

LOCH LOMOND BEACH CLUB  
POLICY AND PROCEDURES MANUAL

SUBJECT: CLUBHOUSE STORE

POLICY #: 14

EFFECTIVE DATE: 05/12/90

REVISED: 12/14/2013, 3/29/2021, 7/15/2023

PAGE 1

POLICY:

The Loch Lomond Beach Club shall maintain and manage a clubhouse store for sale of goods and merchandise to members and their guests.

PROCEDURE:

1. Clubhouse personnel only shall transact sales to members and their guests within guidelines set by the Board of Directors and Wisconsin State Law.
2. The Club Manager is responsible for proper training of personnel in proper sales procedure and etiquette.
3. Store inventory status shall be taken weekly, and inventory re-supplied as needed.
4. The manager and/or interior maintenance assistant shall comprise a yearly written inventory to be placed on file in the office for use by future management.
5. All sales, cash or charge, shall be entered on point of sale under appropriate type of transaction.
6. Charges (members only) shall be processed through the point-of-sale system. (Charges include store, dock rental, waste area and any additional charges other than the annual Maintenance Assessment.)

A charge statement shall be mailed/emailed out monthly and will have a \$2 statement charge applied to the balance. This \$2 charge is the amount LLBC is charged per statement by the credit card processor. Members paying the charges prior to the invoice being mailed will not be assessed the \$2 fee. Past due balances will be charged a 1.5% per month finance charge with a minimum of \$5.00.

Charge accounts that are more than 2 months overdue shall have their charging privileges suspended and the association reserves the right to turn such balances over for collection. Membership cards for the new fiscal year will be deactivated until the balance is paid in full. Members having their store account turned over for collection will have their charging privileges permanently revoked.

7. The manager shall submit store bills and income received initialed with appropriate budget heading to the Financial Secretary, i.e., store sales, annual meeting, etc.
8. Gas sales shall be for marine use only and at posted hours.
9. Merchandise will have SG&A and a Margin applied, to be determined by the Manager and Board
10. Manager shall leave \$100 change in cash register at the opening of each day. The manager shall remove any excess amounts of cash on hand during busy days and be responsible for those funds. At no time shall large amounts of cash or checks be left overnight at the Beach Club.
11. Liquor license applications are obtained from Cedar Lake Township Secretary.