

Dare County Tourism Board Outer Banks Visitors Bureau

Adopted Budget Fiscal Year 2018 / 2019

Adopted by DCTB
June 21, 2018
Sarah Owens Welcome Center
Manteo, NC
Board Room

Questions:
Please email or call Diane Bognich
bognich@outerbanks.org
252-473-2138



Dare County Tourism Board

BE IT ORDAINED by the Governing Board of the Dare County Tourism Board that this budget ordinance be adopted June 21, 2018.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Occupancy Tax Distribution	3,308,981
Prepared Food Tax Distribution.....	1,745,162
Appropriation from Fund Balance	1,334,634
Travel Guide Income	82,340
Merchandise Sales Income	30,786
Website Revenue.....	79,200
Interest & Other Revenue	<u>71,310</u>
	6,652,413

Section 2: The following amounts are hereby appropriated in the **General Fund** for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Governing Body.....	29,869
Promotion.....	5,968,958
Aycock Brown Welcome Center	149,641
Roanoke Island/Whalebone/Hatteras Welcome Centers.....	157,845
Travel Guide Expenses	172,000
Merchandise Expenses.....	19,950
Transfer to Event Site Fund	<u>154,150</u>
	6,652,413

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Occupancy Tax Distribution	1,102,994
Prepared Food Tax Distribution.....	581,721
Appropriation from Fund Balance	6,296,098
Interest.....	<u>50,000</u>
	8,030,813

Section 4: The following amount is hereby appropriated in the **Special Revenue Fund** for the use(s) indicated for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Expenditures.....	8,030,813
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Section 5: It is estimated that the following revenues will be available in the **Event Site Fund** (an enterprise fund) for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Lease Income.....	7,050
Interest & Other Revenue.....	470
Transfer from General Fund.....	154,150
Unappropriated Funds.....	<u>35,000</u>
	196,670

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2018 and ending June 30, 2019:


Expenditures.....	196,670
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Section 7: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a) He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b) He/she may transfer amounts up to \$5,000 between departments, including contingency appropriations, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.
- c) He/she may not transfer any amounts between funds, except as approved by the Governing Body in the Budget Ordinance as amended.

Section 8: The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 9: Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds detailed in the budget adopted by this body 21 June, 2018.


Myra Ladd-Bone, Chairman

ATTEST:



Tonia Cohen, Secretary

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Dare County Tourism Board						
Budget 2018-2019						
Total Revenues - Governmental Funds						
(General Fund and Special Revenue)						
			Amended		Adopted	% Change
	Budget	Budget	Projected	Budget	Budget	to FY 17-18
	FY 2017-2018	FY 2017-2018	FY 2017-2018	FY 2018-2019	Budget	
Occupancy	\$ 4,163,786	\$ 4,314,285	\$ 4,718,187	\$ 4,411,975		2.26%
Meals	\$ 2,158,942	\$ 2,165,342	\$ 2,486,128	\$ 2,326,883		7.46%
	\$ 6,322,728	\$ 6,479,627	\$ 7,204,315	\$ 6,738,858		4.00%*
Interest - GF	\$ 25,000	\$ 25,000	\$ 71,335	\$ 70,000		180.00%
Interest - Travel Guide	\$ 75	\$ 75	\$ 99	\$ 85		13.33%
Interest - Merchandise	\$ 205	\$ 205	\$ 294	\$ 225		9.76%
Interest - Restricted	\$ 17,500	\$ 17,500	\$ 52,723	\$ 50,000		185.71%
Website Advertising	\$ 60,000	\$ 60,000	\$ 85,805	\$ 79,200		32.00%
Travel Guide Income	\$ 82,340	\$ 82,340	\$ 80,065	\$ 82,340		0.00%
Merchandise Income	\$ 34,400	\$ 34,400	\$ 29,933	\$ 30,786		-10.51%
Other	\$ 1,000	\$ 1,000	\$ 2,826	\$ 1,000		0.00%
	\$ 220,520	\$ 220,520	\$ 323,080	\$ 313,636		42.23%
Amounts Rolled Over from PY	\$ 1,182,840	\$ 1,182,840	\$ 1,182,840	\$ 1,180,484		-0.20%
Appropriated Fund Balance	\$ 5,604,875	\$ 5,704,875	\$ 3,461,812	\$ 6,450,248		13.07%
	\$ 6,787,715	\$ 6,887,715	\$ 4,644,652	\$ 7,630,732		10.79%
Total Revenues	\$ 13,330,963	\$ 13,587,862	\$ 12,172,047	\$ 14,683,226		8.06%
* This is a 4.0% increase over 17-18 budget figures. The percent change from projected actual 2017-2018 figures is a decrease of (7.3%).						

**Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau						
Budget 2018-2019						
Summary						
GENERAL FUND		Amended		Adopted		
	Budget	Budget	Projected	Budget	Percent	
	2017-2018	2017-2018	2017-2018	2018-2019	Change	
REVENUES						
Occupancy/Meals Tax (75%)	4,742,046	4,859,721	5,403,236	5,054,143	4.0%	
Revenues - Website Advertising	60,000	60,000	85,805	79,200	32.0%	
Revenues - Interest and Other	26,280	26,280	74,554	71,310	171.3%	
Appropriated from Fund Balance	139,150	239,150	200,000	154,150	-35.5%	
Transfer from Travel Guide/Travel Guide Income	82,340	82,340	80,065	82,340	0.0%	
Transfer from Merchandise Fund/Merchandise Income	34,400	34,400	29,933	30,786	-10.5%	
Total Revenues	5,084,216	5,301,891	5,873,593	5,471,929	3.2%	
Projected Over Budget By			571,702			
EXPENDITURES:						
Governing	29,739	29,739	25,493	29,869	0.4%	
Promotion	5,616,793	5,829,668	5,254,183	5,968,958 *	2.4%	
Aycock Brown Welcome Center	137,681	142,481	135,369	149,641	5.0%	
Outer Banks Welcome Center RI, Whalebone & Hatteras	146,749	146,749	133,640	157,845	7.6%	
Travel Guide Expenses	174,700	174,700	167,131	172,000	-1.5%	
Merchandise Expenses	22,244	22,244	20,983	19,950	-10.3%	
Transfer to Event Site Fund	139,150	139,150	139,150	154,150	10.8%	
Total Expenditures	6,267,056	6,484,731	5,875,949	6,652,413	2.6%	
Projected Under Budget By			608,782			
Revenue vs Expenses	-1,182,840	-1,182,840		-1,180,484		
Revenue Income over Budget	587,354	587,354		571,702		
Unspent Funds/Encumbrances	595,486	595,486		608,782 *		
* Includes estimated encumbrances of \$412,675						
Unappropriated Surplus	0	0		0		
Net Revenue vs Expenses	0	0		0		
RESTRICTED FUND						
Interest	17,500	17,500	52,723	50,000	185.7%	
Designated From Fund Balance	5,465,725	5,465,725	4,442,296	6,296,098	15.2%	
Occupancy/Meals Tax (25%)	1,580,682	1,619,906	1,801,079	1,684,715	4.0%	
Total Revenues	7,063,907	7,103,131	6,296,098	8,030,813	13.1%	
Total Expenditures and Commitments	7,063,907	7,103,131	6,296,098	8,030,813	13.1%	
EVENT SITE FUND						
Lease Income	7,600	7,600	9,680	7,050	-7.2%	
Other Income	200	200	0	200	0.0%	
Interest	270	270	235	270	0.0%	
Transfer to Event Site	139,150	139,150	139,150	154,150	10.8%	
Unappropriated Funds	32,850	32,850	0	35,000	6.5%	
	180,070	180,070	149,065	196,670	9.2%	
Expenditures	180,070	180,070	148,987	196,670	9.2%	

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2018-2019

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	3 YEAR
JULY RECEIPTS		FY 2015-2016	FY 2016-2017	FY 2017-2018	AVERAGE
					FY 2016-2018
	OCCUPANCY	\$789,686	\$735,128	\$792,811	\$772,541
	MEALS	\$325,672	\$329,457	\$362,826	\$339,318
		<u>\$1,115,358</u>	<u>\$1,064,584</u>	<u>\$1,155,636</u>	<u>\$1,111,860</u>
AUGUST RECEIPTS					
	OCCUPANCY	\$1,103,031	\$1,327,823	\$1,399,823	\$1,276,892
	MEALS	\$411,835	\$422,005	\$430,484	\$421,441
		<u>\$1,514,866</u>	<u>\$1,749,828</u>	<u>\$1,830,307</u>	<u>\$1,698,334</u>
SEPTEMBER RECEIPTS					
	OCCUPANCY	\$1,144,734	\$1,074,458	\$1,030,026	\$1,083,073
	MEALS	\$385,505	\$385,953	\$381,674	\$384,377
		<u>\$1,530,239</u>	<u>\$1,460,411</u>	<u>\$1,411,700</u>	<u>\$1,467,450</u>
OCTOBER RECEIPTS					
	OCCUPANCY	\$446,443	\$455,049	\$483,864	\$461,785
	MEALS	\$257,848	\$264,821	\$268,694	\$263,788
		<u>\$704,291</u>	<u>\$719,870</u>	<u>\$752,558</u>	<u>\$725,573</u>
NOVEMBER RECEIPTS					
	OCCUPANCY	\$189,702	\$211,453	\$215,123	\$205,426
	MEALS	\$157,765	\$148,074	\$195,036	\$166,958
		<u>\$347,467</u>	<u>\$359,527</u>	<u>\$410,159</u>	<u>\$372,384</u>
DECEMBER RECEIPTS					
	OCCUPANCY	\$75,491	\$90,830	\$100,288	\$88,870
	MEALS	\$106,624	\$115,444	\$117,679	\$113,249
		<u>\$182,115</u>	<u>\$206,274</u>	<u>\$217,967</u>	<u>\$202,119</u>
JANUARY RECEIPTS					
	OCCUPANCY	\$34,455	\$37,531	\$46,916	\$39,634
	MEALS	\$83,009	\$84,445	\$100,227	\$89,227
		<u>\$117,464</u>	<u>\$121,976</u>	<u>\$147,144</u>	<u>\$128,861</u>
FEBRUARY RECEIPTS					
	OCCUPANCY	\$62,373	\$72,316	\$71,363	\$68,684
	MEALS	\$64,614	\$62,448	\$63,144	\$63,402
		<u>\$126,987</u>	<u>\$134,764</u>	<u>\$134,506</u>	<u>\$132,086</u>
MARCH RECEIPTS					
	OCCUPANCY	\$35,570	\$50,896	\$51,535	\$46,000
	MEALS	\$67,372	\$77,059	\$77,018	\$73,816
		<u>\$102,941</u>	<u>\$127,955</u>	<u>\$128,553</u>	<u>\$119,817</u>
APRIL RECEIPTS					
	OCCUPANCY	\$79,104	\$64,654	\$92,983	\$78,914
	MEALS	\$118,448	\$110,775	\$120,972	\$116,732
		<u>\$197,552</u>	<u>\$175,429</u>	<u>\$213,955</u>	<u>\$195,645</u>
MAY RECEIPTS					
	OCCUPANCY	\$133,866	\$203,106	\$203,106 *	\$180,026
	MEALS	\$150,145	\$185,225	\$185,225 *	\$173,532
		<u>\$284,011</u>	<u>\$388,331</u>	<u>\$388,331</u>	<u>\$353,558</u>
JUNE RECEIPTS					
	OCCUPANCY	\$297,875	\$319,497	\$230,350 *	\$282,574
	MEALS	\$221,909	\$242,661	\$183,150 *	\$215,907
		<u>\$519,783</u>	<u>\$562,157</u>	<u>\$413,499</u>	<u>\$498,481</u>
TOTALS					
	OCCUPANCY	\$4,392,330	\$4,642,741	\$4,718,187	\$4,584,419
	MEALS	\$2,350,746	\$2,428,366	\$2,486,128	\$2,421,747
		<u>\$6,743,076</u>	<u>\$7,071,107</u>	<u>\$7,204,315</u>	<u>\$7,006,166</u>

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2018-2019

FISCAL YEAR		BUDGET	ADOPTED	% Increase/	\$ Increase/	% Increase/	\$ Increase /
JULY RECEIPTS		FY 2017-2018	FY 2018-2019	Decrease	Decrease	Decrease from	Decrease from
				from Actual	from Actual	17-18 Budget	17-18 Budget
	OCCUPANCY	\$770,000	\$770,000	-2.94%	-\$22,811	0.00%	\$0
	MEALS	\$321,000	\$330,000	-10.65%	-\$32,826	2.80%	\$9,000
		<u>\$1,091,000</u>	<u>\$1,100,000</u>	-5.13%	-\$55,636	0.82%	\$9,000
AUGUST RECEIPTS							
	OCCUPANCY	\$1,279,480	\$1,199,250	-18.52%	-\$200,573	-6.27%	-\$80,230
	MEALS	\$404,400	\$418,000	-3.28%	-\$12,484	3.36%	\$13,600
		<u>\$1,683,880</u>	<u>\$1,617,250</u>	-14.56%	-\$213,057	-3.96%	-\$66,630
SEPTEMBER RECEIPTS							
	OCCUPANCY	\$1,067,700	\$1,067,700	3.52%	\$37,674	0.00%	\$0
	MEALS	\$367,015	\$375,000	-1.75%	-\$6,674	2.18%	\$7,985
		<u>\$1,434,715</u>	<u>\$1,442,700</u>	2.13%	\$31,000	0.56%	\$7,985
OCTOBER RECEIPTS							
	OCCUPANCY	\$415,310	\$451,925	-8.29%	-\$31,938	8.82%	\$36,615
	MEALS	\$245,640	\$255,465	-5.71%	-\$13,229	4.00%	\$9,825
		<u>\$660,950</u>	<u>\$707,390</u>	-7.32%	-\$45,168	7.03%	\$46,440
NOVEMBER RECEIPTS							
	OCCUPANCY	\$182,730	\$195,040	-11.67%	-\$20,083	6.74%	\$12,310
	MEALS	\$144,690	\$157,480	-24.03%	-\$37,556	8.84%	\$12,790
		<u>\$327,420</u>	<u>\$352,520</u>	-17.55%	-\$57,639	7.67%	\$25,100
DECEMBER RECEIPTS							
	OCCUPANCY	\$70,000	\$80,800	-28.65%	-\$19,488	15.43%	\$10,800
	MEALS	\$97,000	\$105,880	-12.64%	-\$11,799	9.15%	\$8,880
		<u>\$167,000</u>	<u>\$186,680</u>	-19.39%	-\$31,287	11.78%	\$19,680
JANUARY RECEIPTS							
	OCCUPANCY	\$32,760	\$34,070	-43.41%	-\$12,846	4.00%	\$1,310
	MEALS	\$67,600	\$80,804	-25.75%	-\$19,423	19.53%	\$13,204
		<u>\$100,360</u>	<u>\$114,874</u>	-30.72%	-\$32,269	14.46%	\$14,514
FEBRUARY RECEIPTS							
	OCCUPANCY	\$57,000	\$64,280	-11.99%	-\$7,083	12.77%	\$7,280
	MEALS	\$59,800	\$62,195	-1.39%	-\$949	4.01%	\$2,395
		<u>\$116,800</u>	<u>\$126,475</u>	-6.30%	-\$8,031	8.28%	\$9,675
MARCH RECEIPTS							
	OCCUPANCY	\$26,000	\$42,540	-27.65%	-\$8,995	63.62%	\$16,540
	MEALS	\$55,120	\$67,325	-16.71%	-\$9,694	22.14%	\$12,205
		<u>\$81,120</u>	<u>\$109,865</u>	-20.64%	-\$18,689	35.43%	\$28,745
APRIL RECEIPTS							
	OCCUPANCY	\$49,400	\$60,900	-60.13%	-\$32,083	23.28%	\$11,500
	MEALS	\$85,600	\$101,040	-20.69%	-\$19,932	18.04%	\$15,440
		<u>\$135,000</u>	<u>\$161,940</u>	-34.75%	-\$52,015	19.96%	\$26,940
MAY RECEIPTS							
	OCCUPANCY	\$124,340	\$176,320	-21.13%	-\$26,786	41.80%	\$51,980
	MEALS	\$127,000	\$165,595	-13.39%	-\$19,630	30.39%	\$38,595
		<u>\$251,340</u>	<u>\$341,915</u>	-16.98%	-\$46,416	36.04%	\$90,575
JUNE RECEIPTS							
	OCCUPANCY	\$239,565	\$269,150	13.14%	\$38,800	12.35%	\$29,585
	MEALS	\$190,477	\$208,100	11.04%	\$24,950	9.25%	\$17,623
		<u>\$430,042</u>	<u>\$477,250</u>	12.23%	\$63,750	10.98%	\$47,208
TOTALS							
	OCCUPANCY	\$4,314,285	\$4,411,975	-7.37%	-\$306,212	2.26%	\$97,690
	MEALS	\$2,165,342	\$2,326,883	-7.17%	-\$159,245	7.46%	\$161,541
		<u>\$6,479,627</u>	<u>\$6,738,858</u>	<u>-7.30%</u>	<u>-\$465,458</u>	<u>4.00%</u>	<u>\$259,231</u>
		FY16/17 Budget	\$6,079,813.00				
		% change	6.58%				

Easter is
April 21

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Governing						
Account		Budget	Amended	Projected	Adopted	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5000	Director Compensation	17,100	17,100	16,425	17,100	0.0%
5030	Payroll Taxes	1,479	1,479	1,382	1,479	0.0%
5001	Professional Services	1,000	1,000	1,000	1,000	0.0%
5002	Dir. Travel/Mtg./Meals	6,000	6,000	3,004	6,000	0.0%
5003	Directors & Officers Ins.	3,160	3,160	3,145	3,290	4.1%
5004	Miscellaneous Items	1,000	1,000	537	1,000	0.0%
	Total - Governing	29,739	29,739	25,493	29,869	0.4%
Projected under budget by						

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Promotion						
Account Number	Title	Budget 2017-2018	Amended Budget 2017-2018	Projected 2017-2018	Adopted Budget 2018-2019	Percent Change
Personnel						
5010	Salaries (full)	737,000	737,000	736,731	759,000	3.0%
5020	Salaries (part)	98,850	94,650	88,490	81,250	-14.2%
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%
5030	Payroll Taxes	67,400	67,400	66,184	67,685	0.4%
5040	Employee Insurance	135,100	139,300	139,288	139,400	0.1%
5050	Retirement	59,105	59,105	57,812	62,365	5.5%
5055	401(k) Match	7,370	7,370	6,322	7,590	3.0%
5060	Worker's Comp	2,954	2,954	2,219	2,535	-14.2%
5080	Employee Relations	1,750	1,750	891	1,750	0.0%
5090	Training	10,500	10,500	9,740	10,500	0.0%
		1,121,029	1,121,029	1,107,677	1,133,075	1.1%
Marketing/Advertising						
5500	Advertising - Printed & Other	943,305	1,043,305	1,039,405	1,109,385	6.3%
5502	Advertising - Production	100,000	100,000	84,585	100,000	0.0%
5510	Events-Development & Promc	93,100	93,100	74,812	93,100	0.0%
5515	Advertising - Online	1,753,870	1,753,870	1,753,870	1,883,850	7.4%
5525	Community Relations	50,000	40,000	30,995	40,000	0.0%
5560	Brochures/Production/Print	40,000	40,000	30,365	40,000	0.0%
5580	Promotional Aids	9,000	9,000	5,969	6,000	-33.3%
6100	Press/Travel Writer Tours	90,000	90,000	85,917	90,000	0.0%
6101	Group Sales	39,500	39,500	15,085	32,000	-19.0%
		3,118,775	3,208,775	3,121,003	3,394,335	5.8%
Special Projects						
6150	Event Grant	381,750	494,625	168,676	692,675 *	40.0%
6155	Est. Event Developer Grant	333,000	333,000	246,439	58,500 *	-82.4%
6170	Tourism Summit	17,500	17,500	17,219	17,500	0.0%
		732,250	845,125	432,334	768,675	-9.0%
Operations						
5110	Contracted Services	15,200	15,200	15,541	15,200	0.0%
5140	Audit	5,625	5,625	5,625	7,125	26.7%
5170	Other Professional Service	3,625	3,625	4,230	14,400	297.2%
5180	Legal	20,500	20,500	14,078	20,500	0.0%
5185	Research	40,000	50,000	50,000	50,000	0.0%
5190	Administrative Advertising	1,500	1,500	700	1,500	0.0%
5530	Legal Notices	2,000	2,000	1,915	1,500	-25.0%

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Promotion						
Account Number	Title	Budget 2017-2018	Amended Budget 2017-2018	Projected 2017-2018	Adopted Budget 2018-2019	Percent Change
6200	Postage/Fulfillment	215,000	215,000	201,752	215,000	0.0%
6300	Travel	43,500	43,500	40,152	43,500	0.0%
6305	Vehicle Maintenance	5,000	5,000	3,105	4,000	-20.0%
6320	Registrations	40,000	40,000	34,994	40,000	0.0%
6340	Travel Show Exhibit	7,500	7,500	4,156	6,000	-20.0%
6420	Dues & Subscriptions	33,000	33,000	32,706	32,000	-3.0%
6440	Insurance	16,670	16,670	15,088	17,090	2.5%
6460	Telephone	34,200	34,200	24,259	29,500	-13.7%
6500	Equipment	20,950	20,950	21,649	19,650	-6.2%
6510	Expendable Equipment	3,000	3,000	1,974	3,000	0.0%
6530	Tech. Support/Software	15,000	15,000	12,192	30,000	100.0%
6580	Utilities	11,000	11,000	9,536	11,000	0.0%
6600	Cleaning/maint. Supplies	2,000	2,000	1,416	2,000	0.0%
6610	Building Maintenance	20,000	20,000	12,620	25,000	25.0%
6620	Equip. Service Contracts	3,500	3,500	2,721	3,500	0.0%
6640	Equipment Rental	33,000	33,000	32,976	33,000	0.0%
6660	Equipment Repairs	3,000	3,000	1,850	3,000	0.0%
6700	Office Supplies	17,500	17,500	14,400	16,300	-6.9%
6810	Web Site/Internet	32,469	32,469	33,534	29,108	-10.4%
		644,739	654,739	593,169	672,873	2.8%
	Total - Promotional	5,616,793	5,829,668	5,254,183	5,968,958	2.4%
	Projections under budget by			575,485		
	less encumbrances			-416,575		
				158,910		
	* Encumbrances: #6150 \$354,175					
	#6155 \$ 53,500					
	#6101 \$ 5,000					
	#5500 \$ 3,900					

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Aycock Brown Welcome Center Kitty Hawk						
Account Number	Title	Budget 2017-2018	Amended Budget 2017-2018	Projected 2017-2018	Adopted Budget 2018-2019	Percent Change
5025	Salaries (part)	89,800	92,800	90,531	93,270	0.5%
5030	Payroll Taxes	7,768	7,868	7,631	8,068	2.5%
5040	Employee Insurance	4,300	4,400	4,328	4,300	-2.3%
5050	Retirement	0	950	940	0	-100.0%
5060	Worker's Comp	395	395	395	320	-19.0%
5080	Employee Relations	500	300	172	500	66.7%
5090	Training	600	600	277	600	0.0%
5110	Contracted Services	7,920	7,920	7,260	7,920	0.0%
6130	Uniforms	560	560	87	560	0.0%
6200	Postage	350	350	147	350	0.0%
6300	Travel	528	528	119	528	0.0%
6420	Dues & Subscriptions	350	350	303	350	0.0%
6440	Insurance	2,110	2,110	2,110	1,925	-8.8%
6460	Telephone	8,500	8,500	8,194	8,500	0.0%
6500	Equipment	1,500	1,500	1,200	1,500	0.0%
6580	Utilities	6,600	6,600	5,452	6,600	0.0%
6600	Cleaning/maint. Supplies	600	600	236	600	0.0%
6610	Building Maintenance	2,000	2,000	1,988	10,450	422.5%
6660	Equipment Repairs	300	300	300	300	0.0%
6700	Office Supplies	3,000	3,850	3,699	3,000	-22.1%
	Total - ABWC	137,681	142,481	135,369	149,641	5.0%
	Projected under budget by			7,112		

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Outer Banks Welcome Center Roanoke Island						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part) - RI	58,200	58,200	53,096	59,450	2.15%
5030	Payroll Taxes	5,034	5,034	4,593	5,145	2.21%
5060	Worker's Comp	185	185	185	165	-10.81%
5080	Employee Relations	435	435	312	435	0.00%
5090	Training	600	600	306	600	0.00%
6130	Uniforms	330	330	319	330	0.00%
6440	Insurance	960	960	960	965	0.52%
6460	Telephone	1,225	1,225	1,348	1,225	0.00%
6500	Equipment	1,000	1,000	0	1,000	0.00%
6580	Utilities	960	960	828	960	0.00%
6600	Cleaning/Maint. Supplies	200	200	90	200	0.00%
6610	Building Maintenance	2,500	2,500	1,811	13,550	442.00%
6660	Equipment Repairs	250	250	120	250	0.00%
6700	Office Supplies	600	600	594	600	0.00%
	Total - Welcome Ctr. R.I.	72,479	72,479	64,562	84,875	17.10%
	Projected under budget by			7,917		

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Outer Banks Welcome Center - Hatteras Information Center						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part) - HI	25,300	25,300	24,002	24,300	-3.95%
5030	Payroll Taxes	2,190	2,190	2,076	2,105	-3.88%
5060	Worker's Comp	100	100	100	75	-25.00%
5080	Employee Relations	150	150	75	150	0.00%
5090	Training	100	100	75	100	0.00%
5110	Contracted Services	1,540	1,540	1,356	1,540	0.00%
6130	Uniforms	100	100	66	100	0.00%
6300	Travel	835	835	720	835	0.00%
6440	Insurance	575	575	575	385	-33.04%
6460	Telephone	2,820	2,820	2,609	2,820	0.00%
6500	Equipment	2,000	2,000	1,725	2,000	0.00%
6600	Cleaning/Maint. Supplies	200	200	82	200	0.00%
6610	Building Maintenance	1,000	1,000	0	500	-50.00%
6700	Office Supplies	775	775	690	775	0.00%
	Total - Welcome Ctr. - Hatteras	37,685	37,685	34,151	35,885	-4.78%
	Projected under budget by			3,534		

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Outer Banks Welcome Center - Whalebone Junction						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part)	28,990	28,990	28,907	29,590	2.07%
5030	Payroll Taxes	2,510	2,510	2,500	2,560	1.99%
5060	Worker's Comp	110	110	110	80	-27.27%
5080	Employee Relations	140	140	50	140	0.00%
5090	Training	100	100	65	100	0.00%
5110	Contracted Services	660	660	600	660	0.00%
6130	Uniforms	80	80	47	80	0.00%
6440	Insurance	575	575	575	575	0.00%
6460	Telephone	1,920	1,920	1,641	1,800	-6.25%
6500	Equipment	1,000	1,000	0	1,000	0.00%
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%
6700	Office Supplies	450	450	382	450	0.00%
	Total - Welcome Ctr. Whalebone	36,585	36,585	34,927	37,085	1.37%
	Projected under budget by			1,658		

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Restricted						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
	Occupancy/Meals Tax 25%	1,580,682	1,619,906	1,801,079	1,684,715	4.0%
	Interest	17,500	17,500	52,723	50,000	185.7%
	Appropriated Fund Balance	5,465,725	5,465,725	4,442,296	6,296,098	15.2%
	Total - Non Departmental	7,063,907	7,103,131	6,296,098	8,030,813	13.1%

**Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau					
Budget 2018-2019					
Restricted Fund					
		Projected			
		Amount	Recommended	Adopted	
Account		Allocated	FY 18-19	FY 18-19	Percent
Number	Title	thru 4/30/18	Projects	Allocation	Change
Revenues					
3210	Interest	52,723	0	50,000	-5.2%
9930	Appropriation from Fund Balance	4,442,296	0	6,296,098	41.7%
9940	Occupancy/Meals Tax 25%	1,801,079	0	1,684,715	-6.5%
	Total Revenues	6,296,098	0	8,030,813	27.6%
Expenditures					
Long Term Projects: 70% = \$1,179,300, plus interest					
4503	Infrastructure NOTE #1	411,170	0	411,170	0.0%
4520	Natural, Historic and Cultural Resources NOTE #2	68,924	117,930	186,854	171.1%
4525	Event Site NOTE #3	2,931,496	1,061,370	3,992,866	36.2%
4504	GOSPL NOTE #4	835,857	50,000	885,857	6.0%
	Total Long Term Projects	4,247,447	1,229,300	5,476,747	28.9%
Short Term Projects: 30% = \$505,415					
FY2013					
4633	Dare County - Interpretive Byway Plan	26,500	0	26,500	0.0%
4637	Nags Head - W. Bypass Multi-Use Phase V	0	0	0	0.0%
		26,500	0	26,500	
FY2017					
4642	Town of Duck - Pedestrian Path Improvements	447,887	0	447,887	-
4643	Town of Kill Deveil Hills - Bay Drive Path	340,125	0	340,125	-
4644	Nags Head - Dowdy's Park, Phase II	226,750	0	226,750	
4645	OB Gun Club - Special Purpose Range	0	0	0	
		1,014,762		1,014,762	
FY2018					
4646	Town of Duck - Pedestrian Path Phase 2	309,351	0	309,351	
4647	Town of SS - E. Dogwood Trail Pedestrian Path	119,357	0	119,357	
4648	SS Civic Association - Sea Oats Park	14,178	0	14,178	
5160	Fireworks	46,000	50,000	96,000	108.7%
5140	25 % of audit	0	2,375	2,375	-
4999	FY2018 Unappropriated	518,503	453,040	971,543	87.4%
		1,007,389	505,415	1,512,804	50.2%
	Total Short Term Projects	2,048,651	505,415	2,554,066	24.7%
	Total Expenditures	6,296,098	1,734,715	8,030,813	27.6%
Reconciliation Back to 4/30/18 Cash Balance					
Funds in the Banks @ 4/30/18				\$ 6,368,009	
Estimated Revenues -May - June 2018				\$ 207,823	
Budgeted FY 18-19 Revenues				\$ 1,734,715	
Total Proposed Expenditures				8,310,547	
Less Amounts to be Paid Out in 17-18				(279,734)	
Total Proposed Expenditures				\$ 8,030,813	

**Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget**

NOTE #1	Infrastructure was capped by the Board at \$500,000 in FY2006-2007. Proposed budget does not allocate any money to bring the balance back to \$500,000.								
NOTE #2	Natural, Historic & Cultural Resources was capped by the Board at \$500,000 in FY 2006-2007. Proposed budget allocates 10% of the long-term money to this line item. Includes Encumbrances of \$154,904								
NOTE #3	The Event Site line item is funded by 90% of long-term revenues.								
NOTE #4	GOSPL is being funded by interest								

**Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau						
Budget 2018-2019						
Travel Guide						
Account		Original	Amended	Projected	Adopted	Percent
Number	Title	Budget	Budget	Budget	Budget	Change
		2017-2018	2017-2018	2017-2018	2018-2019	
Revenues						
3209	Advertising	82,340	82,340	80,065	82,340	0.0%
3210	Interest	75	75	99	85	13.3%
	Total Revenues	82,415	82,415	80,164	82,425	0.0%
Expenditures						
5560	Production/Printing/Distribution	148,000	148,000	136,993	142,000	-4.1%
6200	Freight	26,700	26,700	30,138	30,000	12.4%
	Total Expenditures	174,700	174,700	167,131	172,000	-1.5%
	Revenues Over (Under) Expenditures	-92,285	-92,285	-86,967	-89,575	

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Merchandise Sales						
Account		Budget	Amended Budget	Projected	Adopted Budget	Percent Change
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	
	Revenues:					
3100	Sale of Merchandise	34,400	34,400	29,933	30,786	-10.51%
3210	Interest Income	205	205	294	225	9.76%
	Total Revenues	34,605	34,605	30,227	31,011	-10.39%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	20,640	20,640	19,456	18,472	-10.50%
6800	Bank Fees - Credit Cards	1,204	1,204	1,227	1,078	-10.47%
6700	Office	400	400	300	400	0.00%
	Total Expenditures	22,244	22,244	20,983	19,950	-10.31%
	Revenues Over (Under) Expenditures	12,361	12,361	9,244	11,061	

Fiscal Year 2018-2019
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2018-2019						
Event Site Fund						
Account		Budget	Amended	Projected	Adopted	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
	Revenues:					
3200	Lease Income	7,600	7,600	9,680	7,050	-7.24%
3220	Other Income	200	200	0	200	0.00%
3210	Interest Income	270	270	235	270	0.00%
9910	Transfer from General Fund	139,150	139,150	139,150	154,150	10.78%
9999	Unappropriated Funds	32,850	32,850	0	35,000	6.54%
	Total Revenues	180,070	180,070	149,065	196,670	9.22%
	Projected under budget by					
	Expenditures:					
5160	Event Development & Marketing	60,000	60,000	26,058	50,000	-16.67%
5190	Other Professional Services	0	0	0	10,000	100.00%
6440	Insurance	700	700	700	1,200	71.43%
6580	Utilities	8,100	8,100	6,518	8,100	0.00%
6610	Repairs & Maintenance	99,800	99,800	104,300	115,900	16.13%
6700	Office Supplies	270	270	100	270	0.00%
9990	Other Expenses	11,200	11,200	11,311	11,200	0.00%
	Total Expenditures	180,070	180,070	148,987	196,670	9.22%
	Revenues Over (Under) Expenditures	0	0	78	0	