, and policy number).
  - b. Report the Loss to ABC Board Administration -
    1. Losses should be reported to the employee's immediate supervisor as soon as possible after the accident (but no later than 24 hours following the event.)

##### B. Maintenance & Fuel

The Board will pay for fuel, service, and maintenance of Board-owned vehicles; however, fuel, service, and maintenance on such vehicles should be obtained through pre-approved vendors. In the event of an emergency, the Board will reimburse an employee if a pre-approved vendor is not available.

##### C. Limitations on Mileage Incurred

An employee whose one-way commute exceeds 25 miles will be required to reimburse the Board at the prevailing IRS rate for mileage in excess of this amount. This mileage will be based on the distance determined using "Mapquest" from the employee's home address of record, to and from the ABC headquarters, at 3333 North Tryon Street.

Individuals who are in the employ of the Board as of the date of the adoption of this policy, and who have already been issued ABC-owned vehicles as of the date of the adoption of this policy, will be permitted to continue to operate the vehicles to and from their homes, without being required to reimburse the Board for mileage that exceeds the limitations stated above, provided that the employee's address of record does not change from that which is on record as of the date of the

adoption of this policy. Once an employee's address of record changes from that which is in effect at the adoption of this policy, the employee will become subject to the 25 mile commuting limitation, regardless of the mileage previously permitted under this policy.

All future hires, any current employees who are issued Board-owned vehicles in the future, and any existing employees who have already been issued ABC Board vehicles but who relocate their home addresses in the future (as discussed above), will be limited to a one-way commute not to exceed 25 miles. This mileage will be based on the distance determined using "Mapquest" from the employee's home address of record, to and from the ABC headquarters, at 3333 North Tryon Street. An employee whose one-way commute exceeds 25 miles will be required to reimburse the Board at the prevailing IRS rate for mileage in excess of this amount.

## *II. ISSUANCE OF AUTO-ALLOWANCE & USE OF PERSONAL VEHICLES*

In lieu of the issuance of an ABC Board-owned vehicle, the Board and/or C.E.O. may elect to make certain employees eligible for a car allowance. Such car allowance will be provided as a perquisite, and the employee receiving the car allowance will be eligible for additional mileage reimbursement at the current IRS rate for any business-related travel outside of Mecklenburg County. This benefit will be subject to compliance with and reporting in accordance with prevailing IRS regulations.

It is the responsibility of the owner of a vehicle being used for ABC business to have insurance coverage for their protection and for the protection of any passengers. If the traveler drives a personal vehicle, his insurance policy covers vehicle damage and any expenses incurred as the result of an accident. Reimbursement will be made for tolls and parking fees incurred while conducting ABC business. Amounts for tolls and parking fees must be reported on the travel reimbursement report, and receipts attached.

The ABC Board will not reimburse travelers for parking tickets, fines for moving violations, or vehicle towing charges.

## *III. BUSINESS-RELATED TRAVEL*

Members of the Mecklenburg County ABC Board and ABC Board employees who are required to travel on ABC Board business will comply with the following guidelines:

Travel on official ABC business must be authorized by the ABC Board or the Chief Executive Officer.

Airline tickets, hotel/motel expenses, conference registration fees, and incidentals, including luggage handling/gratuities/rental cars/ground transportation, are reimbursable at actual cost. These expenses must be substantiated with receipts. Air travel should be booked at no more than the coach fare rate. Travelers are encouraged to arrange travel through the ABC Board's authorized travel agent. A traveler may, with the approval of the Board or C.E.O., book airline tickets at a reduced rate in conjunction with a conference/convention or directly with the airline, including via the internet.

In the event a ticket purchased through the Board's authorized travel agent is not used, the employee for whom the ticket was purchased should contact the travel agent to determine the proper procedures to use the ticket in the future.

Use of personal vehicle for official business is reimbursable at the prevailing IRS mileage rate or at the current rate established by the ABC Board, whichever is greater. (Such use of a personal vehicle may be reimbursed on a one-time only basis, or may coincide with use of personal vehicles by employees who receive car allowances, as stated in Item III of this policy, regarding car allowances and mileage incurred on business travel outside of Mecklenburg County.)

Travelers should use rental cars only when other transportation is not available or when use of a

rental car results in cost savings. Rental vehicles may be used where more than one individual is traveling on the same trip and the use of the rental vehicle would result in cost savings to the Board. When renting a vehicle, travelers should select standard-grade rental vehicles. (For the purposes of this policy, "standard-grade" rental vehicles are not defined as strictly compact or economy cars, but "standard-grade" is intended to differentiate from "luxury", "premium", "sport model", "prestige", and/or "convertible" grade vehicles. At any time when it is necessary for an employee on business travel to rent a vehicle, the employee may select the next higher grade of available vehicle if no "standard-grade" rental vehicles are available; however, the intent of this limitation is to ensure that cost savings to the Board are maximized, and that selected rental vehicles fall within the limits of the Board's insurance coverage. It is not necessary for employees to accept the insurance coverage offered through the rental car agency.)

Reimbursement for ground transportation, such as trains, airport shuttles, buses, and taxis, is authorized when incurred while traveling on ABC Board business. Receipts must be submitted for all such transportation before reimbursement is issued.

Expenses for business phone calls are reimbursable; personal calls are not reimbursable.

All reimbursements are for ABC Board members and ABC employees only. Receipts must be submitted before reimbursement is issued.

## J. INTRODUCTION

The Mecklenburg County ABC Board cares about its employees and the customers it serves. The organization is committed to meeting the needs of its customers and employees. To this end, every employee of the organization is expected to:

- \* Abide by and uphold the laws and regulations of the United States, the State of North Carolina, the County of Mecklenburg, and the N.C. ABC Commission;
- \* Serve the public, our customers, and one another with professionalism, integrity, courtesy, and respect, to the best of our abilities;
- \* Not lie, cheat, steal, nor tolerate such actions on the part of others.

The best insurance against loss of public confidence is adherence to the highest standards of personal and organizational ethics.

\* \* \*

### Code of Ethics in Employment Practices

The Mecklenburg County ABC Board believes that nepotism or the appearance of nepotism in employment should be avoided. Moreover, the ABC Board believes that full public disclosure with respect to contracts, purchasing, and other similar activities is beneficial to minimize the appearance of conflicts of interest. Consistent with these beliefs, the following policies were adopted by the Board on March 26, 1996:

Any proposed contract with or any proposed purchase from an individual, company, partnership, or other entity who or which has an immediate family member on the ABC Board or as a member of the senior staff, as its owner, an executive, or as a manager, shall be disclosed to the members of the Mecklenburg County ABC Board in a duly called, open meeting, at which time a majority of the ABC Board members shall approve or disapprove any such proposed contract or proposed purchase in accordance with applicable North Carolina law.

No member of the Mecklenburg County ABC Board or any senior staff member shall attempt in any way to interfere with or influence on behalf of any individual the employment selection process or process of personnel administration, which processes include, but are not limited to, hiring, firing, discipline, or rating for classification/compensation of employees of prospective employees of the Mecklenburg County ABC Board. Any violations of this subsection should be reported to the Chief Executive Officer or members of the Board, by the person(s) subjected to such attempted influence, without fear of reprisal.

The Chief Executive Officer or his designee may disclose any violations of this subsection at a regular meeting of the Mecklenburg County ABC Board.

This policy does not preclude any member of the ABC Board or its senior staff from making referrals for employment, or from giving personal recommendations, references on work experience, or any perceptions of any individual's work performance when appropriate.

"Immediate family member" is defined as: Wife; husband; son; daughter; mother; father; brother; sister; grandmother; grandfather; grandson; granddaughter; aunt; uncle; niece; nephew; cousin; stepmother; stepfather; stepson; stepdaughter; stepbrother; stepsister; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law.

### C. HIRING RELATIVES

Two members of an immediate family may not work in the same store or department at any time, regardless of whether the other family member is on duty at that time or not, and no employee shall, at any time, be in a supervisory position over a member of his immediate family.

For the purposes of this policy, "immediate family" is defined as :Wife; husband; son; daughter; mother; father; brother; sister; grandmother; grandfather; grandson; granddaughter; aunt; uncle; niece; nephew; cousin; stepmother; stepfather; stepson; stepdaughter; stepbrother; stepsister; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law.

Employees are responsible for ensuring that they do not work in the same store or department as a member of their immediate family.

Furthermore, no immediate family member of any employee of the ABC Board, nor any immediate family of any of the ABC Board members, shall be employed by the ABC Board.

This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive, and no action shall be taken with regard to those members of the same family employed at the time of the adoption of this policy.

Please refer to the "Code of Ethics in Employment" policy, located in the introductory section of the Personnel Manual, for additional discussion of this subject matter.

Position	July 1, 2008		
	Min	Max	Mid-point
Accountant	\$ 39,166	\$ 66,582	\$ 52,874
Administrative Assistant	\$ 30,687	\$ 52,168	\$ 41,427
Alcohol Education & Training Director	\$ 42,465	\$ 72,151	\$ 57,308
Assistant Store Manager	\$ 31,019	\$ 52,703	\$ 41,861
Assistant Warehouse Manager	\$ 34,909	\$ 59,313	\$ 47,111
Chief Executive Officer	\$ 95,800	\$ 162,770	\$ 129,285
Chief Financial Officer	\$ 91,563	\$ 155,571	\$ 123,567
Controller	\$ 69,996	\$ 118,926	\$ 94,461
District Manager	\$ 53,325	\$ 90,601	\$ 71,963
General Accounting Clerk	\$ 32,222	\$ 54,777	\$ 43,500
Human Resources Director	\$ 80,461	\$ 136,709	\$ 108,585
Information Technology Manager	\$ 39,166	\$ 66,582	\$ 52,874
Inventory Control Clerk	\$ 32,222	\$ 54,777	\$ 43,500
Law Enforcement Captain	\$ 52,927	\$ 89,927	\$ 71,427
Law Enforcement Director	\$ 78,362	\$ 133,142	\$ 105,752
Law Enforcement Officer	\$ 40,332	\$ 68,526	\$ 54,429
Law Enforcement Senior Officer	\$ 45,503	\$ 77,311	\$ 61,407
Law Enforcement Sergeant	\$ 47,188	\$ 80,174	\$ 63,681
Marketing Manager	\$ 39,166	\$ 66,582	\$ 52,874
Operations Director	\$ 80,280	\$ 136,400	\$ 108,340
Purchasing & Property Manager	\$ 49,568	\$ 84,220	\$ 66,894
Receptionist	\$ 26,509	\$ 45,065	\$ 35,787
Sales Associate	\$ 26,509	\$ 45,065	\$ 35,787
Senior Sales Associate	\$ 27,834	\$ 47,318	\$ 37,576
Senior Store Manager	\$ 39,166	\$ 66,582	\$ 52,874
Senior Warehouseman	\$ 27,834	\$ 47,318	\$ 37,576
Store Manager	\$ 35,617	\$ 60,515	\$ 48,066
Warehouse Manager	\$ 41,432	\$ 70,394	\$ 55,913
Warehouseman	\$ 26,509	\$ 45,065	\$ 35,787

# Mecklenburg County ABC Board

MICHAEL J. TULLY  
CHIEF FINANCIAL OFFICER



## DIRECTORS

H. PARKS HELMS, Chairman  
ELTON L. SHOEMAKER  
JAMES K. POLK, SR.  
MARY N. RICHARDSON  
ANGELES ORTEGA-MOORE

GALVIN W. MCDOUGAL, Chief Executive Officer

November 24, 2009

Laurie Lee  
NC ABC Commission  
4307 Mail Service Center  
Raleigh, NC 27699

Laurie,

Enclosed you should find our response to the *Local ABC System Compensation and Benefits Survey*, as well as copies of current version of policies requested.

Please let me know if you need anything else from us.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Tully".

Michael J Tully  
Chief Financial Officer

enclosures

RECEIVED

23 11 09

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

NC ABC COMMISSION

Name of ABC System City of Monroe ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 8 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 CHARLES N. FOWLER TITLE GENERAL MANAGER PARTIAL  
SALARY \$ 70,500.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 5-17-83 RETIREMENT 4-30-2009

NAME EVELYN B. WILSON TITLE ADMIN. ASSISTANT  
SALARY \$ 47,800.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 8-31-94

NAME LONNIE L. BROWN TITLE STORE CO-MANAGER  
SALARY \$ 44,400.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-15-74 RETIRED 4-30-2009

NAME KEVIN L. CHURCH TITLE STORE CO-MANAGER  
SALARY \$ 41,500.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-10-95

NAME SAMUEL J. LINER, JR. TITLE STORE CLERK  
SALARY \$ 33,000.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 12-03-93

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

NAME CHARLES N. FOWLER TITLE GENERAL MANAGER  
SALARY \$ 73,600. BONUS \$ - BENEFITS Yes  No  HIRE DATE 5-17-83

NAME EVELYN B. WILSON TITLE ADMIN. ASSISTANT  
SALARY \$ 46,200. BONUS \$ - BENEFITS Yes  No  HIRE DATE 8-31-94

NAME LONNIE L. BROWN TITLE STORE CO-MANAGER  
SALARY \$ 41,100.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-15-74

NAME KEVIN L. CHURCH TITLE STORE CO-MANAGER  
SALARY \$ 40,100. BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-10-95

NAME SAMUEL J. LINER, JR. TITLE STORE CLERK  
SALARY \$ 32,100.00 BONUS \$ - BENEFITS Yes  No  HIRE DATE 12-03-93

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

NAME CHARLES N. FOWLER TITLE GENERAL MANAGER  
SALARY \$ 70,000. BONUS \$ - BENEFITS Yes  No  HIRE DATE 5-17-83

NAME EVELYN B. WILSON TITLE ADMIN. ASSISTANT  
SALARY \$ 44,100. BONUS \$ - BENEFITS Yes  No  HIRE DATE 8-31-94

NAME LONNIE L. BROWN TITLE STORE CO-MANAGER  
SALARY \$ 43,100. BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-15-74

NAME KEVIN L. CHURCH TITLE STORE CO-MANAGER  
SALARY \$ 37,500. BONUS \$ - BENEFITS Yes  No  HIRE DATE 10-10-95

NAME SAMUEL J. LINER, JR TITLE STORE CLERK  
SALARY \$ 30,000. BONUS \$ - BENEFITS Yes  No  HIRE DATE 12-03-93

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

4. List the names of your board members and their annual board compensation for Fiscal Year 2009: RETIR. MONTHS. 401K (EMPLOYEE)

W. Steve Howder 900.00

Claudette H. Smith 599.00

Gilbert D. Rushing 599.00

Fiscal Year 2008  
Same as 2009

Fiscal Year 2007  
Same as 2009

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. Go by ABC Commission regulations

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

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? 1997 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? 2009 Please attach a copy. Revised

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? \$ 8341.00

Submitted by Name George B. Wilson Title: \_\_\_\_\_ Date: 11-20-2009

George B. Wilson, Assistant Gen. Mgr.

11

**Section 4. Limitation on Employment of Relatives.** Two members of an immediate family (spouses, children, grandchildren or siblings) shall not be employed by the City of Monroe ABC Board.

CITY OF MONORE

ALCOHOLIC BEVERAGE CONTROL BOARD

SALARY RANGES

POSITIONS	MINIMUM	MAXIMUM
General Manager	\$34,125.00	\$78,650.00
Assistant General Manager	\$23,940.00	\$50,000.00
Store Co-Manager	\$23,940.00	\$48,400.00
Clerk	\$17,304.00	\$42,350.00
Park time Clerk	\$ 10.00hr	14.52 hr
Temporary (thru temp service)	\$ 12.00hr	\$ 1850 hr

Employees at maximum salary range to receive a % Cost of Living Allowance only. COLA to be determined by the Board. (COLA is distributed in one lump sum amount and does not affect normal yearly salary.)

Merit increases are recommended by the General Manager and approved by the Board.

Adopted: October 20, 2009



## TRAVEL POLICY

The travel policy shall follow the guidelines set forth from the State Alcoholic Beverage Control Commission and North Carolina State guidelines. Policy regulations are as follows:

- (1) The City of Monroe ABC System will pay Board Members and General Manager Expenses only. (No spouse or guest)
- (2) The mileage shall be figured on current IRS approved mileage.
- (3) A per diem expense of \$60.00 per day will be paid.
- (4) All travel expense reports must be signed by the Board Member and the General Manager before being paid.
- (5) All travel expense must stay within the travel expense budget.
- (6) All travel expense reports will be audited by the CPA to make sure they are in line with approved policy and state regulations.

8 1/2 9

## INDUSTRIAL REPRESENTATIVES

All Sales Representatives or Industrial Representatives are not allowed to give any gift of value to any employee (hats, t-shirts, etc). It is the responsibility of each employee to abide by this A.B.C. Board and A.B.C. Commission rule. It is the responsibility of the General Manager to assure all material from Industrial Representatives is routed through his office.

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 MDNTGOMERY ABC

ABC Employees

1. How many employees does your ABC system have? full-time 5 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 <u>PHILLIP RICHARDSON</u>	TITLE <u>SUPERVISOR</u>
SALARY\$ <u>53,300</u> BONUS \$ <u>1599.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/03/1978</u>
NAME <u>JANICE CARRICK</u>	TITLE <u>HEAD CLERK - BACK-UP BOOKKEEPER</u>
SALARY\$ <u>28860</u> BONUS \$ <u>865.80</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>05/02/1994</u>
NAME <u>WILLARD PARSONS</u>	TITLE <u>CLERK</u>
SALARY\$ <u>25,220</u> BONUS \$ <u>756.60</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/05/1994</u>
NAME <u>HAROLD DUNN</u>	TITLE <u>CLERK</u>
SALARY\$ <u>21,736</u> BONUS \$ <u>652.08</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>02/05/2001</u>
NAME <u>PATRICIA GILLIS</u>	TITLE <u>CLERK</u>
SALARY\$ <u>19,604</u> BONUS \$ <u>588.12</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/01/2004</u>

(NO CHANGES - NO RAISES) (YEARLY C.O.L. NOT GIVEN DUE TO BUDGET RESTRAINTS)

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

NAME <u>PHILLIP RICHARDSON</u>	TITLE <u>SUPERVISOR</u>
SALARY\$ <u>53,300</u> BONUS \$ <u>1599.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/03/1978</u>
NAME <u>JANICE CARRICK</u>	TITLE <u>CLERK</u>
SALARY\$ <u>28,860</u> BONUS \$ <u>865.80</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>05/02/1994</u>
NAME <u>WILLARD PARSONS</u>	TITLE <u>CLERK</u>
SALARY\$ <u>25,220</u> BONUS \$ <u>756.60</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/05/1994</u>
NAME <u>HAROLD DUNN</u>	TITLE <u>CLERK</u>
SALARY\$ <u>21,736</u> BONUS \$ <u>652.08</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>02/05/2001</u>
NAME <u>PATRICIA GILLIS</u>	TITLE <u>CLERK</u>
SALARY\$ <u>19,604</u> BONUS \$ <u>588.12</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/01/2004</u>

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

NAME <u>PHILLIP RICHARDSON</u>	TITLE <u>SUPERVISOR</u>
SALARY\$ <u>52,243</u> BONUS \$ <u>1616.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>07/03/1978</u>
NAME <u>JANICE CARRICK</u>	TITLE <u>CLERK</u>
SALARY\$ <u>28,316</u> BONUS \$ <u>876.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>05/02/1994</u>

NAME WILLARD PARSONS TITLE CLERK  
SALARY \$ 24,857.00 BONUS \$ 769.00 BENEFITS Yes  No  HIRE DATE 07/05/1994

NAME HAROLD DUNN TITLE CLERK  
SALARY \$ 21,314.00 BONUS \$ 1,590.00 BENEFITS Yes  No  HIRE DATE 02/05/2001

NAME PATRICIA GILLIS TITLE CLERK  
SALARY \$ 18,903 BONUS \$ 585.00 BENEFITS Yes  No  HIRE DATE 03/01/2004

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

RETIREMENT, MAJOR MEDICAL INS

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

ATTACHED CHAIRMAN = \$100.00 / mo MTC  
MEMBERS = \$ 75.00 / mo MTC

Fiscal Year 2008

SAME - NO RAISES

Fiscal Year 2007

SAME - NO RAISES

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. .585/mi FOR TRAVEL BY SUPERVISOR - REIMBURSED MONTHLY - NOT TO EXCEED \$140.00/mo

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. ABC OBSERVES STATE GUIDELINES - POLICIES - SAME AS LOCAL GOV. COMMISSION (LGC)

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes  No  NOT ALLOWED UNDER BOARD AND LGC GUIDELINES

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. ABC OBSERVES STATE POLICY - NO IMMEDIATE FAMILY - AS LGC

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. YEAR COST OF LIVING ADJUSTMENTS IF APPROVED BY BOARD

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? I WENT TO CONVENTION \$ 308.00

Submitted by Name \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

BENTON T. HAITHCOCK	\$1,200.00
KENNETH A. MCLEOD	\$ 900.00
MARY H. O'BRIEN	\$ 900.00
ELSIE P. MONROE	\$ 450.00
HAROLD E. ANDERSON	\$ 375.00
JACKIE L. MORRIS	\$ 900.00

**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 MOORE COUNTY

**ABC Employees**

1. How many employees does your ABC system have? full-time 11 part-time 16  
 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 Pamela Smith TITLE General Manager/Finance Officer  
 SALARY \$ 52,104.00 BONUS \$ 700.00 BENEFITS Yes  No  HIRE DATE 4-2-1990

NAME James Brandt TITLE Store Manager  
 SALARY \$ 34,346.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 4-12-2001

NAME James Patterson TITLE Store Manager  
 SALARY \$ 34,164.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 5-13-2002

NAME Jocelyn Schlagetter TITLE Office Manager  
 SALARY \$ 32,500.00 BONUS \$ 700.00 BENEFITS Yes  No  HIRE DATE 3-3-2008

NAME Alan Capps TITLE Store Manager  
 SALARY \$ 29,068.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 8-28-2000

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

NAME David Jones TITLE General Manager  
 SALARY \$ 56,940.00 BONUS \$ 750.00 BENEFITS Yes  No  HIRE DATE 12-1-1979

NAME Pamela Smith TITLE Office Manager/Finance Officer  
 SALARY \$ 50,570.00 BONUS \$ 700.00 BENEFITS Yes  No  HIRE DATE 4-2-1990

NAME Donald Oldham TITLE Store Manager  
 SALARY \$ 37,310.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 7-20-1992

NAME William Bakyta TITLE Store Manager  
 SALARY \$ 33,566.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 5-11-1998

NAME James Brandt TITLE Store Manager  
 SALARY \$ 33,332.00 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 4-12-2001

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

NAME David Jones TITLE General Manager  
 SALARY \$ 55,307.20 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 12-1-1979

NAME Pamela Smith TITLE Office Manager/Finance Officer  
 SALARY \$ 48,976.20 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 4-2-1990

NAME Donald Oldham TITLE Store Manager  
SALARY \$ 36,145.20 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 7-20-1992

NAME William Bakyta TITLE Store Manager  
SALARY \$ 32,900.40 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 5-11-1998

NAME James Brandt TITLE Store Manager  
SALARY \$ 32,900.40 BONUS \$ 550.00 BENEFITS Yes  No  HIRE DATE 4-12-2001

\*\*\*Bonus not a guarantee - considered each year

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  
John Garner, Samuel Riddle, James Wise, Fred Robinson, Thomas Kees  
All receive \$1,200.00 per year (\$100.00 per month)  
Fiscal Year 2008  
same as above  
Fiscal Year 2007  
same as above
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? 1988 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? 2-2005 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? 7-2008 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? \$407.78

Submitted by Name Janella Smith Title: General Mgr. Date: 11-23-2009

Moore County Employee benefits are the same for all full time employees. No benefits for part time employees.

Local Gov't retirement - 4.98%

401(k) – 2.5%

Medical, dental, and vision insurance. Thru 'NC League of Municipalities' – Cigna Healthcare program.

## Moore County ABC Board Travel Policy

The policy of Moore County ABC Board is to reimburse employees and Board members traveling on official Board business for all reasonable expenses incurred as a result of travel.

The Moore County ABC Board will not pay expenses incurred by non-board employees. Any expenses pertaining to a spouse or guest that may be included as a group event, such as convention or conference registration fees, meals, etc., shall be paid by the appropriate Board member or employee when the group purchase of these items are made.

Lodging – Lodging expenses will be reimbursed at the actual cost of the room, provided the employee or Board member lodge at the host motel/hotel or other comparable lodging. Employees or Board members sharing a room with a non-board employee will be reimbursed at the single occupancy rate. A receipt must substantiate overnight lodging.

Meals – The Board will not reimburse the cost of meals for one-day travel unless the meal is part of the program or function being attended. Receipts for all meals are required for reimbursement.

Transportation – Airline travel and rental cars are reimbursable with receipt. Air, rail, and bus transportation expenses are reimbursed at air coach, Pullman rail, and all bus service rates. The most reasonable and economical form of transportation available is expected to be used. When travel is by personal vehicle, the prevailing IRS rate per mile is paid as full reimbursement for such transportation costs.

Tips – Tips will be reimbursed up to a reasonable amount.

Telephone calls – Telephone calls pertaining to ABC business are reimbursable; personal calls are not reimbursable.

Travel advances – Travel advances may be approved at the discretion of the General Manager. Each advance must be accounted for on the travel expense report with receipts.

Reporting Procedures – A requesting party submitting a falsified travel expense report will be subject to disciplinary action and possible criminal prosecution. An authorizing party who approves a travel expense report which he/she knows to be false will be subject to disciplinary action or possible criminal prosecution.

The Travel Expense Report must be completed with receipts for all reimbursable expenses and submitted to the General Manager for approval. The report will then be submitted to the Office Manager for payment. The Office Manager will determine that the reimbursement request has been properly approved, that it is mathematically correct,

and that the requested reimbursements agree with submitted receipts and are within the limits of this policy. If an error in the reimbursement request is found, the request will be returned to the traveler for correction. Corrections must be re-approved by the General Manager before payment.

# Ethics Policy

- L. **Prohibited Acts- Employees/Distiller Representatives.** Distiller representatives shall not contact, either directly or indirectly, or call upon store personnel while store personnel are off duty, for the purpose of promoting their merchandise. Store personnel shall share equally with the distiller representative for responsibility of any infraction of this rule. Distiller representatives shall not give anything at any time to any employee or Board Member. Personnel shall be equally as guilty as the representative if they accept the gifts, either directly or indirectly, from any representative. The following penalties will apply to any or all personnel found to be guilty of receiving merchandise from any distiller representative:
- 1<sup>st</sup> offense – one day suspension without pay
  - 2<sup>nd</sup> offense – one week without pay
  - 3<sup>rd</sup> offense – dismissal
- All displays that distiller representatives do not want will be brought to the warehouse. The General Manager will hold a raffle so that every employee will get a chance to win the display. Displays are considered gifts. The same penalties apply as a prohibited act.

- M. **Handling Cash.** It is important that Store Managers handle cash in their store properly and in a business-like manner. Once a Store Manager receives and verifies cash from an employee, the Manager and General Manager is responsible for this money. After a Clerk rings out his/her register, the Manager or full time Clerk shall acknowledge that all money is accounted for by counting and verifying, (verifying slips shall be kept with date, amount of money and initials). Deposits for the day are to be counted and verified before the employee leaves the store for that day. The responsibilities of handling cash by a Manager are the same for the Clerks when the Manager is away from the store. At the end of each day all Moore County ABC stores are required to deposit all overages in cash collected during the day. No Store Manager will allow money in his/her store to accumulate over the amount covered by insurance. Deposits are to be made daily. The only exception is if the bank is closed that day.

Surplus cash not needed in the cash register shall be taken out of the cash registers several times a day, counted, verified by the Manager, put into the safe, and the safe locked for safekeeping. Door to the office and/or stock room shall remain closed and locked unless an employee is working in that area. Money shall not be kept in the stock room or under counters. Cash register checkouts shall be done in the office, all money counted with each denomination written along with credit card amounts and number of credit cards. The information only is to be taken to the register and keyed in. No money shall be left in the register at night. All change for cash drawers shall be counted and accompanied with a denomination slip for the next employee and will be handled only by the Manager of full time Clerk.

Employees in violation of these procedures will be dealt with by disciplinary action as deemed appropriate by the General Manager. Missing money will be the responsibility of the General Manager, Store Manager, and/or Clerks.

- N. **Deposits.** It is the responsibility of the Store Manager or Clerks to know that the deposit is correct before taking it to the bank. Once you are positive that your money is correct and balances with the amount shown on the deposit slip, you should insist to the bank personnel, in the case of a dispute, that it's correct and that they are the ones who are wrong. If you have balanced out the previous day on the cash register and all the money is present and accounted for, then there is no reason for your deposit to be wrong. Stand up for your rights. Bank tellers make more mistakes than we do.

**Salary Scale – effective July 2008 to be reviewed July 2011**

	<b>Starting</b>	<b>Cap</b>
<b>General Manager</b>	<b>48000</b>	<b>65000</b>
<b>Office Manager</b>	<b>30000</b>	<b>48000</b>
<b>Store Manger</b>	<b>28000</b>	<b>40000</b>
<b>Full time Clerk/Whse</b>	<b>20000</b>	<b>30000</b>
<b>Part time Clerk</b>	<b>8.00 hr</b>	<b>11.00 hr</b>
<b>Part time Open/Close Clerk</b>	<b>9.00 hr</b>	<b>12.00 hr</b>

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 MOORESVILLE

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 26  
 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 MIKE DEATON TITLE GENERAL MANAGER  
 SALARY \$ 70599.62 BONUS \$ 4000.00 BENEFITS Yes  No  HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
 SALARY \$ 55555.50 BONUS \$ 3000.00 BENEFITS Yes  No  HIRE DATE 4/10/95

NAME KIM FOX TITLE STORE MANAGER  
 SALARY \$ 39951.34 BONUS \$ 2000.00 BENEFITS Yes  No  HIRE DATE 4/1/00

NAME SCOTT CORRELL TITLE STORE MANAGER  
 SALARY \$ 39951.34 BONUS \$ 2000.00 BENEFITS Yes  No  HIRE DATE 9/1/01

NAME N/A TITLE N/A  
 SALARY \$     BONUS \$     BENEFITS Yes  No  HIRE DATE    

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

NAME MIKE DEATON TITLE GENERAL MANAGER  
 SALARY \$ 69215.38 BONUS \$ 5000.00 BENEFITS Yes  No  HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
 SALARY \$ 54466.10 BONUS \$ 4000.00 BENEFITS Yes  No  HIRE DATE 4/10/95

NAME KIM FOX TITLE STORE MANAGER  
 SALARY \$ 39167.96 BONUS \$ 2000.00 BENEFITS Yes  No  HIRE DATE 4/1/00

NAME SCOTT CORRELL TITLE STORE MANAGER  
 SALARY \$ 39167.96 BONUS \$ 2000.00 BENEFITS Yes  No  HIRE DATE 9/1/01

NAME N/A TITLE N/A  
 SALARY \$     BONUS \$     BENEFITS Yes  No  HIRE DATE    

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

NAME MIKE DEATON TITLE GENERAL MANAGER  
 SALARY \$ 65297.44 BONUS \$ 5000.00 BENEFITS Yes  No  HIRE DATE 3/1/01

NAME IRVIN WALLS TITLE ASSISTANT GENERAL MANAGER  
 SALARY \$ 51383.02 BONUS \$ 4000.00 BENEFITS Yes  No  HIRE DATE 4/10/95

NAME Kim Fox TITLE STORE Manager  
 SALARY \$ 36,950.94 BONUS \$ 2,000.00 BENEFITS Yes  No  HIRE DATE 4/1/00

NAME Scott Correll TITLE STORE Manager  
 SALARY \$ 36,950.94 BONUS \$ 2,000.00 BENEFITS Yes  No  HIRE DATE 9/1/01

NAME N/A TITLE N/A  
 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  
Mitchell Mack, Chairman - \$3600.00, Ben Goins - \$2400.00, Bob Amon - \$2400.00
  - Fiscal Year 2008  
Mitchell Mack, Chairman - \$3600.00, Ben Goins - \$2400.00, Bob Amon - \$2400.00
  - Fiscal Year 2007  
Mitchell Mack, Chairman - \$3600.00, Ben Goins - \$2400.00, Bob Amon - \$2400.00
  5. Do your board members receive insurance or retirement benefits? Yes  No  If yes, what are they? Health, Dental, Vision Insurance
  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? 1999 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? 2000 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? \$12,240.00
- Submitted by Name Mike Deato Title: General Manager Date: 11/24/09

Town of Mooresville  
**ALCOHOLIC BEVERAGE CONTROL BOARD**  
487 Plaza Drive PO Box 1065 Mooresville, N.C. 28115  
704-663-6152

Board Members

Mike Deaton, Chairman  
Gene Brannon  
Darrell Wilson

May 21, 1999

Manager

Steve Shoe

From: Mooresville ABC Board

Subject: Mooresville ABC Board Travel Policy

General Policy - The Mooresville ABC Board reimburses employees and Board Members for reasonable and necessary expenses for business travel in direct connection with Mooresville ABC Board business.

Business Travel - This includes expenses incurred by an employee or Board Member away from base location for transportation, lodging food, and other items related to business purposes of the trip.

Mileage - The miles traveled in personal automobiles are reimbursable at ~~31 1/2 (thirty one and one half cents)~~ per mile while on *49¢/mile* Mooresville ABC Board business.

Verification Of Expenses - All expenses are to be verified by the General Manager to determine that expenses are supported by required documentation, I.E.: Receipts for meals, motel bills, etc.

Approval Of Expenses - All travel expenses must have Mooresville ABC Board approval before payment.

NEPOTISM

**SECTION 6. LIMITATION ON EMPLOYMENT OF RELATIVES**

- A. No two members of an immediate family shall be employed by the ABC Board if such employment will result in one member supervising the other or in one member occupying a position that has influence over the other's employment, promotion, salary administration, or related management or personnel considerations.
- B. The term immediate family means an employee's wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchild, and grandparent, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.
- C. The provisions of this section shall not be retroactive, and no action will be taken concerning members of the same family employed in conflict with Subsection A before the adoption of this policy.

**SECTION 7. TRAVEL EXPENSE AND REIMBURSEMENT**

Periodically, ABC Board employees may be required to use personal vehicles to transfer supplies between from one ABC Store location to another. On such instances, when the General Manager authorizes the action, the employee will receive a ten-dollar (\$10) transfer allowance for the use of their personal vehicle.

**ARTICLE VI. HOLIDAYS AND LEAVE**

**SECTION 1. PAID HOLIDAYS OBSERVED**

- A. The following holidays and such others as the ABC Board may designate, shall be observed by ABC Board offices and shall be counted as hours worked.

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

~~All employees appointed to a permanently established position, and all temporary or part-time employees normally scheduled to work on the day on which the holiday falls; shall receive these holidays with pay.~~

**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 MORGANTON

**ABC Employees**

1. How many employees does your ABC system have? full-time 5 part-time 2  
other 1 (RETIRED LAW ENFORCEMENT OFFICER)

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 HARDING TITLE GENERAL MANAGER  
SALARY \$ 57,800.00 BONUS \$ 2264.62 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CHIEF CLERK  
SALARY \$ 30740.00 BONUS \$ 584.19 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 28900.00 BONUS \$ 852.23 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME WILMA CARSWELL TITLE CLERK  
SALARY \$ 28900.00 BONUS \$ 852.23 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME RICKY FORTENBERRY TITLE CLERK  
SALARY \$ 27600.00 BONUS \$ 823.62 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

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

NAME GARRY HARDING TITLE GENERAL MANAGER  
SALARY \$ 55,400.00 BONUS \$ 2275.68 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CHIEF CLERK  
SALARY \$ 27740.00 BONUS \$ 548.07 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 27700.00 BONUS \$ 825.82 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME WILMA CARSWELL TITLE CLERK  
SALARY \$ 27700.00 BONUS \$ 824.02 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME RICKY FORTENBERRY TITLE CLERK  
SALARY \$ 27000.00 BONUS \$ 529.19 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

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

NAME GARRY HARDING TITLE GENERAL MANAGER  
SALARY \$ 53000.00 BONUS \$ 2064.62 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME BARBARA MARTIN TITLE CLERK  
SALARY \$ 26500.00 BONUS \$ 774.24 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME FRED SEAGLE TITLE Chief LAW ENFORCEMENT  
 SALARY \$ 3208.78 BONUS \$ 1718.46 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME WILMA CASARILL TITLE CLERK  
 SALARY \$ 2650.00 BONUS \$ 774.24 BENEFITS Yes  No  HIRE DATE \_\_\_\_\_

NAME DAVID LEONHARDT TITLE CLERK  
 SALARY \$ 2570.00 BONUS \$ 503.62 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

BILL DAVIS-CHAIRMAN \$1500/YEAR — STEVE GREGORY-VICE CHAIR \$1200/YEAR — MARK MILLER-SECRETARY \$1200/YEAR

Fiscal Year 2008

BILL DAVIS-CHAIR \$1500/YR — STEVE GREGORY-V. CHAIR \$1200/YR  
MARK ROBERT MCGIMSEY-SECRETARY \$1200/YR

Fiscal Year 2007

BILL DAVIS-CHAIR \$1500/YR — STEVE GREGORY-V. CHAIR \$1200/YR  
ROBERT MCGIMSEY-SECRETARY - \$1200/YR

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? 1989 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  POLICY ALLOWS MANAGER

11. Do you have a nepotism policy in place for board members/employees? Yes  No  TO RECEIVE AN OCCASIONAL MEAL PAID BY INDUSTRY REPRESENTATIVES. If yes, when was it instituted? 1989 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? 1989 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? \$5155.12

Submitted by Name Conny Harding Title: G.M. Date: 11.23.09

**Morganton ABC Board**

**Benefits received by all Full Time employees:**

1. Health Insurance
2. Earned vacation pay (set by schedule based on years of continuous service)
3. Earned sick leave (all employees earn 8 hours per month)
4. Bonus pay (Percentage of salary, set by schedule based on years of continuous service)

**Section 5. Limitation on Employment of Relatives.** Two members of an immediate family shall not be employed at the same time. Immediate family is defined as wife, husband, mother, father, daughter, son, sister, brother, half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.

**Section 6. Probationary Period.** All trainees shall serve a probationary period of ninety (90) days. Employees serving a probationary period shall receive all benefits provided in accordance with this Resolution with the following exceptions or as otherwise provided:

- (a) The employee may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period unless the denial of such leave shall create an unusual hardship. Vacation leave may be granted to such employee only with the approval of the Board.
- (b) The employee, if dismissed during the probationary period, shall not be eligible for terminal pay for accumulated vacation leave, nor shall he be entitled to exercise the right to appeal his dismissal.

Before the end of the probationary period, the General Manager shall indicate in writing to the Board:

- (a) that he has discussed with the employee the employee's accomplishments, failures, strengths, and weaknesses,
- (b) whether the employee is performing satisfactory work,
- (c) whether the employee should be given a merit salary increase,
- (d) whether the employee, if a new appointee, should be discharged, or
- (e) whether the employee, if on probation following a promotion, should be reinstated in his former class.

A new appointee may be dismissed at any time during the probationary period if the General Manager determines that the employee is incapable of performing assigned duties satisfactorily.

**Section 7. Reinstatement.** An employee who has been separated because of reduction in force or who has resigned while in good standing shall be credited with his or her previously accrued sick leave if reinstated within five years. If the reinstated employee shall have continued to be a member of the Local Governmental Employees' Retirement System, he or she shall receive full credit for all accrued contributions to the time of his separation.

## TRAVEL POLICY

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

Expenses to attend ABC conferences, seminars or other official meetings and other travel on official business will be paid or reimbursed to the attendee. No expenses for an accompanying spouse will be paid.

The Board credit card can be used to pay for eligible expenses. The credit card can not be used for spouse or non-reimbursable expenses. The customer copy of a credit card charge and an itemized expense statement shall be turned in with the expense report.

Reimbursable expenditures will include:

1. Hotel/motel accommodations at the lowest prevailing single room rate
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. Necessary taxi fees when private vehicle travel is not reasonable
7. Baggage handling tips
8. One telephone call home per attendee to advise of safe arrival
9. Conference registration fees
10. Telephone calls relating to Board business
11. 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. Allowable meal expenses at other than the conference site shall not exceed the cost of the group meal 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 the signatures of two Board members or a board member and the Finance Officer, except that no person shall approve his own expenses.

Non-reimbursable 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 City of Morganton ABC Board on the 9<sup>th</sup> day of March, 2000.

**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 MT HOLLY ABC BOARD

**ABC Employees**

1. How many employees does your ABC system have? full-time 1 part-time 8  
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>Tammy L. Thomas</u>	TITLE <u>Store manager</u>
SALARY \$ <u>32,637.91</u> <small>Merit</small>	BONUS \$ <u>1,158.26</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>
NAME <u>Jack P. Hendrix</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>13,653.64</u> <small>Merit</small>	BONUS \$ <u>544.00</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u> <small>Paid Time off</small>
NAME <u>Von L. Toagwell</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,965.91</u> <small>Merit</small>	BONUS \$ <u>145.79</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/25/08</u> <small>Paid Time off</small>
NAME <u>Barbara A McNeil</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,373.15</u>	BONUS \$ <u>169.77</u> BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>4/16/08</u> <small>No Longer employed</small>
NAME <u>Sidna K. Marchant</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>6,567.55</u>	BONUS \$ <u>0</u> BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>8/6/08</u> <small>No Longer employed</small> <small>Not employed 1 yr</small>

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

NAME <u>Tammy L. Thomas</u>	TITLE <u>Store Manager</u>
SALARY \$ <u>31,491.01</u> <small>Merit</small>	BONUS \$ <u>486.72</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>
NAME <u>Jack P. Hendrix</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>14,420.49</u> <small>Merit</small>	BONUS \$ <u>135.41</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u> <small>Paid Time off</small>
NAME <u>James M. Adams</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,779.38</u> <small>Merit</small>	BONUS \$ <u>52.99</u> BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>6/28/06</u> <small>No Longer employed</small>
NAME <u>Alice T. McCarthy</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>9,578.31</u> <small>Merit</small>	BONUS \$ <u>0</u> BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>10/17/07</u> <small>No Longer employed</small> <small>Not employed 1 yr</small>
NAME <u>Shelia McCurry</u>	TITLE <u>Sales Associate</u>
SALARY \$ <u>6,361.42</u> <small>Merit</small>	BONUS \$ <u>101.81</u> BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>12/16/06</u>

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

NAME <u>Tammy L. Thomas</u>	TITLE <u>Store Manager</u>
SALARY \$ <u>24,235.47</u> <small>Merit</small>	BONUS \$ <u>239.66</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9/19/05</u>
NAME <u>Mike Dickson</u>	TITLE <u>Store manager</u>
SALARY \$ <u>15,757.00</u> <small>Merit</small>	BONUS \$ <u>301.40</u> BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/15/05</u>

Year Mike Dickson opened Cramerton Store.  
Tammy Thomas hired as Manager MT. Holly

NAME Cecil P. Smith Jr. TITLE Sales Associate <sup>No</sup> <sub>Longer</sub>  
 SALARY \$ 13,769.71 BONUS \$ 0 BENEFITS Yes \_\_\_ No  HIRE DATE 7/14/06 <sub>employed</sub>  
Merit NOT 1 yr

NAME Jack P. Hendrix TITLE Sales Associate  
 SALARY \$ 13,881.87 BONUS \$ 0 BENEFITS Yes  No \_\_\_ HIRE DATE 9/19/05

NAME James M. Adams TITLE Sales Associate <sup>No</sup> <sub>Longer</sub>  
 SALARY \$ 7,527.30 BONUS \$ 0 BENEFITS Yes \_\_\_ No  HIRE DATE 6/28/06 <sub>employed</sub>  
Merit

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

Carlton Brorme, Kathy Drumm, Janice McRorie  
All Recieve \$ 100.00 Per Month

Fiscal Year 2008

Same AS 2009

Fiscal Year 2007

Same AS 2009

- Do your board members receive insurance or retirement benefits? Yes \_\_\_ No  If yes, what are they? \_\_\_\_\_
- Do your board members receive other compensation for their service Yes \_\_\_ No  If so, what? \_\_\_\_\_
- Do you have a travel policy for board members/employees? Yes  No \_\_\_ If yes, when was it instituted? \_\_\_ Please attach a copy. Same AS Gastonia
- Do you have an ethics policy in place for board members/employees? Yes  No \_\_\_ If yes, when was it instituted? \_\_\_ Please attach a copy. Same AS Gastonia
- Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes  No \_\_\_ Same as Gastonia
- Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes \_\_\_ No  Same as Gastonia
- Do you have a nepotism policy in place for board members/employees? Yes  No \_\_\_ If yes, when was it instituted? \_\_\_ Please attach a copy. we abide by rule Commission 2R.1009(B)
- 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. Same as Gastonia
- 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? \_\_\_\_\_
- 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 Carlton R. Brorme Title: CHAIRMAN Date: 12-01-2009

## LIST OF BENEFITS TOP 5 EMPLOYEES

1. Paid Health Insurance, Dental ,STD, paid time off ,  
paid Holidays.
2. Paid time off
3. Paid time off
- 4.0
- 5.0

### **MT.HOLLY ABC Board Statement of Ethics**

The MT.HOLLY ABC Board has adopted the following Code of Ethics in its commitment to serve the Citizens of MT.HOLLY in the execution of its responsibilities as ABC Board members:

- (1) The Board will obey and adhere to all laws and policies regarding its official actions taken as Board members.
- (2) The Board will uphold the integrity and independence of its office by making decisions that are based on the public good and not on its desires or considerations of special interest.
- (3) The Board will avoid impropriety in the exercising of its official duties in an effort to be “especially responsible citizens” who honor the public trust invested in it as it carries out its duties. The Board fully concurs that its official actions should be above reproach.
- (4) The Board will faithfully perform the duties of the office entrusted to it.
- (5) The Board will conduct its affairs in an open and public manner, including complying with all applicable laws governing open meetings and public records.

Duly adopted by the Board November 25, 2009 and written into minutes.

MT.HOLLY ABC System Travel Policy – Adopted May 29, 1990

It is the responsibility of each Board Member, Executive Director, and employee of the System to account for expenses incurred while traveling on ABC Business by providing proper receipts to document expenses in keeping with IRS rules and other policies and directives.

The ABC System will pay for transportation for Board members and employees only. Spouses' expenses will not be paid by the Board. If transportation is by personal vehicle, mileage driven will be paid at the rate per mile as allowed by the IRS standard business mileage rates.

The ABC System will pay for the Board member and eligible employee's registration fees and meals incurred while travelling on ABC business to state and national conventions or any other reasonable and necessary travel incurred while travelling to other locations in the course of conducting ABC business such as post office, bank, city offices, etc.

The System will pay for negotiated room rates (single or double occupancy) since these rates are the same whether one or more individuals occupy the room. Any upgrades must be at the expense of the individual and not the Board.

All authorization for travel must be preapproved by the Board of Directors in a regular monthly Board meeting and included in the minutes for that meeting. All other employee travel must be approved by the Executive Director (post office, daily bank deposits, etc.).

The System will reimburse all reasonable and customary expenses, including incidentals, incurred while participating in activities relating to MT.HOLLY ABC Board business. Receipts are required for expenses incurred such as, but not limited to, lodging, airfare, car rentals, telephone calls, meals, etc.

Upon completing a trip, each Board member or employee is responsible for filling out an expense report and must have it approved for reimbursement by the Chairman, Secretary, Treasurer, or Executive Director within 30-60 days of when the travel expenses were incurred. The System's standard expense forms will be used for this purpose.

Revisions: Feb. 28, 1996; Sept. 30, 1997; Sept. 23, 2009

(Reviewed and accepted Nov. 25, 2009)

**MT.HOLLY ABC System Gift Policy – adopted March 19, 1997**

**MT.HOLLY ABC System Gift Policy**

The MT.HOLLY ABC Board has issued the following gift policy statement that pertains to all MT.HOLLY ABC System employees and Board members.

No gifts of any sort are to be accepted by any employee or board member of the MT.HOLLY ABC System. This includes advertising novelties such as lighters, bottle or can openers, etc.

No ABC System employee or Board member can accept any money, services, equipment, furniture, fixtures or any other thing of value. A thing of value includes all of the above plus gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees, and meals.

As an exception, we will allow modest hospitality provided by an industry member, organization, or association to all attendees as an integral part of the North Carolina Association of ABC Boards meetings or in conjunction with an NABCA conference.

In summary, it is the policy of the MT.HOLLY ABC System, and ABC Board, not to accept any gifts or things of value from industry.

(Reviewed and accepted as written by the Board Nov. 25, 2009)

## MT.HOLLY ABC System's process of administering compensation for the System's employees

Prior to the November meeting each year, the Director is asked to assemble information reflecting the following components:

- a- What other local boards are granting in wage increases if available.
- b- What the City of MT.HOLLY is granting in wage increases.
- c- What the rate of inflation is for the Southeastern region is for the most recent reporting period.
- d- Prepare a spread sheet reflecting the cost of a general wage increase is based on incremental units ie 1%, 1.5%, 2%, 2.5%, 3%, etc.
- e- Prepare a second spread sheet reflecting the cost of granting merit pay for performance using the same format listed above.
- f- Using this data, the Board grants a general and/or merit increase after considering the any single or combined increases on the System's cash flow and operating expense ratios.
- g- The value of doing increases this way, grants a general increase to offset the cost of living incurred by the System's employees but is a reoccurring expense which raises the employees compensation level when the same procedure is undertaken the next calendar year, therefore the merit component awards performance, but is a one-time payout which does not add to the base wages for the employee the next calendar year.
- h- The Board also does a review of its compensations ranges for each category of employment from time to time to make sure that the ranges are competitive for the local market and to avoid wage compression issues. The Board usually takes into consideration what the City of MT.HOLLY wages are as part of this review and information, if available, from other Boards of similar size.
- i- After setting compensation ranges for the System's employees (low to high), the Director is allowed to pay employees fairly within those ranges when a new hire comes on board based on qualifications, etc.
- j- All merit pay is granted based on the employee's annual review and a sliding scale.

(Instituted 1995)

(Reviewed and accepted by the Board Nov. 25, 2009)

RECEIVED

NOV 30 2009

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

NC ABC COMMISSION

Name of ABC System Mount Pleasant 68

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 0  
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 Melvin A. Bost TITLE Manager  
SALARY \$ 13,866.69 BONUS \$ 0 BENEFITS Yes  No  HIRE DATE 11/13/08

NAME Donald Eudy TITLE Manager - Retired  
SALARY \$ 13,866.56 BONUS \$ 400.00 BENEFITS Yes  No  HIRE DATE 3/17/97

NAME Christal T. Layton TITLE Asst. Manager  
SALARY \$ 17,067.62 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 8/20/07

NAME Donna G. Jones TITLE Clerk  
SALARY \$ 12,191.62 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 8/19/08

NAME Edward K. Walters TITLE Clerk  
SALARY \$ 3,466.67 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 6/24/94

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

NAME Donald L. Eudy TITLE Manager  
SALARY \$ 20,799.89 BONUS \$ 1500.00 BENEFITS Yes  No  HIRE DATE 3/17/97

NAME Edward K. Walters TITLE Asst. Manager  
SALARY \$ 20,799.89 BONUS \$ 500.00 BENEFITS Yes  No  HIRE DATE 6/24/94

NAME Christal T. Layton TITLE Clerk  
SALARY \$ 10,396.15 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 8/20/07

NAME Donna G. Jones TITLE Clerk  
SALARY \$ 1729.35 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 2/19/07

NAME Donald Scott sr. TITLE Clerk  
SALARY \$ 890.95 BONUS \$ \_\_\_\_\_ BENEFITS Yes  No  HIRE DATE 2/14/07

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

NAME Donald L. Eudy TITLE Manager  
SALARY \$ 20,496.52 BONUS \$ 500.00 BENEFITS Yes  No  HIRE DATE 3/17/97

NAME Edward K Walters TITLE Asst. Manager  
SALARY \$ 20,713.20 BONUS \$ 500.00 BENEFITS Yes  No  HIRE DATE 6/24/94

NAME Daniel E. Culp TITLE Clerk  
SALARY \$ 14,559.93 BONUS \$ 500.00 BENEFITS Yes  No  HIRE DATE 4/2/79

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

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

Fiscal Year 2008

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

Fiscal Year 2007

Herman H. Watts, Chairman \$1960.00 / Lee A. Klutz \$1720.00  
Robert D. Barringer \$1720.00

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 \_\_\_ NA

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

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? \$0.00

Submitted by Name Melvia Bort Title: Manager Date: 11/23/09

## Mt. Pleasant ABC Board Employee Benefits Summary

The following benefits are extend to fulltime employees only

1. Health, Dental and Vision Insurance
2. Vacation

6 Days after first year

8 Days after 2nd year

10 Days after 3<sup>rd</sup> year

12 Days after 4<sup>th</sup> year

12 Day maximum, no carry over

3. Sick Leave – 1 Day per month
4. Holidays

New Year's Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Day

Day after Christmas