

**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 Beaufort County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 14 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 JoKay Smith TITLE Supervisor
SALARY\$ 41,988. BONUS \$ 3,248.50 BENEFITS Yes No _____ HIRE DATE 5/79

NAME Morgan Sparrow TITLE Store Manager
SALARY\$ 33,984. BONUS \$ 216.56 BENEFITS Yes No _____ HIRE DATE 12/77

NAME Cindy Douglas TITLE Office Manager
SALARY\$ 29,160. BONUS \$ 216.56 BENEFITS Yes No _____ HIRE DATE 8/94

NAME Charlie Hopkins TITLE Store Manager
SALARY\$ 26,208. BONUS \$ 216.56 BENEFITS Yes No _____ HIRE DATE 6/88

NAME Tony Jackson TITLE Store Manager
SALARY\$ 25,560. BONUS \$ 216.56 BENEFITS Yes No _____ HIRE DATE 9/88

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

NAME Jokay Smith TITLE Supervisor
SALARY\$ 39,984. BONUS \$ 4,331. BENEFITS Yes No _____ HIRE DATE 5/79

NAME Willie Keech TITLE Store Manager
SALARY\$ 36,072. BONUS \$ 189.50 BENEFITS Yes No _____ HIRE DATE 4/72

NAME Morgan Sparrow TITLE Store Manager
SALARY\$ 33,120. BONUS \$ 189.50 BENEFITS Yes No _____ HIRE DATE 12/77

NAME Cindy Douglas TITLE Office Manager
SALARY\$ 28,440. BONUS \$ 189.50 BENEFITS Yes No _____ HIRE DATE 8/94

NAME Charlie Hopkins TITLE Assistant Manager
SALARY\$ 25,224. BONUS \$ 189.50 BENEFITS Yes No _____ HIRE DATE 6/88

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

NAME JoKay Smith TITLE Supervisor
SALARY\$ 39,984. BONUS \$ 4,331. BENEFITS Yes No _____ HIRE DATE 5/79

NAME Willie Keech TITLE Store Manager
SALARY\$ 35,064. BONUS \$ 189.50 BENEFITS Yes No _____ HIRE DATE 4/72

NAME Morgan Sparrow TITLE Store Manager
SALARY\$ 32,208. BONUS \$ 189.50 BENEFITS Yes No HIRE DATE 12/77

NAME Cindy Douglas TITLE Office Manager
SALARY\$ 27,360. BONUS \$ 189.50 BENEFITS Yes No HIRE DATE 8/94

NAME Charlie Hopkins TITLE Assistant Manager
SALARY\$ 24,360. BONUS \$ 189.50 BENEFITS Yes No HIRE DATE 6/88

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

Fiscal Year 2008

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? 9/05 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? 4/99 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.
(Have a starting salary of \$19,000.)
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? \$696.00

Submitted by Name JoKay Smith Title: Supervisor Date: 11/23/09

3. Health Insurance

Local Governmental Employees Retirement

4. 2009

Joe Lee Hollowell	\$1800.
Donald Sadler	1200.
Danny Slade	1200.

2008

Joe Lee Hollowell	\$1800.
Donald Sadler	1200.
Danny Slade	1200.

2007

Joe Lee Hollowell	\$1800.
Jimmy Hodges	1200.
Donald Sadler	1200.

11. Employment of Relatives

While employment of two members of an immediate family is not desirable, it is not prohibited by this Board. Should this circumstance occur, it shall be the duty of the Administrator to prevent the employment of such relatives within the same store or department.

(**)(Please note we do not have any employee/relatives working at this time.)

TRAVEL POLICY
REVISED SEPTEMBER 22, 2005

1. The purpose of this policy is to establish procedures for authorization and reimbursement of travel expenses by employees and appointed officials for the purpose of conducting ABC Board business.

2. Applicability and Definitions:
 - (A) Applicability of travel policy.
All employees and officials of the Beaufort County ABC Board are subject to this policy.
 - (B) Definitions:
 - (1) Board – Beaufort County ABC Board
 - (2) Board Member – An appointed official of the Beaufort County ABC Board.
 - (3) Travel – Going from the normal job location to a site located more than 2 miles from the normal job location to conduct Board business.
 - (4) Supervisor – General manager employed by the Board.

3. Travel Authorization:
 - (A) All normal travel between units of the ABC Board or required travel within Beaufort County need only the approval of the Supervisor.
 - (B) The Supervisor may approve all in-state travel not exceeding 300 round-trip miles when overnight accommodations are not required.
 - (C) In-state travel exceeding 300 round-trip miles when overnight accommodations are not required may be approved verbally by the Board Chairman, or by a Board member if the Chairman is not available to make such approval.
 - (D) All travel when overnight accommodations are required must be approved by the Board. However, in the event such travel must be made prior to the Board's next meeting, verbal approval may be obtained from over one-half of the Board members.
 - (E) The Board's ABC law enforcement officer shall have unlimited use of the Board's law enforcement vehicle unless otherwise specifically instructed by the Supervisor.

TRAVEL POLICY

4. Travel Advances:

Travel advances represent a payment of ABC Board funds to an employee or official for travel costs which have not yet been incurred. Advances should not be used as interest free loan to employees or officials. However, the employee or official of the unit should not be expected to endure a financial hardship, even for a short period of time, in order to conduct the Board's business. Advances will be made in consideration of the amount of expected travel costs. If advances exceed the actual costs, repayment to the Board should be made within 5 days of the trip completion. Either the Supervisor or the Board Chairman may approve travel advances.

5. Transportation-Meals-Lodging:

- (A) Commercial costs of travel such as bus, train, rental car or airplanes while conducting Board business, will be reimbursed providing such costs are incurred and receipt supported.
- (B) Since the Board does not own vehicles suitable for travel other than the law enforcement officers vehicle, the Board encourages the use of personal vehicles for Board business. When personal vehicles are used for Board business, accurate mileage will be reported and reimbursement will be made on the basis of *40.5 cents per mile.
- (C) While travel expenses from an employees home to their normal place of work is not reimbursed by the Board, an employee who is requested to work at another location may be paid on the basis of *40.5 cents per mile or a predetermined trip allowance rate at the discretion of the Supervisor. Also, a reasonable travel rate will be paid to appointed Board members to attend scheduled Board meeting. Any changes in trip allowance rates must be approved by the Board at their next regular meeting.
- (D) While conducting Board business, all lodging costs will be paid or reimbursement made by the Board as long as the employee/official has incurred such costs and is receipt supported.
- (E) While conducting Board business, all reasonable costs for meals will be paid or reimbursed by the Board as long as the employee/official has incurred such costs and is receipt supported.

* Rate may change according to Mileage allowance based on Internal Revenue allowable charge.

September 22, 2005

TRAVEL POLICY

- (F) While conducting Board business, all reasonable tips, parking fees, taxi service, etc. are reimbursable costs even though they are not receipt supported.

6. Travel Limitations:

Attendance at conventions and conferences pertaining to Board business may be attended by all Board members and the Supervisor and attendance at conventions, and conferences pertaining to ABC law enforcement matters may be attended by the law enforcement officer, providing Board approval for such attendance is made prior to the convention or conference. All costs for such attendance is reimbursement by the Board subject to the limitations of section 5 of this policy.

- 7. Any section of this policy may be changed by the Board at any time. The Board also has the authority to rule on the intent and /or applicability of this policy to any specific request by an employee or official who requests reimbursement for travel costs that are not specified in this policy.

GIFT POLICY

Definitive rules have been set by the North Carolina A.B.C. Commission regarding the issuance of gifts or inducements by industry personnel to A.B.C. employees, and the acceptance of same. Also, the North Carolina General Statutes address this subject, and it is a matter which is now viewed with much scrutiny.

No official or employee of the Beaufort County A.B.C. Board shall accept any gift of value, whether in the form of service, loan, thing, or promise, from any person interested directly or indirectly in doing business with this board. Nor shall any official or employee:

- (1) Accept any gift, favor, or thing of value that may tend to influence the employee in the discharge of duties; or
- (2) Grant in the discharge of duties any improper favor, service, or thing of value.

For the purpose of defining N.C. General Statute 18B-1116 (a) (3), a "thing of value or gift" is any 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. Advertising novelties will not be construed to be "a thing of value".

To clarify the board's position on acceptance of gifts, the following rules shall apply:

- (1) Distiller representatives shall not give liquor, gifts of value, or advertising novelties to store personnel. A distillery or liquor representative is prohibited from entering an ABC store except for the purpose of calling on the "buyer" or general manager, making a purchase, or constructing a point-of-sale display which has been pre-approved by administration.

- (2) Advertising novelties are defined but not limited to: disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key-chains, shot glasses or other glassware, sunglasses, or other items which bear advertising matter. An industry representative may not give advertising novelties to store employees. Items may be given to the general manager for disbursement to the employees. An employee who asks for gifts of any kind is equally as guilty as the representative who gives the gift.
- (3) The board will allow modest hospitality provided by an industry member to eligible employees or officials. An unsolicited meal is deemed an acceptable business practice. Also, participation in social functions at ABC meetings or conferences, which are sponsored by industry representatives, is also permitted.

While every situation which might arise may not be addressed in this policy, an employee or official must act with prudence as to avoid any conflict of state law or regulations.

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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 Belville ABC #132

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 Wanda Bordeaux TITLE Supervisor
SALARY \$ 46,493.39 BONUS \$ _____ BENEFITS Yes No HIRE DATE 1-23-2000

NAME Michele York TITLE Manager
SALARY \$ 29,314.19 BONUS \$ _____ BENEFITS Yes No HIRE DATE 4-28-2000

NAME Amy Strange TITLE Manager
SALARY \$ 24,800.37 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8-25-06

NAME Jennifer Wilkes TITLE Part time Clerk
SALARY \$ 14,459.52 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-21-06

NAME Tammy Chadwick TITLE Clerk - New Hire
SALARY \$ 4,760.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 9-19-09

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

NAME Wanda Bordeaux TITLE Manager
SALARY \$ 37,926.35 BONUS \$ _____ BENEFITS Yes No HIRE DATE 1-23-2000

NAME Michele York TITLE Asst Mgr
SALARY \$ 24,142.95 BONUS \$ _____ BENEFITS Yes No HIRE DATE 4-28-2000

NAME Sandra Loftin TITLE clerk
SALARY \$ 17,219.44 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-27-06

NAME Amy Strange TITLE Clerk
SALARY \$ 17,383.13 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8-25-06

NAME Jennifer Wilkes TITLE Part time Clerk
SALARY \$ 12,574.82 BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

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

NAME Wanda Bordeaux TITLE Manager
SALARY \$ 35,209.20 BONUS \$ _____ BENEFITS Yes No HIRE DATE 1-23-2000

NAME Michele York TITLE asst mgr
SALARY \$ 22,405.16 BONUS \$ _____ BENEFITS Yes No HIRE DATE 4-28-2000

NAME Sandra Laflin TITLE Clerk
SALARY \$ 1786.65 BONUS \$ _____ BENEFITS Yes No HIRE DATE 6-27-06

NAME Amy Strange TITLE Clerk
SALARY \$ 1774.78 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8-25-06

NAME Jennifer Wilkes TITLE Part Time Clerk
SALARY \$ 1627.64 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11-21-06

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
Howard Armistead \$2700⁰⁰ Steve Woodham 1200⁰⁰ yr
Tony Huskey \$1500⁰⁰
- Fiscal Year 2008
Howard Armistead 2700⁰⁰ Steve Woodham 1200⁰⁰ yr
Tony Huskey 1500⁰⁰
- Fiscal Year 2007
Richard Hanson 1250⁰⁰ Tony Huskey 1500⁰⁰
Howard Armistead 1125⁰⁰

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? Members + Employees are paid Federal Rate for mileage when appropriate.
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? 1004⁰⁰

Submitted by Name Wanda Bredemeyer Title: Supervisor Date: 11-24-09

Belville ABC Board #132

Benefits Paid to 5 Highest Paid Employees:

Health Insurance

SEP IRA

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Name of ABC System Bastee ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 2
 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 JUDY HARRELL TITLE Gen Manager
 SALARY \$ 27689.10 BONUS \$ 0 BENEFITS Yes No HIRE DATE 11-1-93

NAME EDWARD WHITE TITLE Clerk
 SALARY \$ 22971.16 BONUS \$ 0 BENEFITS Yes No HIRE DATE 4-1-89

NAME ROBERT DUNLOW TITLE Part Time Worker
 SALARY \$ 9738.14 BONUS \$ 0 BENEFITS Yes No HIRE DATE 8-11-03

NAME CARROLL BOWEN TITLE Part time Worker
 SALARY \$ 9181.74 BONUS \$ 0 BENEFITS Yes No HIRE DATE 4-1-05

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

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

NAME JUDY HARRELL TITLE Gen Manager
 SALARY \$ 27689.10 BONUS \$ 0 BENEFITS Yes No HIRE DATE 11-1-93

NAME EDWARD WHITE TITLE Clerk
 SALARY \$ 22971.16 BONUS \$ 0 BENEFITS Yes No HIRE DATE 4-1-89

NAME Leslie Parker TITLE Manager of Powellville
 SALARY \$ 21502.84 BONUS \$ 0 BENEFITS Yes No HIRE DATE 2-2-91

NAME Robert Dunlow TITLE PART TIME
 SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 8-11-03

NAME Carroll Bowen TITLE Part Time
 SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 4-1-05

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

NAME JUDY HARRELL TITLE Gen Manager
 SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 11-1-93

NAME EDWARD WHITE TITLE Clerk
 SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 4-1-89

NAME Leslie Parker TITLE Manager of Paved Driveway
SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 8-12-91

NAME Horace Mitchell TITLE Manager of Ashland
SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 2-24-93

NAME Robert Penlow TITLE Part Time
SALARY \$ _____ BONUS \$ 0 BENEFITS Yes No HIRE DATE 5-11-03

- 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

William Freeman - William Price - Eddie Wafford

Fiscal Year 2008

William Freeman - William Price - Eddie Wafford

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

Submitted by Name Judy Harrell Title: Gen Manager Date: 12-7-09

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 Bessemer City

ABC Employees

1. How many employees does your ABC system have? full-time 1 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 Maxine H. Pasout TITLE Manager
SALARY \$ 29,425.00 BONUS \$ 4,500.00 BENEFITS Yes No HIRE DATE 5/19/1990

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

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

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

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

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

NAME Maxine H. Pasout TITLE Manager
SALARY \$ 29,425.00 BONUS \$ 4,500.00 BENEFITS Yes No HIRE DATE 5/19/1990

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

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

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

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

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

NAME Maxine H. Pasout TITLE Manager
SALARY \$ 29,425.00 BONUS \$ 4,500.00 BENEFITS Yes No HIRE DATE _____

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

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

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

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

- 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

Scott Wood - Chairman \$ 225,000 quarterly = \$ 900,000 yearly
Curtis Williams + Roy Blyne \$ 100,000 yearly

Fiscal Year 2008

Same as Above

Fiscal Year 2007

Same as Above

- 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.
- Do you have an ethics policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
- Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No
- Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No
- Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
- 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.
- 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?

Submitted by Name James H. Casale Title: Manager Date: 12-1-09

Bessemer City ABC Board

Benefit's for Fulltime Employee's

Medical and Dental Insurance
Retirement

**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 Black Mountain ABC Board

ABC Employees

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

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

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

NAME David M. Turbyfill TITLE Manager
SALARY \$ 44,500.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 8/12/1974

NAME Terry E. Griffin TITLE Head Clerk
SALARY \$ 34,400.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12/15/1983

NAME Kenneth R Teague TITLE Office manager
SALARY \$ 29,165.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 7/15/2003

NAME Michael David Dyer TITLE Clerk
SALARY \$ 26,165.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 10/17/2002

NAME Wesley R. Reece TITLE clerk
SALARY \$ 10.75 per hr. BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12/15/2006

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

NAME David M. Turbyfill TITLE Manager
SALARY \$ 44,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 8/12/1974

NAME Terry E. Griffin TITLE Head clerk
SALARY \$ 34,400.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12/15/1983

NAME Kenneth R Teague TITLE office manager
SALARY \$ 29,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 7/15/2003

NAME Michael David Dyer TITLE clerk
SALARY \$ 26,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 10/17/2002

NAME Wesley R. Reece TITLE Clerk
SALARY \$ 10.75 per hr. BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12/15/2006

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

NAME David M. Turbyfill TITLE Manager
SALARY \$ 42,800.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 8/12/1974

NAME Terry E. Griffin TITLE Head clerk
SALARY \$ 33,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 12/15/1983

NAME Kenneth R Teague TITLE office manager
 SALARY \$ 28,000.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 10/17/2002
 NAME Michael David Dyer TITLE clerk
 SALARY \$ 25,150.00 BONUS \$ 500.00 BENEFITS Yes No HIRE DATE 10/17/2002
 NAME Wesley R. Reece TITLE clerk
 SALARY \$ 10.25 pub BONUS \$ 0 BENEFITS Yes No HIRE DATE 12/15/2006

- 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

Donna Hughes - 900.00
John Sobel - 600.00 Lloyd Spaulding 600.00

Fiscal Year 2008
Donna Hughes - 900.00
John Sobel - 600.00 Lloyd Spaulding - 600.00

Fiscal Year 2007
Donna Hughes - 900.00
John Sobel - 600.00 Lloyd Spaulding - 600.00

- 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.
- Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
- Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No na
- Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No na
- Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? 4/99 Please attach a copy.
- 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.
- 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?

Submitted by Name Donna M. Hughes Title: Chairman Date: 11-25-09
ABC Board

Black Mountain ABC Store

Benefits paid to the 5 highest paid employees:

Health insurance: Store pays 100%

Dental insurance: Store pays 100%

Retirement: Store pays 9% from gross pay, employee pays 6% from gross pay.

ARTICLE 4. APPOINTMENTS, DISMISSAL, AND DEMOTION.

Section 1. Applicability of Article. The provisions of this article apply to all employees except those exempted.

Section 2. Employment Opportunities. The Board may publicize opportunities for employment with the governmental unit including the salary ranges and employment qualifications for positions to be filled.

Section 3. Recruitment. Management shall be responsible for assisting the Board in recruiting new employees. A police and public records check on any prospective employee may be made prior to recommending the person for employment. Before any commitment is made to an applicant, management shall forward the applicant's completed application form and the public record investigation to the Board with a recommendation as to the position to be filled and the salary to be paid. After investigating the duties and responsibilities of the position and the qualification and experience of the applicant, the Board shall determine the classification and the starting salary to be paid if the applicant is employed. All recruitment sources shall be advised of the Equal Opportunity Policy and advertisements shall contain assurance of Equal Opportunity Employers.

Section 4. Appointments. The Board shall appoint all employees except otherwise provided by the law.

Section 5. Qualification Standards. Employees shall meet the employment standards established by the State ABC Commission, the position classification plan and such other reasonable minimum standards as to character, aptitude, and the ability to meet the public. A pre-employment medical examination at the applicants expense may be required to determine whether a physical condition exists that would limit or prevent an employee from performing the required duties. No employee shall be required to belong to a particular party as a condition of employment.

Section 6. Limitations on Employment of Relatives. Two members of an immediate family shall not be employed in the same administrative department at the same time. Neither shall two members of an immediate family be employed at the same time if such employment will result in an employee directly supervising a member of his immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the same time of this adoption of this section. 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 7. Probationary Period. All trainees shall serve a probationary period of 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 with the approval of the manager.
- (b) the employee, if dismissed during the probationary period, shall not be eligible for terminal pay for accumulated vacation leave, nor shall be entitled to exercise the right to appeal his dismissal.

Before the end of the probationary period, management shall indicate 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

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 Blowing Rock

ABC Employees

1. How many employees does your ABC system have? full-time 2 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 Edith Nations TITLE GENERAL MANAGER
 SALARY \$ 37,000.00 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 11-26-02

NAME Terry Houston TITLE ASSITANT MANAGER
 SALARY \$ 29,500.00 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 11-10-05

NAME Richard Gragg TITLE CLERK
 SALARY \$ 12,409.94 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 8-1-1995

NAME Johnny Matheson TITLE CLERK
 SALARY \$ 12,151.10 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 9-18-2000

NAME DANIELLE SEIP TITLE CLERK
 SALARY \$ 12,159.20 BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 3-6-2007

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

NAME Edith Nations TITLE GENERAL MANAGER
 SALARY \$ 35,589.92 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 11-26-02

NAME Terry Houston TITLE ASSITANT MANAGER
 SALARY \$ 28,324.08 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 11-10-05

NAME Richard Gragg TITLE CLERK
 SALARY \$ 11,811.00 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 8-1-1995

NAME Johnny Matheson TITLE CLERK
 SALARY \$ 12,198.00 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 9-18-2000

NAME DANIELLE SEIP TITLE CLERK
 SALARY \$ 10,1089.00 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 3-6-2007

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

NAME Edith Nations TITLE GENERAL MANAGER
 SALARY \$ 30,490.00 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 11-26-02

NAME Terry Houston TITLE ASSITANT MANAGER
 SALARY \$ 24,274.00 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 11-10-05

NAME Amornchai Brockway TITLE Clerk
 SALARY \$ 14,507.50 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 5-17-04

NAME Johnny Matheson TITLE CLERK
 SALARY \$ 11,291.50 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 9-18-2000

NAME Richard Gragg TITLE CLERK
 SALARY \$ 11,190.00 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 8-1-1995

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

Robert Miller - \$1500.00 SUSIE GREENE - \$1200.00
DAVID GREENE - \$1200.00

Fiscal Year 2008
Robert Miller - \$1500.00 SUSIE GREENE - \$1200.00
DAVID GREENE - \$1200.00

Fiscal Year 2007
Robert Miller - \$1500.00 SUSIE GREENE - \$1200.00
DAVID GREENE - \$1200.00

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

Submitted by Name Edith NATIONS Title: GENERAL MAN. Date: 11-30-09

Blowing Rock ABC Employee Handbook

In unusual cases, and for specific reasons approved by the General Manager, the probationary period may be extended for a maximum period of six additional months. In such cases, the employee will be notified of the purpose of the extension, the length of the extension, and the performance expectations.

During the probationary period, the General Manager will monitor the progress of the employee and will discuss with the employee his or her performance. Through open communication, the employee should receive a clear understanding of what is expected related to job performance and a periodic assessment of his or her job strengths and weaknesses.

Before the completion of the probationary period, the General Manager will make a written recommendation to the Board with regard to whether the employee should be retained in his or her position as a regular-status employee, dismissed, or whether the probationary period should be extended, if possible.

Section 4.05 Regular Status

A probationary employee will be granted regular status after satisfactory completion of the probationary period, as evidenced by the evaluation reports and a recommendation by the General Manager.

Section 4.06 Employment of Relatives

The ABC Board will not simultaneously employ more than one member of an immediate family. For the purpose of this section, "immediate family" is defined to include spouse; a spousal type relationship which has not been legally certified; parent (includes foster, step, in-law); sibling (includes foster, step, in-law, and adoptive); children (includes foster, step, and adoptive); grandparent or grandchild; aunt or uncle; niece or nephew; and any other relative living in the same household as the employee. Board members' family would be ineligible for hire.

Section 4.07 Demotion

Any employee whose work in his or her present position is unsatisfactory or who fails to maintain acceptable standards of personal conduct may be demoted to a lower classification provided that the General Manager and the ABC Board feel that the employee is capable of satisfactory performance in that new position. This personnel action would be considered an involuntary demotion.

An employee may wish to have a position with less complex duties and responsibilities, and, therefore, may request a demotion that is unrelated to unsatisfactory performance or failures in personal conduct. Such a demotion, if approved by the General Manager and the ABC Board, would be considered a voluntary demotion.

A demoted employee will serve a standard probationary period of six months in the new position. If performance in that new position is unsatisfactory during the probationary period, the employee may be dismissed upon written notice from the General Manager upon approval of the Board.

ARTICLE V GENERAL CONDITIONS OF EMPLOYMENT AND EXPECTATIONS

Section 5.01 Scope and Acceptance

The general conditions of employment and expectations, as outlined in this Article are applicable to all ABC personnel holding positions.

Blowing Rock ABC

- 1) HEALTH INSURANCE
- 2) RETIREMENT
- 3) 2 WEEK VACATION
- 4) SICK LEAVE
- 5) PAID HOLIDAYS

Blowing Rock ABC Employee Handbook

Section 5.06 General Performance

Employees of the Blowing Rock ABC Store will report for work at the time and place specified by the General Manager and complete the number of hours required by their jobs. During their hours on the job, employees will remain alert and awake, will not engage in any activity or personal business which would cause them to neglect their jobs, will follow the instructions of the General Manager, and will diligently undertake all work assignments.

Section 5.07 General Conduct

With regard to general conduct, employees of the Blowing Rock ABC Store will:

- A. Display respect for their supervisors, subordinates, and associates;
- B. Address their subordinates, associates, supervisors, or members of the general public with courtesy, and shall not use abusive, violent, insulting, or provoking language;
- C. Cooperate and coordinate their efforts with other employees to assure maximum effectiveness;
- D. Not use or attempt to use their positions with the Blowing Rock ABC Store for personal or financial gain or advantage.

Section 5.08 General Appearance

Employees are expected to present a neat and clean appearance. Employees will wear clothing that is safe and appropriate for the type of work and public interaction anticipated. Clothing and jewelry should not be a source of negative comment from the community, or impact adversely in gaining community respect.

Section 5.09 Absences

An employee is expected to complete his or her work hours as scheduled by the General Manager. An employee shall not be absent from work without first informing and obtaining permission from his or her supervisor or otherwise complying with the provisions of an appropriate leave policy (for example, holiday leave, vacation leave, or sick leave).

Unauthorized absence from duty (absence without leave) may result in appropriate disciplinary action, up to and including dismissal. Regardless of the validity of an employee's reasons for being absent from work, or the employee's compliance with leave policies, the Blowing Rock ABC Store reserves the right to terminate an employee whose repeated or prolonged absences interfere with the efficient provision of Blowing Rock ABC Store services.

Section 5.10 Gifts and Favors

Definitive rules have been set by the NC ABC Commission regarding the issuance of gifts or inducements by industry personnel to ABC employees, and the acceptance of said gifts and must be strictly adhered to. No official or employee of the Blowing Rock ABC Store shall accept any gift, whether in the form of service, loan, thing of value, or promise, from any person who, to the employee's knowledge, is interested directly or indirectly in business dealings with the Blowing Rock ABC Store. The following may serve as exceptions, but an employee should consult with supervisory personnel when there is doubt about the appropriateness of a gift or favor:

- A. The purchase of a routine meal at a meeting where Blowing Rock ABC Store-related business has been discussed or conducted;
- B. Consumable gifts provided during the holiday season. These gifts may be accepted where they are made available to the entire work group and where rejection would be contrary to the spirit in which the gifts were offered.

Blowing Rock ABC Employee Handbook

No official or employee shall accept any gift, favor, or thing of value that may tend to influence the actions or judgment of that official or employee in the discharge of duties. No official or employee shall grant, in the discharge of duties, any improper favor, service, or thing of value. No official or employee shall use his or her position with the Blowing Rock ABC Store to secure a contract for the purchase of goods or services from any firm, company, or organization, in which that official or employee has a direct financial interest.

For further clarification, the following shall apply:

- A. Distiller representatives shall not give liquor, gifts of value, or advertising novelties to Store personnel. A distillery or liquor representative is prohibited from entering an ABC Store except for the purpose of calling on the "buyer" or General Manager, making a purchase, or constructing a point-of-sale display which has been pre-approved by administration.
- B. Advertising novelties are defined but not limited to: disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key chains, shot glasses or other glassware, sunglasses, or other items which bear advertising matter. An industry representative may not give advertising novelties to Store employees. Items may be given to the General Manager for disbursement to the employees. An employee who asks for gifts of any kind is equally as guilty as the representative who gives the gift.
- C. Participation in social functions that are sponsored by industry representatives at ABC meetings or conferences is permitted.

Section 5.11 Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. As a private citizen, each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and the United States. However, no employee shall:

- A. Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
- B. Engage in any political or partisan activity while on duty;
- C. Be required as a duty or a condition of employment, promotion, or tenure of office, to contribute funds for political or partisan purposes;
- D. Coerce or compel contributions for political or partisan purposes;
- E. Use any supplies or equipment of the Blowing Rock ABC Store for political or partisan purposes;
- F. Use his or her official title or represent himself or herself as a representative of the Blowing Rock ABC Store for political or partisan purposes.

The Blowing Rock ABC Store shall employ no Town of Blowing Rock official in any capacity. If an employee is elected or selected to an official position, then he or she forfeits his or her employment with the Blowing Rock ABC Store upon assuming that office.

Section 5.12 Off-Duty Employment

The work of the Blowing Rock ABC Store must take precedence over other occupational interests of Blowing Rock ABC Store employees. All outside employment for salaries, wages, or other compensation, and self-employment, must be reported to and approved by the General Manager and the ABC Board. Such approval will not be unreasonably withheld. The General Manager and the ABC Board shall be responsible for the final interpretation of this section and whether any such outside employment complies with the guidelines stated herein. Conflicting outside employment will be grounds for disciplinary action, up to and including dismissal.

Blowing Rock ABC Employee Handbook

Section 2.03 Responsibility of ABC Board

Pursuant to the authority conferred by Chapter 18B-701 of the North Carolina General Statutes, the ABC Board will adopt general personnel policies and rules, including the framework for the classification and pay plan. Said policies and rules will promote the hiring and retention of capable, diligent, and honest employees.

Section 2.04 Responsibility of General Manager

- 1) The General Manager will administer these personnel policies and rules. In addition, the General Manager will assist in the preparation of any amendments to these policies and rules, the position classification plan, and the pay plan. The General Manager will perform such other duties as may be required to administer, maintain, and support a modern personnel program. All matters dealing with personnel will be routed to the General Manager, who will maintain a complete system of personnel files and records. The General Manager may perform any or all of these duties and responsibilities, or may assign them to a staff employee. The General Manager, with approval of the ABC Board, will have the authority to issue administrative policies or operating procedures, not inconsistent with these rules, to clarify the ABC Board's expectations with regard to the daily operation of the ABC Board and its personnel policies.

ARTICLE III THE PAY PLAN

Section 3.01 Purpose of Pay Plan

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in duties and responsibilities, the rates of pay for comparable positions in private and public employment in the area, changes in the cost of living, the financial conditions of the ABC Board, and other factors.

Section 3.02 Maintenance of the Pay Plan

The Board will be responsible for the administration and maintenance of the pay plan. In recognition of the purposes of the pay plan, the Manager will from time to time make comparative studies of the factors affecting the levels of salary ranges and will recommend to the ABC Board any changes or adjustments to the salary ranges that appear to be warranted.

Section 3.03 Entrance at the Minimum

Each new employee shall be appointed at the minimum salary, which has been established for the classification in which he is employed except: (1) if the new employee does not meet the minimum requirements of the position and qualified applicants for the position are not available, the Board may designate the employee as a "trainee" to be appointed at a salary below the minimum; (2) when the Board shall determine that there has been a demonstrated inability to recruit at the minimum salary or that an applicant possesses exceptional qualifications, it may authorize the employment of an applicant at a higher rate than the minimum in the salary range.

Section 3.04 Salaries for Full Time Employees

All full time employees shall have a starting salary negotiable with Board and General Manager, with a six-month probation period. Further raises will be based on Store's profitability, employee's performance and cost of living increases. Salary increments shall be effective only upon the recommendation of the General Manager and the approval of the Board. The General Manager's salary shall be negotiated between the Board and the manager. Salary ranges are intended to provide administrative flexibility in recognizing that employees holding positions in the same class may perform at somewhat different levels.

Received
11-24-09

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 City of Bolling Springs Lakes ABC Store #137

ABC Employees

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

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 Cheryl Riker TITLE Manager
SALARY \$ 31,200 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 12-1-99
x-mas

NAME William Knott TITLE Clerk
SALARY \$ 6712. BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 3-17-08
x-mas

NAME Jerry Bowie TITLE Clerk
SALARY \$ 6009. BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 1-6-03
x-mas

NAME Roger Kresge TITLE Clerk
SALARY \$ 4200. BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 6-13-08
x-mas

NAME Clay Jacobs TITLE Clerk
SALARY \$ 1853. BONUS \$ 125.00 BENEFITS Yes No HIRE DATE 3-18-05
x-mas

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

NAME Cheryl Riker TITLE Manager
SALARY \$ 27,040. BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 12-1-99
x-mas

NAME Clay Jacobs TITLE Clerk
SALARY \$ 11,241. BONUS \$ 100.00 BENEFITS Yes No HIRE DATE 3-18-05
x-mas

NAME William Nelson TITLE Clerk
SALARY \$ 5749. BONUS \$ retired BENEFITS Yes No HIRE DATE 6-22-02

NAME Jerry Bowie TITLE Clerk
SALARY \$ 2457. BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 1-6-03
x-mas

NAME Amy Sullivan TITLE Clerk
SALARY \$ 238. BONUS \$ not here BENEFITS Yes No HIRE DATE 8-14-07
much

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

NAME Cheryl Riker TITLE Manager
SALARY \$ 27,040 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 12-1-99
x-mas

NAME Clay Jacobs TITLE Clerk
SALARY \$ 10,327 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 3-18-05
x-mas
no benefits yet

NAME William Nelson TITLE Clerk
 SALARY \$ 6597. BONUS \$ 50.00 BENEFITS Yes ___ No HIRE DATE 6-22-02
X-mas

NAME Jerry Bowie TITLE Clerk
 SALARY \$ 930.00 BONUS \$ 50.00 BENEFITS Yes ___ No HIRE DATE 1-6-03
X-mas

NAME N/A 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
Jim Locke - Chairman = \$ 900.⁰⁰ yr. Jim Hinton - VP = \$ 300.⁰⁰ yr.
Susie Rollyson - Sec/Treas. = \$ 450.⁰⁰ yr.
- Fiscal Year 2008
Jim Locke - Chairman = \$ 900.⁰⁰ yr. Jim Hinton - VP = \$ 300.⁰⁰ yr.
Susie Rollyson - Sec/Treas. = \$ 450.⁰⁰ yr.
- Fiscal Year 2007
Jim Locke, Chairman = \$ 900.⁰⁰ yr. Jim Hinton - VP = \$ 300.⁰⁰ yr.
Peg Dyer - Sec/Treas. = \$ 599.⁰⁰ 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? \$ 50.⁰⁰ at X-mas to spend in the store
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 N/A
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No N/A
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? N/A

Submitted by Name Cheryl A. Biker Title: Manager Date: 11-25-09

* We have been working on a Comprehensive Personnel Manual and expect to have it approved at the Board's December meeting, for implementation beginning January 2010. It follows the Commission's Personnel Manual on the Web and addresses all of these issues. It will be gone over with each existing employee and used for current & future training.

City of Boiling Spring Lakes ABC
3130 George II Hwy, SE
Southport, NC 28461
910-845-2606

as of 11-25-09

Benefits are as follows:

Manager: Vacation accrual up to 80 hours per year.

Retirement participation (Lgers).

Health Benefits...Medical, Dental, Eye, & Life Insurance

Clerks: Vacation accrual up to 80 hours per year.

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 Boone ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 7 part-time 0 other 0

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

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

NAME <u>Ronnie L. Hayes</u>	TITLE <u>Gen. Manager</u>
SALARY \$ <u>59820.00</u> BONUS \$ <u>471.73</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-15-89</u>
NAME <u>Barry D. Horton</u>	TITLE <u>Asst. Gen. Manager</u>
SALARY \$ <u>55387.00</u> BONUS \$ <u>471.73</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11-1-86</u>
NAME <u>Tim T. Watson</u>	TITLE <u>Clerk</u>
SALARY \$ <u>33190.00</u> BONUS \$ <u>421.73</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-1-94</u>
NAME <u>Mickey T. Schweitzer</u>	TITLE <u>clerk</u>
SALARY \$ <u>32420.00</u> BONUS \$ <u>471.73</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-1-95</u>
NAME <u>ERIC W. Harmon</u>	TITLE <u>clerk</u>
SALARY \$ <u>28409.00</u> BONUS \$ <u>471.73</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5-16-01</u>

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

NAME <u>Ronnie L. Hayes</u>	TITLE <u>Gen. Manager</u>
SALARY \$ <u>56481.00</u> BONUS \$ <u>625.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-15-89</u>
NAME <u>Barry D. Horton</u>	TITLE <u>Asst. Gen. Manager</u>
SALARY \$ <u>52252.00</u> BONUS \$ <u>550.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11-1-86</u>
NAME <u>Tim T. Watson</u>	TITLE <u>clerk</u>
SALARY \$ <u>31311.00</u> BONUS \$ <u>425.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-1-94</u>
NAME <u>Mickey T. Schweitzer</u>	TITLE <u>clerk</u>
SALARY \$ <u>30591.00</u> BONUS \$ <u>425.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-1-95</u>
NAME <u>ERIC W. Harmon</u>	TITLE <u>clerk</u>
SALARY \$ <u>26906.00</u> BONUS \$ <u>425.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5-16-01</u>

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

NAME <u>Ronnie L. Hayes</u>	TITLE <u>Gen. Manager</u>
SALARY \$ <u>54309.00</u> BONUS \$ <u>600.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>9-15-89</u>
NAME <u>Barry D. Horton</u>	TITLE <u>Asst. Gen. Manager</u>
SALARY \$ <u>50242.00</u> BONUS \$ <u>550.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11-1-86</u>

NAME Tim T. Watson TITLE Clerk
 SALARY \$ 30107.00 BONUS \$ 425.00 BENEFITS Yes No HIRE DATE 9-1-94

NAME Michael T. Schweitzer TITLE Clerk
 SALARY \$ 29422.00 BONUS \$ 425.00 BENEFITS Yes No HIRE DATE 9-1-95

NAME Eric W. Harmon TITLE Clerk
 SALARY \$ 25770.00 BONUS \$ 425.00 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
Candice Wineberger - Chairman - 2400.00 Yr. Bob Dunningan - BM 1800.00 Yr.
Deborah Ragsdale - BM - 1800.00 Yr
- Fiscal Year 2008
Paige R. Murray - Chairman - 2400.00 Yr. Candice Wineberger - BM 1800.00 Yr.
Ray Howell - BM - 1800.00 Yr
- Fiscal Year 2007
Paige R. Murray - Chairman - 2400.00 Yr. Candice Wineberger - BM 1800.00 Yr.
Ray Howell - BM 1800.00 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? _____ 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. Article 4: sec 25 M.B.2 11-14-2007
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? \$1299.95

Submitted by Name Erin A. Hays Title: Gen Mgr Date: 11-20-2009
Candice Wineberger - Board Chairman

**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 CITY of BREVARD ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 2
 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 Richard LoFTis TITLE Supervisor
 SALARY \$ 64,000/yr BONUS \$ 2,000/yr BENEFITS Yes No HIRE DATE 11-82
6,000/1/2 & Christmas

NAME MIKE HOUSTON TITLE MANAGER
 SALARY \$ 34,993/yr BONUS \$ 1,600/yr BENEFITS Yes No HIRE DATE 4-04
& Christmas

NAME Gail Cook TITLE Clerk
 SALARY \$ 27,500/yr BONUS \$ 1,200/yr BENEFITS Yes No HIRE DATE 2-05
& Christmas

NAME Tim Moore TITLE Clerk
 SALARY \$ 25,700/yr BONUS \$ 1,100/yr BENEFITS Yes No HIRE DATE 3-07
& Christmas

NAME Loryn Simard TITLE Clerk
 SALARY \$ 25,600/yr BONUS \$ 1,100/yr BENEFITS Yes No HIRE DATE 10-06
& Christmas

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

NAME Richard LoFTis TITLE Supervisor
 SALARY \$ 64,000 BONUS \$ 2,000 BENEFITS Yes No HIRE DATE 11-82
6,000

NAME MIKE HOUSTON TITLE MANAGER
 SALARY \$ 34,100 BONUS \$ 1,500 BENEFITS Yes No HIRE DATE 4-04

NAME Gail Cook TITLE Clerk
 SALARY \$ 27,000 BONUS \$ 1,200 BENEFITS Yes No HIRE DATE 2-05

NAME Loryn Simard TITLE Clerk
 SALARY \$ 25,400 BONUS \$ 1,000 BENEFITS Yes No HIRE DATE 10-06

NAME Tim Moore TITLE Clerk
 SALARY \$ 25,500 BONUS \$ 1,000 BENEFITS Yes No HIRE DATE 3-07

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

NAME Richard LoFTis TITLE Supervisor
 SALARY \$ 63,000 BONUS \$ 2,000 BENEFITS Yes No HIRE DATE 11-82
6,000

NAME MIKE HOUSTON TITLE MANAGER
 SALARY \$ 33,900 BONUS \$ 1,300 BENEFITS Yes No HIRE DATE 4-04

NAME Gail Cook TITLE Clerk
SALARY \$ 26500. BONUS \$ 1100. BENEFITS Yes No HIRE DATE 2-05

NAME Jenny Fortna TITLE Clerk
SALARY \$ 26500 BONUS \$ 1100. BENEFITS Yes No HIRE DATE 7-04

NAME Logan Simard TITLE Clerk
SALARY \$ 25700. BONUS \$ 1000. BENEFITS Yes No HIRE DATE 10-06

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

Tracey Love - \$ 840.⁰⁰ Milton Tynck - \$ 700.⁰⁰
JASON LEFIER - \$ 700.⁰⁰

Fiscal Year 2008

Tracey Love \$ 840.⁰⁰ Milton Tynck \$ 700.⁰⁰
JASON LEFIER \$ 700.⁰⁰

Fiscal Year 2007

Tracey Love \$ 840.⁰⁰ Milton Tynck \$ 700.⁰⁰
JASON LEFIER 700.⁰⁰

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 N/A

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

* 11. Do you have a nepotism policy in place for board members/employees? Yes No 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? \$ 775.⁰⁰

Submitted by Name Richard LoFtis Title: Supervisor Date: 11-24-09

* In the process of writing new personnel policy

BENEFITS

Paid Holidays

Paid Vacation

Health Insurance; inc: sight, dental, and disa.

State Retirement

**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 BRUNSWICK ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 1 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 BARBARA K. TOKOLY TITLE SUPERVISOR
SALARY \$ 19,105.11 BONUS \$ 81.21 BENEFITS Yes No HIRE DATE 11/01/03

NAME REBECCA L. McDOWELL TITLE PART TIME CLERK
SALARY \$ 8,253.37 BONUS \$ 54.15 BENEFITS Yes No HIRE DATE 02/06/08 Quit 5/23/09

NAME RHONDA LONG TITLE PART TIME CLERK
SALARY \$ 2,072.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 12/22/08

NAME ANDRE L THOMPSON TITLE PART TIME CLERK
SALARY \$ 1,954.68 BONUS \$ _____ BENEFITS Yes No HIRE DATE 08/19/08 Quit 12/13/08

NAME ROGER HAYDEN TITLE PART TIME CLERK
SALARY \$ 1,725.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 08/31/05

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

NAME BARBARA K. TOKOLY TITLE SUPERVISOR
SALARY \$ 21,523.04 BONUS \$ 54.15 BENEFITS Yes No HIRE DATE 11/01/03

NAME REBECCA L. McDOWELL TITLE PART TIME CLERK
SALARY \$ 1837.93 BONUS \$ _____ BENEFITS Yes No HIRE DATE 02/06/08

NAME JUDY A. ETHERIDGE TITLE PART TIME CLERK
SALARY \$ 2,082.12 BONUS \$ _____ BENEFITS Yes No HIRE DATE 01/06/07 Quit 05/10/08

NAME JESSICA CAULDER TITLE PART TIME CLERK
SALARY \$ 4,633.66 BONUS \$ _____ BENEFITS Yes No HIRE DATE 11/26/08 Quit 08/03/09

NAME ROGER HAYDEN TITLE PART TIME CLERK
SALARY \$ 910.57 BONUS \$ _____ BENEFITS Yes No HIRE DATE 8/31/05

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

NAME BARBARA K. TOKOLY TITLE SUPERVISOR
SALARY \$ 13,139.92 BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME ROGER HAYDEN TITLE PART TIME CLERK
SALARY \$ 11,807.17 BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME AMY GORE TITLE PART TIME CLERK
 SALARY \$ 2395.71 BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE 03-08-07 Quit 08/25/09

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

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

- 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

CALETTA FAULK 950.00 LENWOOD WILLIAMS 650.00
BETTY HAMILTON 600.00

Fiscal Year 2008
CALETTA FAULK 1225.00 LENWOOD WILLIAMS 825.00
JOSEPH HICKS 775.00

Fiscal Year 2007
CALETTA FAULK 925.00 LENWOOD WILLIAMS 625.00
JOSEPH HICKS 625.00

- 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.
- Do you have an ethics policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
- Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No ___
- Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No
- Do you have a nepotism policy in place for board members/employees? Yes ___ No If yes, when was it instituted? _____ Please attach a copy.
- 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.
- 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 Calletta Faulk Title Chairman Date: 11-25-09

**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 Brunswick County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 3
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 Felicia Walker TITLE General Manager/Supervisor
SALARY \$ 46,116.01 BONUS \$ 884.77 BENEFITS Yes No HIRE DATE 02-2001

NAME Lawrence Brown TITLE Store #1 manager
SALARY \$ 37,995.43 BONUS \$ 732.37 BENEFITS Yes No HIRE DATE 06-1999

NAME Lawrence Grimley TITLE Store #2 manager
SALARY \$ 43,401.77 BONUS \$ 646.06 BENEFITS Yes No HIRE DATE 06-2004

NAME Denesia Brown TITLE Clerk
SALARY \$ 28,509.14 BONUS \$ 546.15 BENEFITS Yes No HIRE DATE 06-2000

NAME Elwood Stanley TITLE Clerk
SALARY \$ 24,915.76 BONUS \$ 495.66 BENEFITS Yes No HIRE DATE 02-2002

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

NAME Felicia Walker TITLE General Manager/Supervisor
SALARY \$ 37,910.52 BONUS \$ 841.66 BENEFITS Yes No HIRE DATE 02-2001

NAME Lawrence Brown TITLE Store #1 Manager
SALARY \$ 33,452.61 BONUS \$ 660.57 BENEFITS Yes No HIRE DATE 06-1999

NAME Lawrence Grimley TITLE Store #2 Manager
SALARY \$ 35,581.97 BONUS \$ 260.57 BENEFITS Yes No HIRE DATE 06-2004

NAME Denesia Brown TITLE Clerk
SALARY \$ 26,892.62 BONUS \$ 524.84 BENEFITS Yes No HIRE DATE 06-2000

NAME Elwood Stanley TITLE Clerk
SALARY \$ 22,219.41 BONUS \$ 416.91 BENEFITS Yes No HIRE DATE 02-2002

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

NAME Felicia Walker TITLE General Manager
SALARY \$ 35,847.10 BONUS \$ 785.98 BENEFITS Yes No HIRE DATE 02-2001

NAME Lawrence Brown TITLE Store #1 Manager
SALARY \$ 33,160.34 BONUS \$ 632.31 BENEFITS Yes No HIRE DATE 06-1999

* These Salary Amounts does include any overtime.
Also - these bonus' are included in the
Salary Amount.

- Board pays 100% of Health Insurance - full-time Only
- All full-time employees are enrolled in the local Government Retirement System.

NAME Lawrence Grimley TITLE Store 2 Manager
SALARY \$ 31,971.89 BONUS \$ 464.80 BENEFITS Yes No HIRE DATE 06-2004

NAME Denesia Brown TITLE Clerk
SALARY \$ 26,245.27 BONUS \$ 507.24 BENEFITS Yes No HIRE DATE 06-2000

NAME Elwood Stanley TITLE Clerk
SALARY \$ 22,557.12 BONUS \$ 410.89 BENEFITS Yes No HIRE DATE 02-2002

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 Williams - \$780.00, Alfonso Beatty - \$660.00
David Kelly - \$660.00

Fiscal Year 2008

John Ramsey - \$120.00, Mitchell Williams - \$600.00
Alfonso Beatty - \$480.00

Fiscal Year 2007

John Ramsey - \$420.00, Mitchell Williams - \$420.00
Robert Bobinski - \$480.00

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. *We have very limited travel. For past 2 or 3 years, we only send one member to conferences to cut board costs.*

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 *See attached*

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? 797.60

Submitted by Name Felicia Walker Title: Gen. Manager Date: 11-24-09

Note: Board members get paid per meeting not annually.

Question # 7

BRUNSWICK COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD

TRAVEL POLICIES

ABC BOARD MEMBERS:

1. PAY FOR ROOMS AND MEALS WHEN ATTENDING NC ASSOCIATION OF ABC BOARDS CONVENTIONS HELD IN MARCH AND JULY.
2. PAYS TRAVEL (MILEAGE) TO AND FROM THE CONVENTIONS.
3. BOARD WILL PAY FOR BOARD MEMBERS ONLY, NO SPOUSES.
4. NATIONAL CONVENTIONS EXPENSES WILL BE DECIDED ON YEARLY AT BOARD MEETING, IF THE BOARD SHOULD SEND SOMEONE TO THE CONVENTION.

GENERAL MANAGER:

1. PROVIDES VEHICLE FOR THE GENERAL MANAGER, MANAGER MAY TAKE VEHICLE HOME AS THEY ARE ON CALL 24 HOURS FOR EMERGENCIES, ROBBERY OR BREAK IN EITHER STORE. VEHICLE IS ALSO USED TO TRANSPORT LIQUOR BETWEEN STORES. MANAGER MAY USE VEHICLE TO GO TO AND FROM CONVENTIONS AND SUPERVISORS MEETINGS, AS WELL AS TO RALEIGH TO THE STATE ABC COMMISSION OFFICES TO CONDUCT ABC BUSINESS.
2. PAY FOR ROOM, MEALS AND REGISTRATION FEES AT NC ASSOCIATION OF ABC BOARDS CONVENTIONS HELD IN MARCH AND JULY.
3. PAY FOR ROOM, MEALS INCURRED AT SUPERVISOR'S MEETING HELD ONCE A YEAR.
4. NATIONAL CONVENTIONS EXPENSES WILL BE DECIDED ON YEARLY AT BOARD MEETING, IF THE BOARD SHOULD DECIDE TO SEND GENERAL MANAGER TO MEETING.
5. EXPENSES WILL BE PAID FOR GENERAL MANAGER ONLY, NO SPOUSES.

STORE MANAGERS;

1. IF GENERAL MANAGER APPROVES, MILEAGE WILL BE PAID TO STORE MANAGERS WHEN AND IF THEY NEED TO GO TO STORE OTHER THAN STORE TO WHICH THEY ARE ASSIGNED AND WHEN THEY USE THEIR OWN VEHICLE TO CONDUCT ABC BUSINESS.
2. THE BOARD MAY FROM TIME TO TIME SEND A STORE MANAGER TO ONE OF THE CONVENTIONS, IF SO THEY WOULD PAY EXPENSES OF ROOM, MEALS AND TRAVEL AND OTHER FEES SUCH AS REGISTRATION.

Note: General Manager at this time - does not drive board vehicle to & from work. She lives approx 5 miles from store.

Question # 8

EXHIBIT A

BRUNSWICK COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD

STANDARDS OF CONDUCT

EACH EMPLOYEE MUST READ AND INITIAL EACH STANDARD SHOWING THAT HE/SHE UNDERSTANDS THE STANDARDS.

_____ Any employee who either overtly or covertly attempts to or steals or uses any Board funds in any unauthorized manner will be discharged immediately. This includes stealing money from the register or change fund, taking any bottles without paying, removing store property from the premises or any other dishonest act. The Board will prosecute the offending person to regain losses.

_____ Conviction of any State ABC violation may result in suspension, probation and/or discharge. This includes the consumption of alcoholic beverages on store property, selling alcoholic beverages to a minor or an intoxicated person or any other violation of ABC laws.

_____ Conviction of a felony or conviction of a misdemeanor involving moral turpitude is grounds for dismissal.

_____ Any employee falsifying reports will be immediately discharged. This includes but is not limited to sales reports, register readings, audits, employee applications and time records.

_____ Possessing, selling or consumption of illegal drugs while on store property will result in immediate discharge.

_____ All sales will be paid for in cash and entered in full in the cash register immediately upon purchase. No customer or employee is permitted to charge, leave an IOU or pay with a personal check or payroll check. An infraction may result in discharge.

_____ Failure to perform job duties in acceptable standards despite a previous warning is grounds for discharge. This includes but is not limited to having shortages in the cash register or change fund and/or keeping correct receipts for the shift.

_____ Repeated discourtesy to customers, with proper documentation, is grounds for dismissal.

_____ Closing, opening, arriving late or leaving early without proper authorization is grounds for dismissal.

_____ Willful disregard of store security and/or employee safety is grounds for discharge.

_____ No employees shall return to the store when it is closed unless in an emergency or when authorized to return and at no time should any unauthorized person be allowed inside the closed store. Violation is grounds for dismissal.

THESE STANDARDS OF CONDUCT WILL BECOME A PART OF EVERY EMPLOYEE'S PERMANENT PERSONNEL FILE.

THESE STANDARDS OF CONDUCT HAVE BEEN ADOPTED BY THE BRUNSWICK COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD AND ARE SUBJECT TO REVIEW AND AMENDMENT BY THE BOARD FROM TIME TO TIME AND EMPLOYEES WILL BE REQUIRED TO ACKNOWLEDGE ANY AMENDED VERSION HEREOF.

I UNDERSTAND THE ABOVE ARE EXAMPLES OF GOOD BUSINESS PRACTICES AND THAT I MAY BE DISCHARGED FOR OTHER REASONS AT ANY TIME AT THE DISCRETION OF THE SUPERVISOR AND/OR THE BRUNSWICK COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD.

EMPLOYEES SIGNATURE

DATE

1

1/8/97

BRUNSWICK COUNTY ABC BOARD GIET POLICY

MANAGER/SUPERVISOR IS DESIGNATED AS THE BUYER AND CONTACT WITH INDUSTRY.

WHILE CONDUCTING DAILY BUSINESS, OR AT CONVENTIONS, STORE OPENINGS, AND OTHER INDUSTRY RELATED FUNCTIONS MANAGER/SUPERVISOR MAY ACCEPT MEALS, GOLF PRIVILEGES OR OTHER RELATED EXPENSES AS LONG AS IT IS OFFERED TO ALL MANAGERS/SUPERVISORS.

MANAGER/SUPERVISOR IS THE CONTACT PERSON AND MAY RECEIVE GIFTS, PRIZES ETC. TO BE DONATED TO GOLF TOURNAMENTS, CHAMBERS, SHRINERS ETC.

Question # 9

1. EMPLOYMENT OF IMMEDIATE FAMILY AND/OR RELATIVES

- 1.1 The term "Immediate Family" applies primarily to, a relative by blood or marriage of nearer kinship than first cousin (husband, wife, parent, child, grandparent, grandchild, brother, sister). It may also apply to other relatives when it is determined the relationship might prove contrary to the best interest of the County.
- 1.2 Hiring immediate family and relatives of current employees may appear to involve nepotism and be detrimental to morale. To avoid any possibility of favoritism and to prevent other practices or situations which may be detrimental to the County and its employees, special rules have been developed regarding the hiring and placement of relatives.
- 1.3 Immediate family and relatives of employees may be considered for placement within the organization. However, under no circumstances is a person to be hired simply because of a relationship with a current employee or elected official. Also, employees or elected officials may not attempt to influence placement decisions on behalf of relatives.
- 1.4 Immediate family and/or relatives shall not work together in the same department or be in a reporting relationship with each other without the approval of the Board

Question # 11

Nepotism policy

Gettshans, BC Board
Annual, Bi-Weekly, Hourly Pay Rates 2008

	1	2	3	4	5	6	7	8	9	10	11	12	13
CLERK 4													
18,306.00	18,752.00	1,922.00	19,690.00	20,183.00	20,675.00	21,192.00	21,709.00	22,252.00	22,794.00	23,364.00	23,934.00	24,533.00	
704.08	721.23	739.27	757.31	776.27	795.19	816.08	834.96	855.85	876.69	898.62	920.54	943.58	
8.80	9.02	9.24	9.47	9.70	9.94	10.19	10.44	10.70	10.96	11.23	11.51	11.79	
CLERK 2													
19,690.00	20,183.00	20,675.00	21,192.00	21,709.00	22,252.00	22,794.00	23,364.00	23,934.00	24,533.00	25,131.00	25,760.00	26,388.00	
757.31	776.27	795.19	815.08	834.98	855.85	876.69	898.62	920.54	943.58	966.58	990.77	1,014.92	
9.47	9.70	9.94	10.19	10.44	10.70	10.96	11.23	11.51	11.79	12.08	12.38	12.69	
CLERK 3													
27,048.00	27,707.00	28,330.00	29,092.00	29,820.00	30,547.00	31,311.00	32,074.00	32,876.00	33,678.00	34,520.00	35,362.00	36,246.00	
1,040.31	1,065.65	1,089.65	1,118.92	1,146.92	1,174.88	1,204.27	1,233.62	1,264.48	1,295.31	1,327.69	1,360.08	1,394.08	
13.00	13.32	13.62	13.99	14.34	14.69	15.05	15.42	15.81	16.19	16.80	17.00	17.43	
ADMINISTRATIVE													
37,130.00	37,960.00	38,896.00	39,728.00	40,560.00	41,392.00	42,224.00	43,056.00	43,888.00	44,720.00	45,552.00	46,488.00	47,424.00	
1,428.08	1,460.00	1,496.00	1,528.00	1,550.00	1,592.00	1,624.00	1,656.00	1,688.00	1,720.00	1,752.00	1,788.00	1,824.00	
17.85	18.25	18.70	19.10	19.50	19.90	20.30	20.70	21.10	21.50	21.90	22.35	22.80	

Adm
Store Managers

Adopted this pay scale 6/9/08
w/ an annual review for cost of living updates

Question # 19

Nov. 26, 1991 Brown's policy for full-time & part-time

- Pay Scale
- 1 year - \$100.00
 - 2 years - \$150.00
 - 3 years - \$225.00
 - 4 years - Amount equal to one weeks salary
 - Part-time \$100.00 per year

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 TOWN OF BRYSON CITY

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 0
 other 0

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

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

NAME DAVID E. MAYNARD TITLE SUPERVISOR
 SALARY \$ 54,932.80 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE JUNE 1979

NAME JERRY CLINE TITLE ASS'T. MANAGER
 SALARY \$ 34,652.80 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE FEBRUARY 1982

NAME MICHAEL PERRY TITLE CLERK - MANAGER TRAINER
 SALARY \$ 31,408.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE MAY 1999

NAME KEN SITTON, JR. TITLE CLERK
 SALARY \$ 22,880.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE JAN. 09

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

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

NAME DAVID E. MAYNARD TITLE SUPERVISOR
 SALARY \$ 52,186.16 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE JUNE 1979

NAME JERRY CLINE TITLE ASS'T. MANAGER
 SALARY \$ 32,420.16 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE FEBRUARY 1982

NAME MICHAEL PERRY TITLE CLERK
 SALARY \$ 27,837.60 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE MAY 1999

NAME DANA LYNN DeHART TITLE CLERK
 SALARY \$ 17,549.61 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE FEBRUARY 2005

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

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

NAME DAVID E. MAYNARD TITLE SUPERVISOR
 SALARY \$ 50,620.57 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE JUNE 1979

NAME JERRY CLINE TITLE ASS'T. MANAGER
 SALARY \$ 31,232.55 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE FEBRUARY 1982

NAME MICHAEL PERRY TITLE CLERK
SALARY \$ 28,942.47 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE MAY 1999

NAME DANA LYNN DeHART TITLE CLERK
SALARY \$ 18,980.20 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE FEBRUARY 2005

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

MONTAUVILLE H. CLAMPITT, \$1200.00 ; T.L. JONES, \$600.00
NANCY GIBSON, \$600.00

Fiscal Year 2008

MONTAUVILLE H. CLAMPITT, \$1200.00 ; T.L. JONES \$600.00 ;
NANCY GIBSON, \$600.00

Fiscal Year 2007

MONTAUVILLE H. CLAMPITT, \$1200.00 ; REAGAN BRADLEY WALKER,
\$600.00 ; NANCY GIBSON, \$600.00

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

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

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

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

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No RE TOLD NOT TO ACCEPT ANYTHING OTHER THAN CAPS OR SHIRTS WITH ADVERTISING LOGOS.

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.

SALARY AND PAY INCREASES SET BY ABC 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? 0

Submitted by Name DAVID E. MAYNARD Title: SUPERVISOR Date: NOV. 25, 2009

BENEFITS PAID TO ALL (4)
EMPLOYEES

1) HEALTH INSURANCE

2) RETIREMENT

3) VACATION

4) SICK LEAVE

5) LIFE INSURANCE

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

NOV 30 2009
 NC ABC COMMISSION

Name of ABC System Bunn ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 3
 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 Mary Ann Masterman TITLE manager
 SALARY \$ 38,629.58 BONUS \$ 808.19 BENEFITS Yes No HIRE DATE 7-1-99

NAME Lee Ann Coraci TITLE clerk
 SALARY \$ 19,110.00 BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 9-2-06

NAME David Jones TITLE clerk
 SALARY \$ 13,214.50 BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 9-10-01

NAME Virginia Brown TITLE clerk
 SALARY \$ 12,555.50 BONUS \$ - BENEFITS Yes No HIRE DATE 11-11-08

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

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

NAME Mary Ann Masterman TITLE manager
 SALARY \$ 42,469.96 BONUS \$ 748.32 BENEFITS Yes No HIRE DATE 7-1-99

NAME David Jones TITLE clerk
 SALARY \$ 12,851.00 BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 9-10-01

NAME Lee Ann Coraci TITLE clerk
 SALARY \$ 12,147.00 BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 9-2-06

NAME Charles Jeffreys TITLE clerk
 SALARY \$ 2,520.00 BONUS \$ 175.00 BENEFITS Yes No HIRE DATE 12-14-02

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

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

NAME Mary Ann Masterman TITLE manager
 SALARY \$ 33,932.20 BONUS \$ 680.28 BENEFITS Yes No HIRE DATE 7-1-99

NAME David Jones TITLE clerk
 SALARY \$ 12,520.00 BONUS \$ 75.00 BENEFITS Yes No HIRE DATE 9-10-01

NAME Charles Jeffreys TITLE clerk
SALARY \$ 6400.00 BONUS \$ 175.00 BENEFITS Yes ___ No HIRE DATE 12-14-02

NAME Lee Ann Coraci TITLE clerk
SALARY \$ 2858.00 BONUS \$ - BENEFITS Yes ___ No HIRE DATE 9-2-06

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

Richard Henn 720.00
Bill Glover 120.00

Fiscal Year 2008
Richard Henn 600.00 Jennie Lucas 100.00
Bill Glover 100.00

Fiscal Year 2007
Richard Henn 600.00 Jennie Lucas 100.00
Bill Glover 100.00

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? none

Submitted by Name Mary Ann Masternova Title: manager Date: 11-24-09

BUNN ABC BOARD

The travel policy for board members and employees is based on the Federal standard mileage rate. Travel to and from ABC functions is reimbursed based on the standard mileage rate for that year. The meals incurred for the function are reimbursed to the board members and manager.

The ethics policy prohibits any kind of gifts. There is no fund for flowers in the event of a death, no type of retirement party or gift is to be paid out of store monies. Anything done by the Bunn ABC Board is paid out of pocket by board members and employees.