

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
3/15/2025

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.) For members wishing to use the LLBC charging system a credit/debit card must be kept on file for the monthly processing of payments. Payment will be processed each month on the third Thursday of each month. A signed credit/debit processing form must be completed by the property member listed on the Responsible Party form.
7. Members may also opt to put money in their accounts to allow family members to charge against the balance. (i.e. Mom puts \$100 on account for kids snacks throughout the weekend)
8. Gas purchases may be charged without a prepaid account to members in good standing.
9. 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.
10. Merchandise will have SG&A and a Margin applied, to be determined by the Manager and Board
11. The Manager shall leave \$100 change in the 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.
12. Liquor license applications are obtained from Cedar Lake Township Secretary.