Whiteville ABC Board

Performance Audit Report

Alcoholic Beverage Control Commission
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ABC COMMISSION NORTH CAROLINA

Alcoholic Beverage Control

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August 31, 2026

Whiteville ABC Board
Gary Bass, Chair
302 Oak St.
Whiteville, NC 27472

Chairperson Bass,

On the following pages, you will find the performance audit report conducted by the staff of the ABC Commission reviewing the operations of the Whiteville ABC Board. The report consists of an overview of the objectives & background summary, financial analysis and findings, and a summary of actions recommended based upon your board's performance and related findings. Additional considerations are listed as well to provide further guidance and enhance awareness to promote ABC board success.

Please reach out if you have any questions or require assistance in implementing any of the statute requirements, Commission rules, or other recommendations included in the report. On behalf of the North Carolina ABC Commission, I thank you and your staff for your assistance and cooperation in conducting this periodic review. We appreciate the continued efforts by your board to comply with the performance standards, as well as the board's commitment to increase profitability and reduce expenses.

If we can be of assistance in the future, please do not hesitate to reach out to the Commission staff.

Respectfully,

Michael G. DeSilva

Michael DeSilva
Deputy Commissioner

OBJECTIVE, PURPOSE & BACKGROUND INFORMATION

In addition to regular and special financial audits, G.S. 18B-705(a) authorizes the NC ABC Commission to conduct performance audits of all local ABC boards in the state. Performance audits are examinations of existing operating policies, practices, controls, and activities to determine those areas in which there may be a need for improvement.

The audits are designed to ensure that all local ABC Boards comply with established performance standards pursuant to G.S. 18B-203(a)(20). The audit's scope addresses compliance with ABC laws and rules, store appearance, operating efficiency, solvency, and customer service.

To achieve the objectives of the audit, auditors:

- Review applicable General Statutes, ABC Commission Rules, Reports, and Administrative Policies
- Verify compliance with Commission and Board policies
- Verify results of previous performance audit recommendations
- Review ABC Board annual independent financial audits
- Review ABC Board reporting and documentation reports
- Visit the store(s)
- Interview key ABC Board personnel

Whiteville is a city in southeastern North Carolina. It is the county seat and largest community in Columbus County. The current estimated population for the city is approximately 4,700 residents, which reflects a decrease of nearly 1.5% since the 2020 census. The Whiteville ABC Board operates one store and is one of five boards in Columbus County.

Chapter 540 of the 1967 Session Laws authorized the City of Whiteville to hold an election for an ABC store. The referendum was held on October 24, 1967, and it passed 608 to 261. The first retail sale occurred on December 19, 1967. A mixed beverage election was held on June 5, 2001, and it passed 433 to 212. The City of Whiteville appoints a chairperson and two (2) additional board members to serve three-year terms on the ABC board. Current board members are Gary Bass, Chair, Alton Melton, and William Memory.

The most recent performance audit for the Whiteville ABC Board concluded in 2023. The Commission audit serves as an ongoing method to provide local boards with information and best practices that identify areas for improvement.

OPERATIONAL OBSERVATIONS, FINDINGS, REQUIRED ACTIONS, & RECOMMENDATIONS

On May 20, 2026, ABC Commission Program Analyst Edwin Strickland visited the Whiteville ABC Board and interviewed the General Manager, Amanda Richardson. Below is a financial analysis, followed by operational observations, findings, and recommendations related to the performance audit.

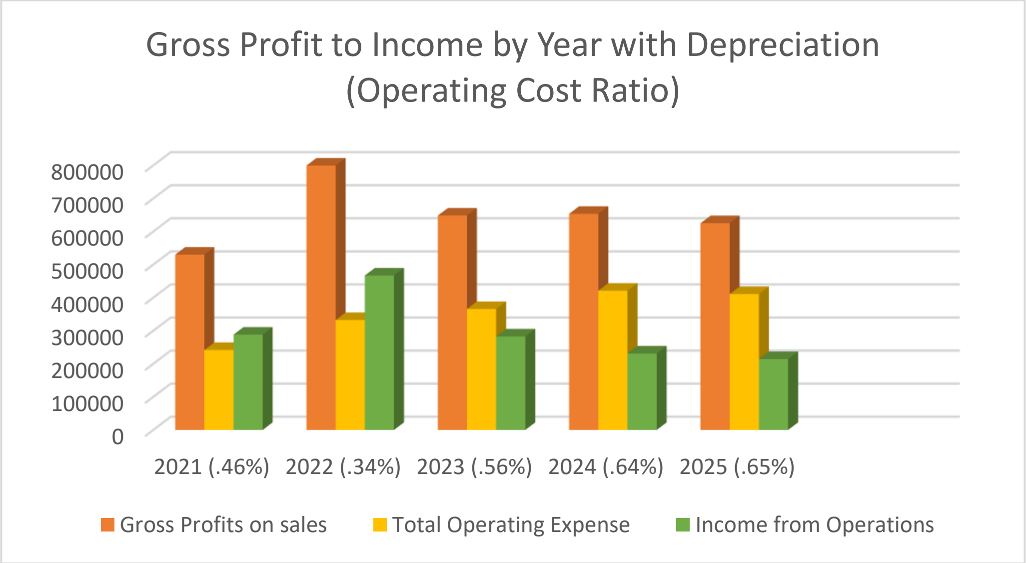
302 Oak St. Whiteville

FINANCIAL ANALYSIS

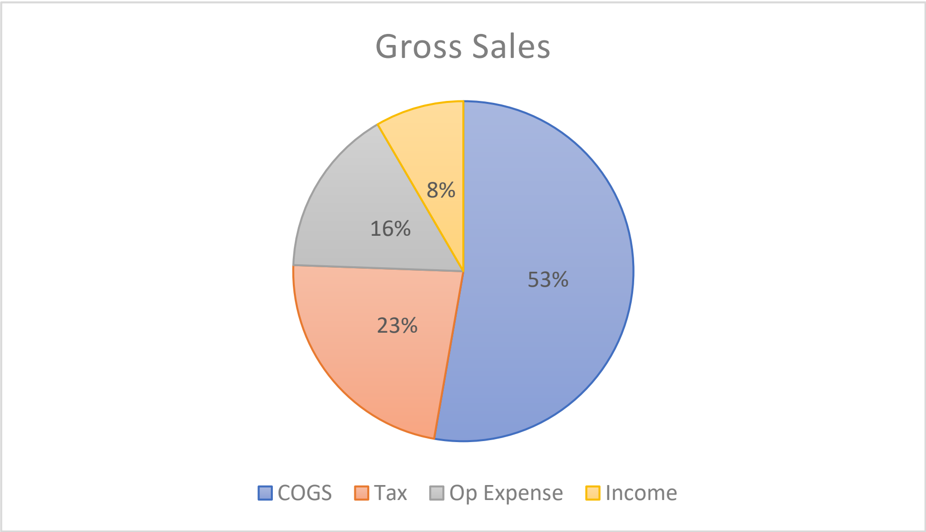
SALES, PROFIT PERCENTAGE, & OPERATING COST RATIO

- In FY 2025, the Whiteville ABC Board had gross sales totaling $2,553,984, a decrease of approximately 3.1% from the previous year.
    - Since FY 2021, the board's sales have increased by 19%.
- In FY 2025, the board's profit percentage to sales ratio was 8.39%.
    - *The profit percentage to sales ratios over the previous four completed fiscal years were 8.77%, 10.49%, 17.66%, and 13.43%, respectively.*
    - The ABC Commission's profit percent to sales standard for boards with sales less than $5M is 3% or higher.
- Whiteville ABC Board operates one retail store with mixed beverage sales. The operating cost ratio for the board was 0.65 in FY 2025. *The previous four years are shown in the chart below.*
    - The ABC Commission standard for ABC boards with one store and mixed beverage sales is 0.73 or less.
    - Operating cost ratio is calculated by dividing total operating expenses, less depreciation, by gross profit on sales (total operating expense less depreciation/gross profit).
- Therefore, the Whiteville ABC Board meets both the profitability standard and the operating cost standard set by the ABC Commission for FY 2025.
- Below are charts showing gross profit on sales, total operating expenses including depreciation, income from operations for recent years, and operating cost ratios.

	FY 2025	FY 2024
Gross Profit on Sales	$625,186	$652,361
Total Operating Expense	$410,962	$421,210
Income from Operations	$214,224	$231,151



- The chart below shows where portions of gross sales are expended or retained as income. COGS and primary distributions (Taxes) usually account for approximately seventy-six percent (76%) of any board's gross receipts, with the remainder used to operate the system and as income. In turn, the income is then used to satisfy other statutory distributions and as working capital, capital improvements, debt service, or as additional distributions beyond the minimum requirement.



- *Factors affecting sales:*
  - Columbus County has four other ABC Boards and adjacent counties have an additional seventeen ABC Boards.
  - South Carolina is around 15 miles away, with additional possible outlets.
  - A 4.6% unemployment rate in Columbus County in June of 2025 with a .2% increase from the previous year. *The North Carolina average in June 2025 was 3.7%.*
  - Approximately 21% of the population in the county is below the poverty level. *The North Carolina average is 12.8%.*
  - In FY 2025 mixed beverage sales accounted for 6.5% of gross sales.

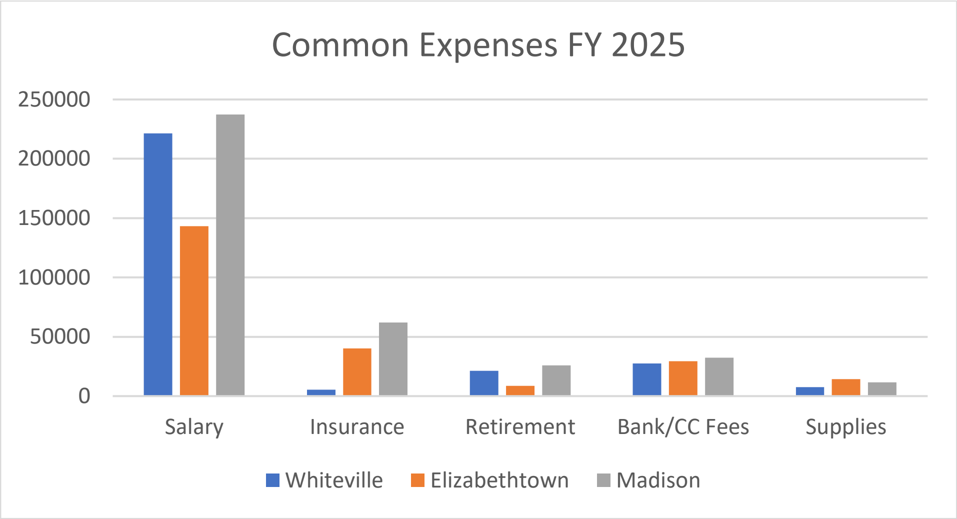
INVENTORY TURNOVER

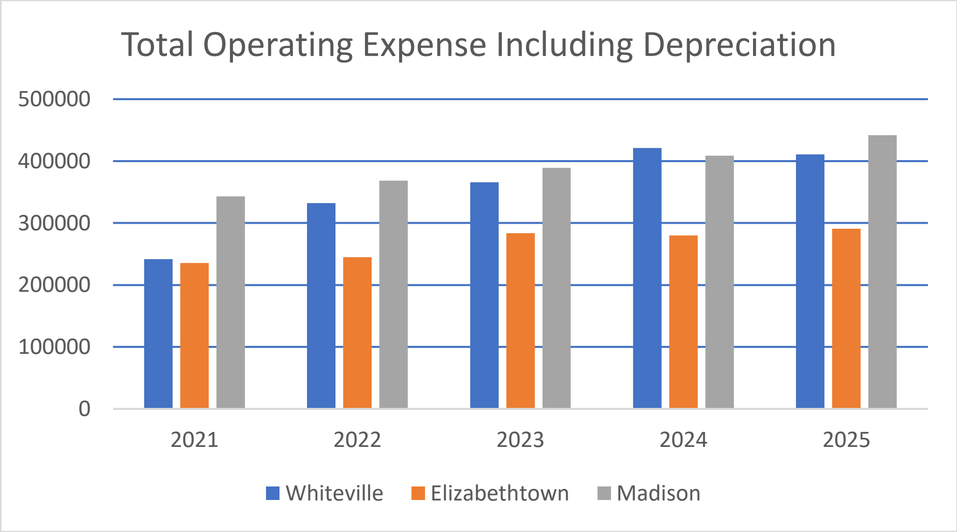
- The inventory turnover rate is calculated by dividing the cost of liquor by the average inventory in the system (Cost of Liquor/Average Inventory). The Commission has set these goals for determining an effective rate based on the frequency of deliveries.
  - Once a week deliveries target at 6 times or more per year
  - Twice a month deliveries target 5 times or more per year
  - Monthly deliveries target at 4.5 times or more per year
- The Whiteville ABC Board receives shipments twice monthly, with a target inventory turnover rate of around 5. The inventory turnover rate in FY 2025 was 5.4, which is above the official goal and the highest in the state.

EXPENSES

- *Expense Information:*
  - In FY 2025, total operating expenses decreased by about 2.5% from the last fiscal year and were around 16% of total annual sales.
  - Board salaries were approximately 8.7% of total annual sales and increased by around 7% from the previous fiscal year.
  - Cost of Goods Sold (COGS) was 52.7% for the fiscal year with a normal range being 52% to 54%.

- A common expense report and a total operating expense report show that the Whiteville ABC Board has similar categorical and total operating expenses compared to other ABC boards within a somewhat relatable gross sales range and other variables. *Common expense report categories can be unreliable, as different CPAs may allocate costs to line items inconsistently.*





BUDGET ANALYSIS

	FY 2024-2025 *Budget Projections*	*FY2024-2025 Actual*	Variance	Variance %
Total Revenues	$2,389,050	$2,582,245	$193,195	0.8%
Total Expenditures	$2,523,225	$2,348,296	$174,929	0.7%
Distributions	$92,600	$228,982		
Revenue over/under Expenditures & Finance		*$4,967*		
After Reconciling Items		*($12,084)*		

- In reviewing the budget to actual analysis of the FY 2025 financial audit, actual total revenues were 0.8% above the final budget amendment and expenditures were 0.7% below the final budget amendment.
- The change in net position during the fiscal year was ($12,084). *The board's collective net position on June 30, 2025, was $538,092; the net position has increased by almost 10% since FY 2021.*
- Based on sales trajectory for the current fiscal year with ten months (83%) of the budget year completed, the board is tracking at around 88% of annual budgeted sales.

DISTRIBUTIONS

G.S. 18B-805 (b) requires the board to pay from gross receipts, all expenses, excise, and rehabilitation taxes. G.S. 18B-805(c)(2) requires the board to *typically* distribute at least five percent (5%) of applicable gross receipts to law enforcement and *typically* at least seven percent (7%) for alcohol education. *Before assigning these percentage distributions, G.S. 18B-805(c)(1) requires the board to first make a minimum quarterly distribution of the 3.5% markup and relevant bottle charges to certain county/municipal recipients.* **Some of these distribution percentages are designated by an official local enabling act (*and thus distribution requirements and recipients are subject to vary).***

- In FY 2025, a total of $582,698 in primary distributions and other taxes were paid to the NC Department of Revenue (NCDOR), DHHS, and the county commissioners of Columbus County.
- In FY 2025, Whiteville ABC accrued funds for other statutory distributions totaling $228,982 *(the net profit recipient received $211,712).*
- Per the local enabling act, the distribution formula for recipients of net profits is as follows:
    - 50% to Whiteville General Fund.
    - 45% to Columbus County General Fund.
    - 5% to Whiteville General Fund for Fire Department.

DISTRIBUTIONS (cont.)

- STATUTORY DISTRIBUTIONS:
    - Net Profit Distributions – The Whiteville ABC board has made net profit distributions for the last five (5) fiscal years above the minimum mandatory distribution as referenced in G.S. 18B-805(c)(1). **The table below shows distributions calculated on the left and total distributions made by the ABC Board for the last five (5) years on the right.**
    - Law Enforcement Distributions: Have been accrued and/or disbursed at or above the standard 5% statute amount for the last five (5) FYs.
    - Alcohol Education Distributions: Have been accrued and/or disbursed at or above the standard 7% statute amount for the last five (5) FYs.

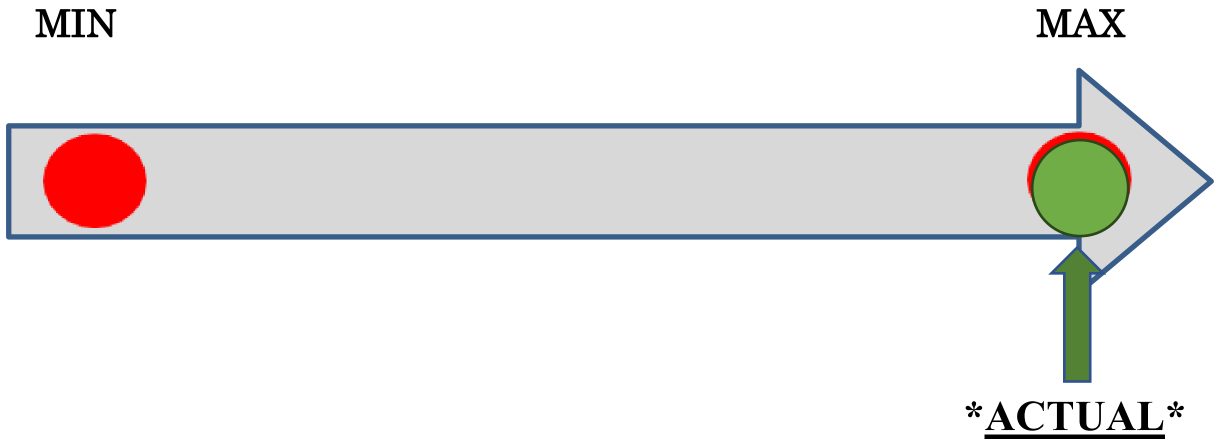
NC GENERAL STATUTE: 18B-805 (c)(1)				
Calculation of Minimum Mandatory Distribution for Net Profit to Designated Recipients ***Note: Referencing CPA Audit Reports***			**Whiteville ABC Board Net profit distribution made annually by fiscal year**	
Calculated Amount			**Total paid to recipient(s)**	
FY-2025	*$72,978*		FY-2025	***$211,712***
FY-2024	*$75,158*		FY-2024	***$285,158***
FY-2023	*$76,730*		FY-2023	***$231,900***
FY-2022	*$75,377*		FY-2022	***$305,376***
FY-2021	*$62,016*		FY-2021	***$70,016***

WORKING CAPITAL

- G.S. 18B-805(d) allows the board to set aside a portion of the remaining gross receipts, within the limits set by the rules of the Commission, as cash to operate the ABC system.
  - NCAC 15A .0902 sets a working capital maximum standard for boards with annual gross sales greater than $1.5M as an amount equal to three (3) months of gross sales.
  - G.S. 18B-702(g)(3) defines "Working Capital" as the total of cash, investments, and inventory less all unsecured liabilities. As it pertains to working capital computation, gross sales means gross receipts from the sale of alcoholic beverages less distributions as defined in G.S. 18B-805(b)(2), (3), and (4).

- Based on the existing rules, as of June 30, 2025, the Whiteville ABC Board is required to maintain a minimum working capital of $75,818 with a maximum working capital amount of $492,816.
- On June 30, 2025, the board had a working capital balance of $492,816 which is the maximum working capital allowed.

*** FY 2024-2025: *Working Capital (WC) Graphic***



- Under G.S. 18B-805(d), with approval of the appointing authority for the board, the local board may set aside a portion of the remaining gross receipts as a fund for specific capital improvements whenever working capital is exceeded.

PERSONNEL, OPERATIONAL & ADMINISTRATIVE COMPLIANCE

Board Members

- The board consists of two members and a chairperson, all of whom have satisfied the ethics training requirement.
    - Current board members' terms are staggered to comply with G.S. 18B-700(a).
    - The compensation for the Chairperson has been approved by the board's appointing authority.
        - For compliance with G.S. 18B-700(g), the board will need to provide the Commission with the written approval for the other members' current compensation. *The approval provided possibly has a clerical error in the compensation amount.*
    - Copies of member's oaths of office are available in board records.
    - Members have professional experience in business, law enforcement, and military service.
- Meetings are generally held on the second Wednesday of each month, and a sign is posted at the store for awareness.
- Meeting minutes are well organized, available, and follow the proper order of proceedings.
    - All meeting minutes reviewed include a conflict-of-interest statement.
    - Financial and store operational data are presented and discussed during meetings, allowing current accounts to be compared against the budget.
    - A certificate of accountability attestation is signed at each meeting by the members and applicable personnel.
    - Board members are heavily encouraged by the Commission to use checks and balances to ensure that cash management practices are upheld. Boards should also routinely review any notes and recommendations provided by the CPA firm in annual audits.

Board Personnel

- The board currently has three full-time and three part-time employees.
- The General Manager is full-time, compliant with ethics training, and responsible for all board operations and activities.
- The Assistant Manager is a full-time employee who supports the General Manager with numerous operational tasks and is able to perform these functions in the manager's absence.
- The board utilizes a third-party CPA firm for accounting related activity and support.
- The Finance Officer, also a board member, provides additional fiscal oversight.
- All employees are responsible for providing friendly customer service, general store maintenance, and stock management.
- Training for new employees is on the job and mentorship based.
    - All team members have received RASP training except for one new employee.
    - The board has product knowledge materials, and the manager discusses new products with the team.
- No conflicts related to nepotism were found, based on discussion with the General Manager.
- All store personnel are aware that loitering is prohibited on board property and inside the store.

Law Enforcement

- The board has a recently renewed law enforcement contract with the Whiteville Police Department, signed in 2026.
- Law enforcement reports are submitted monthly by the General Manager.
  - Applicable data for accountability, as outlined in G.S. 18B-501(f1), is only occasionally provided.
  - In FY 2025, the board made $7,196 in law enforcement distributions.

Alcohol Education

- In FY 2025, $10,074 in alcohol education distributions were made to the Columbus County Sheriff's D.A.R.E. program and to some individual scholarship recipients.
  - G.S. 18B-805(h) requires the board to include in its meeting minutes how its alcoholism funds are to be spent and to verify any person or agency receiving funds from the board reports to the board at least annually, describing how these funds were spent.
  - The Sheriff's Office has provided the board with a report detailing the program’s accomplishments over the past year using funds received from the board.

Policies

- The board has a code of ethics policy which adheres to the requirements of G.S. 18B-706(a), a thorough personnel manual which covers the requirements of Rule 15A .1006, and a shelf management plan as required by Rule 15A .1708.
- Other policies on file with the Commission include mixed beverage sales, price discrepancy, credit card usage, allocated product sales, and tastings.
- For travel, the board follows the state travel plan per G.S. 18B-702(g2), with reimbursements made pursuant to G.S. 138-6.

Operations

- A full inventory is conducted annually, supplemented by spot checks, including those performed during regular bimonthly ordering.
  - All team members participate in the annual inventory, and managers and other team members assist with spot checks.
  - All discrepancies are rechecked and the General Manager is responsible for adjustments.
  - *A small sample of products was inventoried during the Commission visit with no notable discrepancies found.*
  - Strategies for slow moving products include moving within the store, adding starbursts or other sales techniques, and asking the broker reps for assistance or added value attachments.
  - Practices are in place to monitor specific items when a pattern of missing inventory is detected.
- Liquor orders are made by the General Manager who reviews and modifies each item in a suggested order.
  - Each SKU in the showroom is scanned and compared to the fifteen day sales history.
  - SPA lists are regularly reviewed.
  - Special order requests lists are kept and usually purchased for retail and mixed beverage customers.
- The board receives liquor deliveries on the first and third Wednesday of the month.
  - Pallets are dropped and down stacked using scanners.
  - Any variances are rechecked before the report is submitted to LB&B.
- The board currently has six active mixed beverage customer accounts.
  - Pulled orders are rechecked and stamped by a second team member.
  - Invoices are provided to the permittees, and signed copies are retained for each account.
  - The board stamps bottles as required by Rule 15A .1901; however, during Commission visit, the tax stamps did not identify the local board's system of sales.
- Some allocated products are reserved for mixed beverage customers, with others being reserved for lotteries and random shelving.
- The board retains breakage reports and submits them to suppliers for credit. To comply with Rule 15A .1701(c), the board should re-establish emailing copies of the reports to the Commission quarterly.
  - During the Commission visit, it was discussed that the management team may simply be sending their breakage reports to the wrong email recipient.
- The board does not have a website but does have a social media account.
- The board hosts tastings and plans to continue offering them.
- The board's login website was updated prior to and during the Commission visit and contains accurate information pertaining to board members, personnel, and store locations.

Financial & Internal Controls

- Invoices for liquor are processed monthly by the General Manager and the board's audit service provider. *A review of a small sample of payment dates indicates that most deliveries are paid within the 30-day timeframe.*
- The board's checks are signed by a board member and the Finance Officer.
    - The checks are stamped with the required disbursement certificate for compliance with G.S. 18B-702(q).
    - The board has recently begun making many distiller payments via ACH transfer.
    - A process to meet the disbursement certificate requirements of G.S. 18B-702(q) needs to be implemented by board personnel.
- The preaudit certificate is applied to liquor orders and some other purchase orders and forms as required by G.S. 18B-702(m).
    - Instead of the General Manager, the preaudit certificate should be signed by the board's Finance Officer or properly designated Deputy Finance Officer.
- Tax and primary distributions are processed by the General Manager and input by the audit service provider.
- The board has a credit card that is usually only used for supplies or conference travel, in the possession of the General Manager.
    - Itemized receipts and invoices are kept, and the account is reviewed by board members at meetings.
- Cash-handling procedures are in place and understood by all staff.
    - Employees count funds before shifts and complete forms with denominational documentation at the conclusion of their shift.
    - Deposits are made each day except Saturday, after being verified by the management team.
    - The account is routinely reviewed for deposit accuracy, and the CPA firm conducts full monthly reconciliations.
    - *A sample of recent deposits was reviewed with no variances noted.*
- Payroll is processed weekly by the General Manager through QuickBooks.
    - Employees use timecards and any possible variances are reviewed through the camera system.
    - Payroll records were reviewed and indicate accurate pay amounts for the General Manager and Board Members as reflected on the board's login website.
- All board members and applicable personnel are bonded for at least $50,000 as required by G.S. 18B-700(i).
- The annual CPA audit was received by the Commission on September 23, 2025.

STORE INSIGHT & OVERVIEW

- The Whiteville ABC Board's store is a free-standing building on a major thoroughfare.
  - The store has easily viewable signage, and there is adequate parking.
  - The exterior is well maintained and free of trash and debris.
- The interior of the store is well lit and organized.
  - Floors and shelves are clean and displays and end caps are utilized.
  - The Fetal Alcohol Syndrome poster required by G.S. 18B-808 is displayed.
  - A quarterly price book is available at the counter.
  - The store has a North Carolina product section, and additional North Carolina products are placed within their corresponding category.
- Shelf management practices are properly implemented.
  - Products are fronted and bottles are dusted.
  - Products are grouped by category, and premium products are found at eye level or higher.
  - Bottles are arranged so that they increase in size from left to right of the same product.
  - Shelf space for products is set to follow the factors identified in Rule 15A .1708(5).
- A sample of approximately one hundred items was selected to determine if uniform pricing was displayed. Of those selected, all had correct pricing.
  - Price discrepancies are handled in the customer's favor if the shelf tag were to be lower than the current price mandate and the customer objects.
- Sales associates value customer service, and all are attentive and courteous.
- The store is open from 9:00 a.m. until 9:00 p.m. daily.
- The store is closed every Sunday, the five previously required holidays, and Memorial Day.
- The building has a camera system, alarms with sensors, and panic buttons.
- Safety bollards are installed outside the store's main entrance for pedestrian safety.

REQUIRED OR REQUESTED ACTIONS

- Item #1: G.S. 18B-700(g) requires the appointing authority for a board to notify the Commission in writing if a different compensation level (other than the $150.00 statutory maximum) for any board member is approved. *While the board did receive approval to adjust the chairperson's compensation above the statutory maximum, written approval for the current per meeting compensation for other board members has not been provided.*

- Item #2: While the preaudit certificate is already being applied to liquor orders, for full compliance with G.S. 18B-702(m), the board's Finance Officer or a properly designated Deputy Finance Officer must sign the certificate.

- Item #3: When applicable, ensure unsaleable merchandise (breakage) reports are submitted to the Commission quarterly. Rule 15A .1701(c) requires boards to submit quarterly reports for any unsaleable merchandise and to retain the original copies for three (3) years.

RECOMMENDATIONS

- In conjunction with item #1 in the required actions of this report, the board may wish to consider properly designating a Deputy Finance Officer to assist with the administration of the certificates and their subsequent signatures as required by G.S. 18B-702.

- Rule 15A .1901(a)(1) requires the board's mixed beverage tax stamps to state the local board system of sales, permittee's transaction (order) number, and the permittee's mixed beverage permit number. *The board should consider a method, such as using its board number, to clearly identify the local board system of sales.*

- As the board is transitioning into paying more vendors and suppliers via ACH transfer, the board should consider a method to accommodate the requirements of G.S. 18B-702(q). *This may be accomplished by having the Finance Officer or a Deputy Finance Officer sign a list of the transactions, a printout of each transfer, or by another method.*

- The board should work with its contracted law enforcement agency, the City of Whiteville Police Department, to reestablish regular law enforcement reporting to comply with the provisions of G.S. 18B-501(f1). Reports are to include as applicable the number of arrests made for ABC law, number of agencies assisted with ABC law, and other metrics for ABC law contribution such as compliance checks and alcohol education classes presented. If current law enforcement agencies are not completing ABC enforcement law activities on behalf of the board, it is recommended for the board to consider entering a contract with a different agency such as Alcohol Law Enforcement (ALE) state agency or the local sheriff department.

Please network with the ABC Commission whenever needed for guidance and assistance to support local ABC board mission and success.

ADDITIONAL CONSIDERATIONS & GUIDANCE ….

- The Commission's primary focus for ABC board members:

  - ABC board members are highly encouraged to meet monthly for the best formal oversight and review of board operations, routinely recording meeting minutes (*adhering to closed meeting requirements where applicable*) and ensuring either no conflicts of interest are present or that they are addressed appropriately when presented. Monthly sales should be reported to the Commission at the beginning of next month, providing annual budgets, budget amendments, miscellaneous financial reporting to Commission following timelines, and ensuring Commission has annual CPA audits by September 30th of each year.

  - ABC boards are highly encouraged to keep term begin dates & term end dates updated on the Commission's board login website for all ABC board members and other information such as store hour changes, pictures, email updates, etc.

- ABC Boards are required to operate within a balanced budget each fiscal year. Budget amendments must be approved by the board before any funds are transferred between accounts and utilized, occurring at the actual point of time an adjustment of funds is necessary. This would include the point in time during the fiscal year when the board will exceed its annual forecasted sales budget. Ensure budget amendment copies are submitted to the ABC Commission as required per NCGS 18B-702(h), to include sales adjustment for current fiscal year sales estimates.

- ABC Boards are required to work within general minimum and maximum limits for working capital, as established per Commission Rule NCAC 15A .0902(a)(2). When ABC Boards exceed maximum working capital in any given FY due to planned capital improvements, please secure written approval from the applicable County or Municipal authorities per N.C.G.S. 18B-805(d) and forward to the Commission. As best measure, securing documentation prior to exceeding maximum working capital would be the most ideal approach.

- ABC boards are highly encouraged to find straightforward ways to lower any recurring expenses. Ways to try to improve expenses include requesting bids annually from various vendors to get the best rates possible on financial audits, various utilities, maintenance contracts, and credit card processing companies.

- Cross training opportunities for personnel should be maximized to ensure solid continuity of operations occurs for ABC boards. Also, training opportunities can work well to develop store employees for increased responsibility roles and serving to make both the routine operations and employee morale stronger.

PREVIOUS PERFORMANCE AUDIT ACTIONS (2023)

- ABC Boards are required to operate within a balanced budget each fiscal year. Budget amendments must be approved by the board before any funds are transferred between accounts and utilized, occurring at the actual point of time an adjustment of funds is necessary. This would include the point in time during the fiscal year when the board will exceed its annual forecasted sales budget. Ensure budget amendment copies are submitted to the ABC Commission as required per NCGS 18B-702(h), to include a final reconciliation budget amendment for the fiscal year end.
- Please ensure all newly adopted policies or any updated policies are submitted electronically to the Commission for recordkeeping and review per NCAC 15A .1102 Rule. Electronic copies of the debit card policy should be emailed to Commission personnel for recordkeeping once a policy is adopted.
- ABC board members must complete ethics training within one (1) year of each appointment and again following all reappointments. Special note: Currently, one board member term will expire in October 2023. Then, the one-year window for ethics training starts at the time of new term beginning or appointment/reappointment. General managers, finance officers (and any applicable deputies) have a onetime training requirement for ethics training but are encouraged to complete training periodically as a good refresher along with any other personnel interested.
- Law enforcement reports must be submitted on the Commission's board website by the 7th of each month referencing G.S. 18B-501(f1). Reports should include as applicable the number of arrests made for ABC law, number of agencies assisted with ABC law, and other metrics for ABC law contribution such as compliance checks and alcohol education classes presented. ABC Boards should make sure reports are in a "Final Submitted" status and not just in saved status. For any saved reports, the only transaction necessary is to click the preview button and then click the submit button for the reports.
- Due to new city officials, the board needs to draft a new law enforcement contract with Whiteville Police Department and provide a copy to the Commission in connection with G.S. 18B-501(f).
- Board meeting minutes are recommended to be signed by ABC Board Chairperson per Commission's Operations Manual.
- The board must annually obtain approval from the appointing authority to continue adhering to their local government travel policy and annually provide the Commission a copy of this approval and latest annual travel policy per G.S. 18B-700(g2). Note: As another option, the board can alternately move to adopt the official State of NC government travel policy referenced under G.S. 138-6. This would allow the board an option to eliminate the annual travel policy update requirement by instead formally adopting & adhering to the State of NC government travel policy during an official board meeting. If the board were interested to make this travel policy change, a copy of the applicable meeting minutes showing the adopted travel policy change would then simply be forwarded via email to Commission personnel.
- Ensure all purchase orders to include obligations evidenced by a contract or agreement requiring the payment of money, shall include or bear a certificate stating that the instrument (or order) has been pre-audited to ensure compliance with G.S. 18B-702(m) with a signature by the finance officer. The specific statement should read, "This instrument has been pre audited in the manner required by G.S. 18B-702." Special note: This would be most reasonably accomplished by signing & stamping the summary total of the Order Edit List from inventory system before any liquor orders are placed with state warehouse.

While having addressed most considerations from the previous Commission review, the board should still monitor and strive to satisfy previously recommended actions.

ABC Commission
400 E. Tryon Rd.
Raleigh, NC 27610
August 31, 2026

We appreciate your support and recommendations from the audit recently performed. This performance audit will help us with the areas that need improvement. Please find below our responses to the findings and recommendations.

Item 1: ***
The board will provide the ABC Commission with written approval of any increase to its board members per meeting compensation if the amount exceeds $150.00.
The board is currently working with the city to verify if the previous approved amounts were simply a clerical error in the city's meeting minutes.

Item 2: ***
The board will ensure the Finance Officer or Deputy Finance Officer signs the preaudit certificates.

Item 3****
The board will ensure breakage reports are sent to the ABC Commission quarterly when available.

Sincerely,

Amanda Richardson – GM

Whiteville ABC Board

5 13 2026
Month Day Year

Whiteville
ABC Board

Certificate of Accountability

This document assures this Board and the State of North Carolina that the following statutory duties required of local ABC Boards have been properly performed.

1. The system has complied with all State uniform pricing requirements pursuant to NCGS §18B-804.

2. That all alcoholic beverages sold have been approved by the Commission for sale in this State pursuant to NCGS §18B-800.

3. That all "gross receipts" pursuant to NCGS §18B-805(a) have been properly accounted for and are lawful.

4. That all taxes due and board expenses have been properly and timely paid pursuant to NCGS §18B-805(b).

5. That all distributions pursuant to NCGS §18B-805 have been properly and timely paid.

6. That the finance officer for the board has properly performed all duties as required pursuant to NCGS §18B-702(k).

General Manager

Financial Officer

Gary C Bass
Chairman

Board Member

Board Member

Board Member

Board Member