

# Dare County Tourism Board Outer Banks Visitors Bureau

Adopted Budget  
Fiscal Year  
2019 / 2020

Adopted by DCTB  
June 20, 2019  
Sarah Owens Welcome Center  
Manteo, NC  
Board Room

Questions:

Please email or call Diane Bognich

[bognich@outerbanks.org](mailto: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 20, 2019.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Occupancy Tax Distribution .....	3,419,554
Prepared Food Tax Distribution.....	1,786,256
Appropriation from Fund Balance .....	1,496,954
Travel Guide Income .....	84,100
Merchandise Sales Income .....	30,786
Website Revenue.....	105,000
Interest & Other Revenue .....	<u>101,425</u>
	7,024,075

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, 2019 and ending June 30, 2020:

Governing Body .....	31,034
Promotion.....	6,248,988
Aycock Brown Welcome Center .....	144,482
Roanoke Island/Whalebone/Hatteras Welcome Centers.....	177,176
Travel Guide Expenses .....	175,000
Merchandise Expenses.....	20,260
Transfer to Event Site Fund .....	<u>227,135</u>
	7,024,075

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Occupancy Tax Distribution .....	1,139,851
Prepared Food Tax Distribution.....	595,419
Appropriation from Fund Balance .....	4,843,690
Interest.....	<u>65,000</u>
	6,643,960

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, 2019 and ending June 30, 2020:

Expenditures.....	6,643,960
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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, 2019 and ending June 30, 2020:

Event Rental Income .....	13,800
Lease Income.....	44,000
Interest & Other Revenue.....	525
Transfer from General Fund.....	227,135
Unappropriated Funds.....	<u>20,000</u>
	305,460

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2019 and ending June 30, 2020:

Expenditures .....	305,460
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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 20 June, 2019.

  
Walter L. Overman, Chairman

ATTEST:

  
Mike Hogan, Secretary

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Dare County Tourism Board</b>						
<b>Budget 2019-2020</b>						
<b>Total Revenues - Governmental Funds</b>						
<b>(General Fund and Special Revenue)</b>						
			Amended		Adopted	% Change
	Budget	Budget	Projected	Budget	% Change	
	FY 2018-2019	FY 2018-2019	FY 2018-2019	FY 2019-2020	to FY 18-19	Budget
Occupancy	\$ 4,411,975	\$ 4,411,975	\$ 4,972,693	\$ 4,559,405	3.34%	
Meals	\$ 2,326,883	\$ 2,326,883	\$ 2,567,694	\$ 2,381,675	2.35%	
	\$ 6,738,858	\$ 6,738,858	\$ 7,540,387	\$ 6,941,080	3.00% *	
Interest - GF	\$ 70,000	\$ 70,000	\$ 105,665	\$ 100,000	42.86%	
Interest - Travel Guide	\$ 85	\$ 85	\$ 153	\$ 100	17.65%	
Interest - Merchandise	\$ 225	\$ 225	\$ 533	\$ 325	44.44%	
Interest - Restricted	\$ 50,000	\$ 50,000	\$ 120,267	\$ 65,000	30.00%	
Website Advertising	\$ 79,200	\$ 79,200	\$ 105,486	\$ 105,000	32.58%	
Travel Guide Income	\$ 82,340	\$ 82,340	\$ 84,150	\$ 84,100	2.14%	
Merchandise Income	\$ 30,786	\$ 30,786	\$ 29,108	\$ 30,786	0.00%	
Other - Restricted	\$ -	\$ 6,598	\$ 6,598	\$ -	-100.00%	
Other - General	\$ 1,000	\$ 1,000	\$ 21,341	\$ 1,000	0.00%	
	\$ 313,636	\$ 320,234	\$ 473,301	\$ 386,311	20.63%	
Amounts Rolled Over from PY	\$ 1,180,484	\$ 1,180,484	\$ 1,180,484	\$ 1,269,819	7.57%	
Appropriated Fund Balance	\$ 6,450,248	\$ 6,740,982	\$ 1,819,529	\$ 5,070,825	-24.78%	
	\$ 7,630,732	\$ 7,921,466	\$ 3,000,013	\$ 6,340,644	-19.96%	
Total Revenues	\$ 14,683,226	\$ 14,980,558	\$ 11,013,701	\$ 13,668,035	-8.76%	
* This is a 3.0% increase over 18-19 budget figures. The percent change from projected actual 2018-2019 figures is a decrease of (9.4%).						

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>					
<b>Budget 2019-2020</b>					
<b>Summary</b>					
<b>GENERAL FUND</b>		Amended		Adopted	
	Budget	Budget	Projected	Budget	Percent
	2018-2019	2018-2019	2018-2019	2019-2020	Change
REVENUES					
Occupancy/Meals Tax (75%)	5,054,143	5,054,143	5,655,290	5,205,810	3.0%
Revenues - Website Advertising	79,200	79,200	105,486	105,000	32.6%
Revenues - Interest and Other	71,310	71,310	127,692	101,425	42.2%
Appropriated from Fund Balance	154,150	289,980	257,620	227,135	-21.7%
Transfer from Travel Guide/Travel Guide Income	82,340	82,340	84,150	84,100	2.1%
Transfer from Merchandise Fund/Merchandise Income	30,786	30,786	29,108	30,786	0.0%
Total Revenues	5,471,929	5,607,759	6,259,346	5,754,256	2.6%
Projected Over Budget By			651,587		
EXPENDITURES:					
Governing	29,869	29,869	27,422	31,034	3.9%
Promotion	5,968,958	6,070,738	5,502,149	6,248,988 *	2.9%
Aycock Brown Welcome Center	149,641	154,641	131,293	144,482	-6.6%
Outer Banks Welcome Center RI, Whalebone & Hatteras	157,845	157,845	138,945	177,176	12.2%
Travel Guide Expenses	172,000	172,000	166,491	175,000	1.7%
Merchandise Expenses	19,950	19,950	20,511	20,260	1.6%
Transfer to Event Site Fund	154,150	183,200	183,200	227,135	24.0%
Total Expenditures	6,652,413	6,788,243	6,170,011	7,024,075	3.5%
Projected Under Budget By			618,232		
Revenue vs Expenses	-1,180,484	-1,180,484		-1,269,819	
Revenue Income over Budget	571,702	571,702		651,587	
Unspent Funds/Encumbrances	608,782	608,782		618,232 *	
* Includes estimated encumbrances of \$382,420					
Unappropriated Surplus	0	0		0	
Net Revenue vs Expenses	0	0		0	
<b>RESTRICTED FUND</b>					
Interest	50,000	50,000	120,267	65,000	30.0%
Designated From Fund Balance	6,296,098	6,451,002	2,831,728	4,843,690	-24.9%
Other Income	0	6,598	6,598	0	-100.0%
Occupancy/Meals Tax (25%)	1,684,715	1,684,715	1,885,097	1,735,270	3.0%
Total Revenues	8,030,813	8,192,315	4,843,690	6,643,960	-18.9%
Total Expenditures and Commitments	8,030,813	8,192,315	4,843,690	6,643,960	-18.9%
<b>EVENT SITE FUND</b>					
Event Rental Income	7,050	7,050	17,600	13,800	95.7%
Lease Income	0	7,950	9,610	44,000	100.0%
Other Income	200	200	250	200	0.0%
Interest	270	270	431	325	20.4%
Transfer to Event Site	154,150	183,200	183,200	227,135	24.0%
Unappropriated Funds	35,000	35,000	0	20,000	-42.9%
	196,670	233,670	211,091	305,460	30.7%
Expenditures	196,670	233,670	229,031	305,460	30.7%

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2019-2020**

FISCAL YEAR		ACTUAL FY 2016-2017	ACTUAL FY 2017-2018	ACTUAL FY 2018-2019	3 YEAR AVERAGE FY 2017-2019
JULY RECEIPTS					
	<b>OCCUPANCY</b>	\$735,128	\$792,811	\$953,287	\$827,075
	<b>MEALS</b>	\$329,457	\$362,826	\$386,336	\$359,540
		<u>\$1,064,584</u>	<u>\$1,155,636</u>	<u>\$1,339,623</u>	<u>\$1,186,615</u>
AUGUST RECEIPTS					
	<b>OCCUPANCY</b>	\$1,327,823	\$1,399,823	\$1,332,093	\$1,353,246
	<b>MEALS</b>	\$422,005	\$430,484	\$444,464	\$432,318
		<u>\$1,749,828</u>	<u>\$1,830,307</u>	<u>\$1,776,558</u>	<u>\$1,785,564</u>
SEPTEMBER RECEIPTS					
	<b>OCCUPANCY</b>	\$1,074,458	\$1,030,026	\$1,098,655	\$1,067,713
	<b>MEALS</b>	\$385,953	\$381,674	\$391,888	\$386,505
		<u>\$1,460,411</u>	<u>\$1,411,700</u>	<u>\$1,490,544</u>	<u>\$1,454,218</u>
OCTOBER RECEIPTS					
	<b>OCCUPANCY</b>	\$455,049	\$483,864	\$468,127	\$469,013
	<b>MEALS</b>	\$264,821	\$268,694	\$239,371	\$257,629
		<u>\$719,870</u>	<u>\$752,558</u>	<u>\$707,498</u>	<u>\$726,642</u>
NOVEMBER RECEIPTS					
	<b>OCCUPANCY</b>	\$211,453	\$215,123	\$243,388	\$223,321
	<b>MEALS</b>	\$148,074	\$195,036	\$178,930	\$174,013
		<u>\$359,527</u>	<u>\$410,159</u>	<u>\$422,318</u>	<u>\$397,334</u>
DECEMBER RECEIPTS					
	<b>OCCUPANCY</b>	\$90,830	\$100,288	\$100,000	\$97,039
	<b>MEALS</b>	\$115,444	\$117,679	\$120,135	\$117,753
		<u>\$206,274</u>	<u>\$217,967</u>	<u>\$220,135</u>	<u>\$214,792</u>
JANUARY RECEIPTS					
	<b>OCCUPANCY</b>	\$37,531	\$46,916	\$46,833	\$43,760
	<b>MEALS</b>	\$84,445	\$100,227	\$92,656	\$92,443
		<u>\$121,976</u>	<u>\$147,144</u>	<u>\$139,490</u>	<u>\$136,203</u>
FEBRUARY RECEIPTS					
	<b>OCCUPANCY</b>	\$72,316	\$71,363	\$61,766	\$68,482
	<b>MEALS</b>	\$62,448	\$63,144	\$76,744	\$67,445
		<u>\$134,764</u>	<u>\$134,506</u>	<u>\$138,510</u>	<u>\$135,927</u>
MARCH RECEIPTS					
	<b>OCCUPANCY</b>	\$50,896	\$51,535	\$60,762	\$54,398
	<b>MEALS</b>	\$77,059	\$77,018	\$80,478	\$78,185
		<u>\$127,955</u>	<u>\$128,553</u>	<u>\$141,240</u>	<u>\$132,583</u>
APRIL RECEIPTS					
	<b>OCCUPANCY</b>	\$64,654	\$92,983	\$94,424	\$84,020
	<b>MEALS</b>	\$110,775	\$120,972	\$135,650	\$122,466
		<u>\$175,429</u>	<u>\$213,955</u>	<u>\$230,073</u>	<u>\$206,486</u>
MAY RECEIPTS					
	<b>OCCUPANCY</b>	\$203,106	\$179,915	\$215,483	\$199,502
	<b>MEALS</b>	\$185,225	\$173,435	\$199,132	\$185,931
		<u>\$388,331</u>	<u>\$353,350</u>	<u>\$414,615</u>	<u>\$385,432</u>
JUNE RECEIPTS					
	<b>OCCUPANCY</b>	\$319,497	\$320,386	\$297,875 *	\$312,586
	<b>MEALS</b>	\$242,661	\$237,390	\$221,909 *	\$233,987
		<u>\$562,157</u>	<u>\$557,775</u>	<u>\$519,783</u>	<u>\$546,573</u>
<b>TOTALS</b>					
	<b>OCCUPANCY</b>	<b>\$4,642,741</b>	<b>\$4,785,033</b>	<b>\$4,972,693</b>	<b>\$4,800,156</b>
	<b>MEALS</b>	<b>\$2,428,366</b>	<b>\$2,528,578</b>	<b>\$2,567,694</b>	<b>\$2,508,213</b>
		<u><b>\$7,071,107</b></u>	<u><b>\$7,313,611</b></u>	<u><b>\$7,540,387</b></u>	<u><b>\$7,308,368</b></u>

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2019-2020**

FISCAL YEAR		BUDGET FY 2018-2019	ADOPTED 2019-2020	% Increase/ Decrease from Actual	\$ Increase/ Decrease from Actual	% Increase/ Decrease from 18-19 Budget	\$ Increase / Decrease from 18-19 Budget	
JULY RECEIPTS								
	OCCUPANCY	\$770,000	\$793,100	-20.62%	-\$160,187	3.00%	\$23,100	
	MEALS	\$330,000	\$341,000	-14.71%	-\$45,336	3.33%	<u>\$11,000</u>	
		\$1,100,000	\$1,134,100	-18.94%	-\$205,523	3.10%	\$34,100	
AUGUST RECEIPTS								
	OCCUPANCY	\$1,199,250	\$1,255,300	-7.09%	-\$76,794	4.67%	\$56,050	
	MEALS	\$418,000	\$420,000	-6.43%	-\$24,464	0.48%	<u>\$2,000</u>	
		\$1,617,250	\$1,675,300	-6.92%	-\$101,258	3.59%	\$58,050	
SEPTEMBER RECEIPTS								
	OCCUPANCY	\$1,067,700	\$1,069,660	-2.71%	-\$28,995	0.18%	\$1,960	
	MEALS	\$375,000	\$378,250	-3.57%	-\$13,638	0.87%	<u>\$3,250</u>	
		\$1,442,700	\$1,447,910	-2.93%	-\$42,634	0.36%	\$5,210	
OCTOBER RECEIPTS								
	OCCUPANCY	\$451,925	\$457,980	-2.63%	-\$10,146	1.34%	\$6,055	
	MEALS	\$255,465	\$256,530	7.40%	\$17,158	0.42%	<u>\$1,065</u>	
		\$707,390	\$714,510	1.14%	\$7,012	1.01%	\$7,120	
NOVEMBER RECEIPTS								
	OCCUPANCY	\$195,040	\$211,405	-18.58%	-\$31,983	8.39%	\$16,365	
	MEALS	\$157,480	\$164,205	-9.42%	-\$14,725	4.27%	<u>\$6,725</u>	
		\$352,520	\$375,610	-14.22%	-\$46,707	6.55%	\$23,091	
DECEMBER RECEIPTS								
	OCCUPANCY	\$80,800	\$88,225	-17.31%	-\$11,775	9.19%	\$7,425	
	MEALS	\$105,880	\$111,060	-9.72%	-\$9,074	4.89%	<u>\$5,180</u>	
		\$186,680	\$199,285	-12.92%	-\$20,849	6.75%	\$12,605	
JANUARY RECEIPTS								
	OCCUPANCY	\$34,070	\$37,095	-32.91%	-\$9,739	8.88%	\$3,024	
	MEALS	\$80,804	\$83,230	-12.50%	-\$9,426	3.00%	<u>\$2,426</u>	
		\$114,874	\$120,325	-18.25%	-\$19,165	4.74%	\$5,450	
FEBRUARY RECEIPTS								
	OCCUPANCY	\$64,280	\$64,210	4.14%	\$2,444	-0.11%	-\$70	
	MEALS	\$62,195	\$64,065	-18.55%	-\$12,679	3.01%	<u>\$1,870</u>	
		\$126,475	\$128,275	-8.03%	-\$10,235	1.42%	\$1,800	
MARCH RECEIPTS								
	OCCUPANCY	\$42,540	\$46,370	-44.24%	-\$14,392	9.00%	\$3,830	
	MEALS	\$67,325	\$70,345	-17.47%	-\$10,134	4.49%	<u>\$3,020</u>	
		\$109,865	\$116,715	-27.08%	-\$24,525	6.23%	\$6,850	
APRIL RECEIPTS								
	OCCUPANCY	\$60,900	\$62,730	-59.40%	-\$31,694	3.00%	\$1,830	
	MEALS	\$101,040	\$105,080	-31.73%	-\$30,569	4.00%	<u>\$4,040</u>	
		\$161,940	\$167,810	-41.60%	-\$62,263	3.62%	\$5,870	
MAY RECEIPTS								
	OCCUPANCY	\$176,320	\$178,105	-29.49%	-\$37,378	1.01%	\$1,786	Easter is
	MEALS	\$165,595	\$170,565	-19.49%	-\$28,567	3.00%	<u>\$4,970</u>	April 12
		\$341,915	\$348,670	-24.12%	-\$65,945	1.98%	\$6,755	
JUNE RECEIPTS								
	OCCUPANCY	\$269,150	\$295,225	-0.90%	-\$2,650	9.69%	\$26,075	
	MEALS	\$208,100	\$217,345	-2.02%	-\$4,564	4.44%	<u>\$9,245</u>	
		\$477,250	\$512,570	-1.38%	-\$7,214	7.40%	\$35,320	
TOTALS								
	OCCUPANCY	\$4,411,975	\$4,559,405	-9.95%	-\$413,288	3.34%	\$147,430	
	MEALS	\$2,326,883	\$2,381,675	-8.37%	-\$186,019	2.35%	<u>\$54,791</u>	
		\$6,738,858	\$6,941,080	-9.40%	-\$599,307	3.00%	\$202,222	
		FY17/18 Budget	\$6,479,627.00					
		% change	4.00%					

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Governing</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
5000	Director Compensation	17,100	17,100	17,100	17,100	0.0%
5030	Payroll Taxes	1,479	1,479	1,310	1,479	0.0%
5001	Professional Services	1,000	1,000	0	1,000	0.0%
5002	Dir. Travel/Mtg./Meals	6,000	6,000	5,317	7,000	16.7%
5003	Directors & Officers Ins.	3,290	3,290	3,290	3,455	5.0%
5004	Miscellaneous Items	1,000	1,000	405	1,000	0.0%
	Total - Governing	29,869	29,869	27,422	31,034	3.9%
Projected under budget by						

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Promotion</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
<b>Personnel</b>						
5010	Salaries (full)	759,000	759,000	758,925	783,000	3.2%
5020	Salaries (part)	81,250	81,250	71,951	91,000	12.0%
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%
5030	Payroll Taxes	67,685	67,685	66,452	70,330	3.9%
5040	Employee Insurance	139,400	139,400	139,394	154,585	10.9%
5050	Retirement	62,365	62,365	61,536	64,580	3.6%
5055	401(k) Match	7,590	7,590	7,015	7,830	3.2%
5060	Worker's Comp	2,535	2,535	1,654	2,050	-19.1%
5080	Employee Relations	1,750	1,750	1,953	1,750	0.0%
5090	Training	10,500	10,500	9,263	8,200	-21.9%
		1,133,075	1,133,075	1,118,143	1,184,325	4.5%
<b>Marketing/Advertising</b>						
5500	Other Advertising	1,109,385	1,109,385	1,109,385	1,164,385 *	5.0%
5502	Production Advertising	100,000	100,000	100,000	100,000	0.0%
5510	Events-Development & Promc	93,100	93,100	93,100	93,100	0.0%
5515	Advertising - Online	1,883,850	1,883,850	1,883,850	2,063,000	9.5%
5525	Community Relations	40,000	40,000	21,862	30,000	-25.0%
5560	Brochures/Production/Print	40,000	40,000	23,146	40,000	0.0%
5580	Promotional Aids	6,000	6,000	6,206	7,500	25.0%
6100	Press/Travel Writer Tours	90,000	90,000	88,222	90,000	0.0%
6101	Group Sales	32,000	32,000	19,204	28,000	-12.5%
		3,394,335	3,394,335	3,344,975	3,615,985	6.5%
<b>Special Projects</b>						
6150	Event Grant	692,675	751,095	372,308	700,920 *	-6.7%
6155	Est. Event Developer Grant	58,500	58,500	37,135	5,000 *	-91.5%
6170	Tourism Summit	17,500	17,500	16,948	18,000	2.9%
		768,675	827,095	426,391	723,920	-12.5%
<b>Operations</b>						
5110	Contracted Services	15,200	15,200	15,178	15,200	0.0%
5140	Audit	7,125	7,125	7,125	7,500	5.3%
5170	Other Professional Service	14,400	14,400	3,675	24,400 *	69.4%
5180	Legal	20,500	20,500	17,830	20,500	0.0%
5185	Research	50,000	50,000	32,600	50,000	0.0%
5190	Administrative Advertising	1,500	1,500	1,143	1,500	0.0%
5530	Legal Notices	1,500	1,500	1,329	1,500	0.0%

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Promotion</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
6200	Postage/Fulfillment	215,000	215,000	208,682	215,000	0.0%
6300	Travel	43,500	43,500	40,440	43,500	0.0%
6305	Vehicle Maintenance	4,000	4,000	2,285	4,000	0.0%
6320	Registrations	40,000	34,500	31,415	40,000	15.9%
6340	Travel Show Exhibit	6,000	6,000	4,704	6,000	0.0%
6420	Dues & Subscriptions	32,000	37,500	37,401	40,000	6.7%
6440	Insurance	17,090	17,090	16,810	19,995	17.0%
6460	Telephone	29,500	29,500	23,629	29,500	0.0%
6500	Equipment	19,650	43,010	41,848	45,975	6.9%
6510	Expendable Equipment	3,000	3,000	2,749	3,000	0.0%
6530	Tech. Support/Software	30,000	30,000	5,294	18,000	-40.0%
6580	Utilities	11,000	11,000	9,489	11,000	0.0%
6600	Cleaning/maint. Supplies	2,000	2,000	1,459	2,000	0.0%
6610	Building Maintenance	25,000	44,300	29,452	40,000	-9.7%
6620	Equip. Service Contracts	3,500	3,500	2,990	3,500	0.0%
6640	Equipment Rental	33,000	33,700	33,669	33,600	-0.3%
6660	Equipment Repairs	3,000	3,000	2,325	3,000	0.0%
6700	Office Supplies	16,300	16,300	14,200	16,300	0.0%
6810	Web Site/Internet	29,108	29,108	24,919	29,788	2.3%
		672,873	716,233	612,640	724,758	1.2%
	Total - Promotional	5,968,958	6,070,738	5,502,149	6,248,988	2.9%
Projections under budget by				568,589		
less encumbrances				-382,420		
				186,169		
* Encumbrances: #6150 \$284,600						
	#6155 \$ 5,000					
	#5500 \$ 5,000					
	#5170 \$10,000					

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Aycock Brown Welcome Center Kitty Hawk</b>						
Account		Budget	Amended	Projected	Adopted	
Number	Title	2018-2019	Budget 2018-2019	2018-2019	Budget 2019-2020	Percent Change
5025	Salaries (part)	93,270	93,270	80,803	91,500	-1.9%
5030	Payroll Taxes	8,068	8,068	6,789	7,915	-1.9%
5040	Employee Insurance	4,300	4,300	4,174	4,200	-2.3%
5060	Worker's Comp	320	320	320	200	-37.5%
5080	Employee Relations	500	500	209	500	0.0%
5090	Training	600	600	500	600	0.0%
5110	Contracted Services	7,920	7,920	7,920	7,920	0.0%
6130	Uniforms	560	560	372	560	0.0%
6200	Postage	350	350	192	300	-14.3%
6300	Travel	528	528	373	557	5.5%
6420	Dues & Subscriptions	350	350	194	240	-31.4%
6440	Insurance	1,925	1,925	1,925	2,280	18.4%
6460	Telephone	8,500	8,500	8,134	8,460	-0.5%
6500	Equipment	1,500	9,500	8,480	1,500	-84.2%
6580	Utilities	6,600	6,600	4,924	6,600	0.0%
6600	Cleaning/maint. Supplies	600	600	190	600	0.0%
6610	Building Maintenance	10,450	7,450	2,750	7,250	-2.7%
6660	Equipment Repairs	300	300	300	300	0.0%
6700	Office Supplies	3,000	3,000	2,744	3,000	0.0%
	Total - ABWC	149,641	154,641	131,293	144,482	-6.6%
	Projected under budget by			23,348		

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Outer Banks Welcome Center Roanoke Island</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
5026	Salaries (part) - RI	59,450	59,450	51,579	71,000	19.43%
5030	Payroll Taxes	5,145	5,145	4,462	6,140	19.34%
5060	Worker's Comp	165	165	165	115	-30.30%
5080	Employee Relations	435	435	185	435	0.00%
5090	Training	600	600	566	600	0.00%
6130	Uniforms	330	330	403	330	0.00%
6440	Insurance	965	965	965	1,140	18.13%
6460	Telephone	1,225	1,225	1,093	1,225	0.00%
6500	Equipment	1,000	1,000	0	1,000	0.00%
6580	Utilities	960	960	824	960	0.00%
6600	Cleaning/Maint. Supplies	200	200	90	200	0.00%
6610	Building Maintenance	13,550	13,550	10,454	8,050	-40.59%
6660	Equipment Repairs	250	250	120	250	0.00%
6700	Office Supplies	600	600	228	600	0.00%
	Total - Welcome Ctr. R.I.	84,875	84,875	71,134	92,045	8.45%
Projected under budget by				13,741		

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Outer Banks Welcome Center - Hatteras Information Center</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
5026	Salaries (part) - HI	24,300	24,300	23,227	30,100	23.87%
5030	Payroll Taxes	2,105	2,105	2,009	2,605	23.75%
5060	Worker's Comp	75	75	75	60	-20.00%
5080	Employee Relations	150	150	85	150	0.00%
5090	Training	100	100	90	100	0.00%
5110	Contracted Services	1,540	1,540	1,362	1,540	0.00%
6130	Uniforms	100	100	30	100	0.00%
6300	Travel	835	835	627	895	7.19%
6440	Insurance	385	385	385	456	18.44%
6460	Telephone	2,820	2,920	2,906	2,820	-3.42%
6500	Equipment	2,000	2,000	900	1,000	-50.00%
6600	Cleaning/Maint. Supplies	200	350	293	200	-42.86%
6610	Building Maintenance	500	250	0	500	100.00%
6700	Office Supplies	775	775	526	775	0.00%
	Total - Welcome Ctr. - Hatteras	35,885	35,885	32,515	41,301	15.09%
Projected under budget by				3,370		

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Outer Banks Welcome Center - Whalebone Junction</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
5026	Salaries (part)	29,590	29,590	29,180	35,700	20.65%
5030	Payroll Taxes	2,560	2,560	2,524	3,090	20.70%
5060	Worker's Comp	80	80	80	75	-6.25%
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	685	19.13%
6460	Telephone	1,800	1,800	1,710	1,800	0.00%
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	415	450	0.00%
	Total - Welcome Ctr. Whalebone	37,085	37,085	35,296	43,830	18.19%
Projected under budget by				-2,497		

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Restricted</b>						
			Amended		Adopted	
Account	Budget	Budget	Projected	Budget	Percent	
<u>Number</u>	<u>Title</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>Change</u>
	Occupancy/Meals Tax 25%	1,684,715	1,684,715	1,885,097	1,735,270	3.0%
	Interest	50,000	50,000	120,267	65,000	30.0%
	Other Income	0	6,598	6,598	0	-100.0%
	Appropriated Fund Balance	6,296,098	6,451,002	2,831,728	4,843,690	-24.9%
	Total - Non Departmental	8,030,813	8,192,315	4,843,690	6,643,960	-18.9%

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

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<b>Outer Banks Visitors Bureau</b>					
<b>Budget 2019-2020</b>					
<b>Restricted Fund</b>					
		Projected			
		Amount	Recommended	Adopted	
Account		Allocated	FY 19-20	FY 19-20	Percent
Number	Title	thru 5/31/19	Projects	Allocation	Change
<b>Revenues</b>					
3210	Interest	120,267	0	65,000	-46.0%
9930	Appropriation from Fund Balance	2,831,728	0	4,843,690	71.1%
	Other income	6,598	0	0	-100.0%
9940	Occupancy/Meals Tax 25%	1,885,097	0	1,735,270	-7.9%
	<b>Total Revenues</b>	4,843,690	0	6,643,960	37.2%
<b>Expenditures</b>					
<b>Long Term Projects: 70% = \$1,214,689</b>					
4503	Infrastructure NOTE #1	461,170	0	461,170	0.0%
4520	Natural, Historic and Cultural Resources NOTE #2	174,185	-144,185	30,000	-82.8%
4525	Event Site NOTE #3	2,179,298	1,214,689	3,393,987	55.7%
	Long-term Unappropriated NOTE #4	380,897	119,103	500,000	31.3%
	<b>Total Long Term Projects</b>	3,195,550	1,189,607	4,385,157	37.2%
<b>Short Term Projects: 30% = \$520,581, plus interest</b>					
<b>FY2013</b>					
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	
<b>FY2018</b>					
4646	Town of Duck - Pedestrian Path Phase 2	309,351	0	309,351	
4647	Town of SS - E. Dogwood Trail Pedestrian Path	0	0	0	
4648	SS Civic Association - Sea Oats Park	14,178	0	14,178	
		323,529		323,529	
<b>FY2019</b>					
	Town of Duck - Pedestrian Path Phase 3	307,289	0	307,289	
	Town of KH - KH Park Trail Connection	47,592	0	47,592	
	Town of NH - West Side Multi-Use, Phase VIII	487,932	0	487,932	
5160	Fireworks	50,000	55,000	105,000	110.0%
5140	25 % of audit	0	2,500	2,500	-
4999	FY2019 S-T Unappropriated NOTE #5	405,298	553,163	958,461	136.5%
		1,298,111	610,663	1,908,774	47.0%
	<b>Total Short Term Projects</b>	1,648,140	610,663	2,258,803	37.1%
	<b>Total Expenditures</b>	4,843,690	1,800,270	6,643,960	37.2%
<b>Reconciliation Back to 5/31/19 Cash Balance</b>					
	Funds in the Banks @ 5/31/19			\$ 5,032,845	
	Estimated Revenues - June 2019			\$ 135,746	
	Budgeted FY 19-20 Revenues			\$ 1,800,270	
	Total Proposed Expenditures			6,968,861	
	Less Amounts to be Paid Out in 18-19			(324,901)	
	<b>Total Proposed Expenditures</b>			<b>\$ 6,643,960</b>	

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as of June 20, 2019

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Travel Guide</b>						
Account		Original	Amended		Adopted	
Number	Title	Budget	Budget	Projected	Budget	Percent
		2018-2019	2018-2019	2018-2019	2019-2020	Change
<b>Revenues</b>						
3209	Advertising	82,340	82,340	84,150	84,100	2.1%
3210	Interest	85	85	153	100	17.6%
	Total Revenues	82,425	82,425	84,303	84,200	2.2%
<b>Expenditures</b>						
5560	Production/Printing/Distribution	142,000	150,000	149,956	150,000	0.0%
6200	Freight	30,000	22,000	16,535	25,000	13.6%
	Total Expenditures	172,000	172,000	166,491	175,000	1.7%
<b>Revenues Over (Under) Expenditures</b>		-89,575	-89,575	-82,188	-90,800	

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Merchandise Sales</b>						
Account Number	Title	Budget 2018-2019	Amended Budget 2018-2019	Projected 2018-2019	Adopted Budget 2019-2020	Percent Change
	Revenues:					
3100	Sale of Merchandise	30,786	30,786	29,108	30,786	0.00%
3210	Interest Income	225	225	533	325	44.44%
	Total Revenues	31,011	31,011	29,641	31,111	0.32%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	18,472	18,472	18,920	18,572	0.54%
6800	Bank Fees - Credit Cards	1,078	1,078	1,305	1,288	19.48%
6700	Office	400	400	286	400	0.00%
	Total Expenditures	19,950	19,950	20,511	20,260	1.55%
	<b>Revenues Over (Under) Expenditures</b>	11,061	11,061	9,130	10,851	

**Fiscal Year 2019-2020**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2019-2020</b>						
<b>Event Site Fund</b>						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2018-2019	2018-2019	2018-2019	2019-2020	Change
	Revenues:					
3200	Event Rental Income	7,050	7,050	17,600	13,800	95.74%
3250	Lease income	0	7,950	9,610	44,000	453.46%
3220	Other Income	200	200	250	200	0.00%
3210	Interest Income	270	270	431	325	20.37%
9910	Transfer from General Fund	154,150	183,200	183,200	227,135	23.98%
9999	Unappropriated Funds	35,000	35,000	0	20,000	-42.86%
	Total Revenues	196,670	233,670	211,091	305,460	30.72%
	Projected under budget by					
	Expenditures:					
5160	Event Development & Marketing	50,000	50,000	47,341	60,000	20.00%
5190	Other Professional Services	10,000	10,000	10,000	40,000	300.00%
6440	Insurance	1,200	1,200	1,200	1,440	20.00%
6580	Utilities	8,100	13,100	12,663	22,610	72.60%
6610	Repairs & Maintenance	115,900	147,900	146,741	161,940	9.49%
6700	Office Supplies	270	270	226	270	0.00%
9990	Other Expenses	11,200	11,200	10,860	19,200	71.43%
	Total Expenditures	196,670	233,670	229,031	305,460	30.72%
	<b>Revenues Over (Under) Expenditures</b>	0	0	-17,940	0	