

Dare County Tourism Board Outer Banks Visitors Bureau

Proposed Budget Fiscal Year 2020 / 2021

Public Hearing

May 21st, 2020

9:15am

Roanoke Island Welcome Center

Manteo, NC

Board Room

Draft



Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget

Dare County Tourism Board						
Budget 2020-2021						
Total Revenues - Governmental Funds						
(General Fund and Special Revenue)						
			Amended		Proposed	% Change
	Budget	Budget	Budget	Projected	Budget	to FY 19-20
	FY 2019-2020	FY 2019-2020	FY 2019-2020	FY 2019-2020	FY 2020-2021	Budget
Occupancy	\$ 4,559,405	\$ 4,559,405	\$ 4,586,188	\$ 3,809,060	\$ 3,809,060	-16.46%
Meals	\$ 2,381,675	\$ 2,381,675	\$ 2,242,139	\$ 2,123,106	\$ 2,123,106	-10.86%
	\$ 6,941,080	\$ 6,941,080	\$ 6,828,327	\$ 5,932,166	\$ 5,932,166	-14.54% *
Interest - GF	\$ 100,000	\$ 100,000	\$ 96,144	\$ 50,000	\$ 50,000	-50.00%
Interest - Travel Guide	\$ 100	\$ 100	\$ 150	\$ -	\$ -	-100.00%
Interest - Merchandise	\$ 325	\$ 325	\$ 431	\$ -	\$ -	-100.00%
Interest - Restricted	\$ 65,000	\$ 65,000	\$ 50,129	\$ 23,000	\$ 23,000	-64.62%
Website Advertising	\$ 105,000	\$ 105,000	\$ 94,403	\$ 75,000	\$ 75,000	-28.57%
Travel Guide Income	\$ 84,100	\$ 84,100	\$ 79,359	\$ -	\$ -	-100.00%
Merchandise Income	\$ 30,786	\$ 30,786	\$ 19,524	\$ -	\$ -	-100.00%
Other - General	\$ 1,000	\$ 1,000	\$ 21,341	\$ 1,000	\$ 1,000	0.00%
	\$ 386,311	\$ 386,311	\$ 361,480	\$ 149,000	\$ 149,000	-61.43%
Amounts Rolled Over from PY	\$ 1,269,819	\$ 1,269,819	\$ 1,269,819	\$ 575,948	\$ 575,948	-54.64%
Appropriated Fund Balance	\$ 5,070,825	\$ 5,070,825	\$ 966,149	\$ 4,190,194	\$ 4,190,194	-17.37%
	\$ 6,340,644	\$ 6,340,644	\$ 2,235,968	\$ 4,766,142	\$ 4,766,142	-24.83%
Total Revenues	\$ 13,668,035	\$ 13,668,035	\$ 9,425,775	\$ 10,847,308	\$ 10,847,308	-20.64%
* This is a 14.54% decrease over 19-20 budget figures. The percent change from projected actual 2019-2020 figures is a decrease of (14.06%).						

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Summary									
GENERAL FUND		Amended		Proposed					
	Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate	
	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24	
REVENUES									
Occupancy/Meals Tax (75%)	5,205,810	5,205,810	5,121,245	4,449,124	-14.5%	4,789,345	5,028,812	5,229,964	
Revenues - Website Advertising	105,000	105,000	94,403	75,000	-28.6%	89,250	92,820	96,533	
Revenues - Interest and Other	101,425	101,425	118,066	51,000	-49.7%	51,050	51,050	51,075	
Appropriated from Fund Balance	227,135	227,135	227,135	289,105	27.3%	314,907	388,349	380,509	
Transfer from Travel Guide/Travel Guide Income	84,100	84,100	79,359	0	-100.0%	80,000	80,000	80,000	
Transfer from Merchandise Fund/Merchandise Income	30,786	30,786	19,524	0	-100.0%	0	0	0	
Total Revenues	5,754,256	5,754,256	5,659,732	4,864,229	-15.5%	5,324,552	5,641,031	5,838,081	
Projected Over Budget By			-94,524						
EXPENDITURES:									
Governing	31,034	31,034	27,341	31,210	0.6%	31,282	31,456	31,681	
Promotion	6,248,988	6,248,988	5,668,530	5,654,138 *	-9.5%	5,751,268	5,992,476	6,164,825	
Aycock Brown Welcome Center	144,482	144,482	113,585	126,610	-12.4%	129,396	137,992	135,659	
Outer Banks Welcome Center RI, Whalebone & Hatteras	177,176	177,176	139,291	168,033	-5.2%	170,674	179,708	178,987	
Travel Guide Expenses	175,000	175,000	163,990	0	-100.0%	178,560	184,257	190,095	
Merchandise Expenses	20,260	20,260	13,731	0	-100.0%	0	0	0	
Transfer to Event Site Fund	227,135	227,135	227,135	289,105	27.3%	314,907	388,349	380,509	
Total Expenditures	7,024,075	7,024,075	6,353,603	6,269,096	-10.7%	6,576,087	6,914,237	7,081,756	
Projected Under Budget By			670,472						
Revenue vs Expenses	-1,269,820	-1,269,820		-1,404,867		-1,251,535	-1,273,206	-1,243,675	
Revenue Income over Budget	651,587	651,587		-94,524					
Unspent Funds/Encumbrances	618,232	618,232		670,472 *					
* Includes estimated encumbrances of \$331,500									
Unappropriated Surplus	0	0		-828,918					
Net Revenue vs Expenses	0	0		0					

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Summary									
	GENERAL FUND		Amended		Proposed				
		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
		<u>2019-2020</u>	<u>2019-2020</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Change</u>	<u>FY21-22</u>	<u>FY22-23</u>	<u>FY23-24</u>
	RESTRICTED FUND								
	Interest	65,000	65,000	50,129	23,000	-64.6%	23,000	23,000	25,000
	Designated From Fund Balance	4,843,690	4,843,690	1,314,961	3,072,171	-36.6%	3,325,022	3,492,423	3,631,039
	Occupancy/Meals Tax (25%)	1,735,270	1,735,270	1,707,082	1,483,042	-14.5%	1,596,448	1,676,271	1,743,322
	Total Revenues	6,643,960	6,643,960	3,072,172	4,578,213	-31.1%	4,944,470	5,191,694	5,399,361
	Total Expenditures and Commitments	6,643,960	6,643,960	3,072,172	4,578,213	-31.1%	4,944,470	5,191,694	5,399,361
	EVENT SITE FUND								
	Event Rental Income	13,800	13,800	8,930	12,500	-9.4%	14,500	15,600	17,400
	Lease Income	44,000	44,000	46,728	46,000	100.0%	46,000	46,000	46,000
	Other Income	200	200	2,500	200	0.0%	200	200	200
	Interest	325	325	546	150	-53.8%	150	75	100
	Transfer to Event Site	227,135	227,135	227,135	289,105	27.3%	314,907	388,349	380,509
	Unappropriated Funds	20,000	20,000	0	0	-100.0%	0	0	0
		305,460	305,460	285,839	347,955	13.9%	375,757	450,224	444,209
	Expenditures	305,460	305,460	289,759	347,955	13.9%	375,757	450,224	444,209

Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2020-2021

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	ACTUAL	3 YEAR
		FY 2016-2017	FY 2017-2018	FY 2018-2019	2019-2020	AVERAGE FY 2018-2020
JULY RECEIPTS						
	OCCUPANCY	\$735,128	\$792,811	\$953,287	\$1,019,991	\$922,030
	MEALS	\$329,457	\$362,826	\$386,336	\$399,780	\$382,981
		<u>\$1,064,584</u>	<u>\$1,155,636</u>	<u>\$1,339,623</u>	<u>\$1,419,771</u>	<u>\$1,305,010</u>
AUGUST RECEIPTS						
	OCCUPANCY	\$1,327,823	\$1,399,823	\$1,332,093	\$1,106,544	\$1,279,487
	MEALS	\$422,005	\$430,484	\$444,464	\$472,601	\$449,183
		<u>\$1,749,828</u>	<u>\$1,830,307</u>	<u>\$1,776,558</u>	<u>\$1,579,144</u>	<u>\$1,728,670</u>
SEPTEMBER RECEIPTS						
	OCCUPANCY	\$1,074,458	\$1,030,026	\$1,098,655	\$1,386,584	\$1,171,755
	MEALS	\$385,953	\$381,674	\$391,888	\$427,334	\$400,299
		<u>\$1,460,411</u>	<u>\$1,411,700</u>	<u>\$1,490,544</u>	<u>\$1,813,918</u>	<u>\$1,572,054</u>
OCTOBER RECEIPTS						
	OCCUPANCY	\$455,049	\$483,864	\$468,127	\$456,103	\$469,364
	MEALS	\$264,821	\$268,694	\$239,371	\$245,359	\$251,142
		<u>\$719,870</u>	<u>\$752,558</u>	<u>\$707,498</u>	<u>\$701,462</u>	<u>\$720,506</u>
NOVEMBER RECEIPTS						
	OCCUPANCY	\$211,453	\$215,123	\$243,388	\$225,977	\$228,163
	MEALS	\$148,074	\$195,036	\$178,930	\$196,139	\$190,035
		<u>\$359,527</u>	<u>\$410,159</u>	<u>\$422,318</u>	<u>\$422,115</u>	<u>\$418,197</u>
DECEMBER RECEIPTS						
	OCCUPANCY	\$90,830	\$100,288	\$100,000	\$115,681	\$105,323
	MEALS	\$115,444	\$117,679	\$120,135	\$122,310	\$120,041
		<u>\$206,274</u>	<u>\$217,967</u>	<u>\$220,135</u>	<u>\$237,992</u>	<u>\$225,364</u>
JANUARY RECEIPTS						
	OCCUPANCY	\$37,531	\$46,916	\$46,833	\$64,326	\$52,692
	MEALS	\$84,445	\$100,227	\$92,656	\$105,378	\$99,420
		<u>\$121,976</u>	<u>\$147,144</u>	<u>\$139,490</u>	<u>\$169,703</u>	<u>\$152,112</u>
FEBRUARY RECEIPTS						
	OCCUPANCY	\$72,316	\$71,363	\$61,766	\$82,572	\$71,900
	MEALS	\$62,448	\$63,144	\$76,744	\$98,628	\$79,505
		<u>\$134,764</u>	<u>\$134,506</u>	<u>\$138,510</u>	<u>\$181,200</u>	<u>\$151,406</u>
MARCH RECEIPTS						
	OCCUPANCY	\$50,896	\$51,535	\$60,762	\$68,444	\$60,247
	MEALS	\$77,059	\$77,018	\$80,478	\$90,154	\$82,550
		<u>\$127,955</u>	<u>\$128,553</u>	<u>\$141,240</u>	<u>\$158,598</u>	<u>\$142,797</u>
APRIL RECEIPTS						
	OCCUPANCY	\$64,654	\$92,983	\$94,424	\$15,683 *	\$84,020 ^
	MEALS	\$110,775	\$120,972	\$135,650	\$26,270 *	\$122,466 ^
		<u>\$175,429</u>	<u>\$213,955</u>	<u>\$230,073</u>	<u>\$41,953</u>	<u>\$206,486</u>
MAY RECEIPTS						
	OCCUPANCY	\$203,106	\$179,915	\$215,483	\$0 *	\$199,502 ^
	MEALS	\$185,225	\$173,435	\$199,132	\$25,585 *	\$185,931 ^
		<u>\$388,331</u>	<u>\$353,350</u>	<u>\$414,615</u>	<u>\$25,585</u>	<u>\$385,432</u>
JUNE RECEIPTS						
	OCCUPANCY	\$319,497	\$320,386	\$297,875	\$44,284 *	\$312,586 ^
	MEALS	\$242,661	\$237,390	\$221,909	\$32,602 *	\$233,987 ^
		<u>\$562,157</u>	<u>\$557,775</u>	<u>\$519,783</u>	<u>\$76,886</u>	<u>\$546,573</u>
TOTALS						
	OCCUPANCY	\$4,642,741	\$4,785,033	\$4,972,693	\$4,586,188	\$4,957,068
	MEALS	\$2,428,366	\$2,528,578	\$2,567,694	\$2,242,139	\$2,597,538
		<u>\$7,071,107</u>	<u>\$7,313,611</u>	<u>\$7,540,387</u>	<u>\$6,828,327</u>	<u>\$7,554,607</u>

*COVID Closures, April -75%, May -100% for occupancy, -85% for meals, June -85%

^ Average of 2017-2019

Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2020-2021

FISCAL YEAR		BUDGET FY 2019-2020	PROPOSED FY 2020-2021	% Increase/ Decrease from Actual	\$ Increase/ Decrease from Actual	% Increase/ Decrease from 19-20 Budget	\$ Increase / Decrease from 19-20 Budget
JULY RECEIPTS							
	OCCUPANCY	\$793,100	\$503,825	-50.60%	-\$516,166	-36.47%	-\$289,275
	MEALS	\$341,000	\$200,750	-49.78%	-\$199,030	-41.13%	-\$140,250
		<u>\$1,134,100</u>	<u>\$704,575</u>	<u>-50.37%</u>	<u>-\$715,196</u>	<u>-37.87%</u>	<u>-\$429,525</u>
AUGUST RECEIPTS							
	OCCUPANCY	\$1,255,300	\$768,710	-30.53%	-\$337,834	-38.76%	-\$486,590
	MEALS	\$420,000	\$329,000	-30.39%	-\$143,601	-21.67%	-\$91,000
		<u>\$1,675,300</u>	<u>\$1,097,710</u>	<u>-30.49%</u>	<u>-\$481,434</u>	<u>-34.48%</u>	<u>-\$577,590</u>
SEPTEMBER RECEIPTS							
	OCCUPANCY	\$1,069,660	\$1,100,000	-20.67%	-\$286,584	2.84%	\$30,340
	MEALS	\$378,250	\$342,600	-19.83%	-\$84,734	-9.42%	-\$35,650
		<u>\$1,447,910</u>	<u>\$1,442,600</u>	<u>-20.47%</u>	<u>-\$371,318</u>	<u>-0.37%</u>	<u>-\$5,310</u>
OCTOBER RECEIPTS							
	OCCUPANCY	\$457,980	\$409,385	-10.24%	-\$46,718	-10.61%	-\$48,595
	MEALS	\$256,530	\$220,225	-10.24%	-\$25,134	-14.15%	-\$36,305
		<u>\$714,510</u>	<u>\$629,610</u>	<u>-10.24%</u>	<u>-\$71,852</u>	<u>-11.88%</u>	<u>-\$84,900</u>
NOVEMBER RECEIPTS							
	OCCUPANCY	\$211,405	\$217,800	-3.62%	-\$8,177	3.03%	\$6,395
	MEALS	\$164,205	\$180,100	-8.18%	-\$16,038	9.68%	\$15,895
		<u>\$375,610</u>	<u>\$397,900</u>	<u>-5.74%</u>	<u>-\$24,215</u>	<u>5.93%</u>	<u>\$22,290</u>
DECEMBER RECEIPTS							
	OCCUPANCY	\$88,225	\$90,900	-21.42%	-\$24,781	3.03%	\$2,675
	MEALS	\$111,060	\$114,400	-6.47%	-\$7,911	3.01%	\$3,340
		<u>\$199,285</u>	<u>\$205,300</u>	<u>-13.74%</u>	<u>-\$32,692</u>	<u>3.02%</u>	<u>\$6,015</u>
JANUARY RECEIPTS							
	OCCUPANCY	\$37,095	\$43,300	-32.69%	-\$21,026	16.73%	\$6,205
	MEALS	\$83,230	\$90,800	-13.83%	-\$14,578	9.10%	\$7,570
		<u>\$120,325</u>	<u>\$134,100</u>	<u>-20.98%</u>	<u>-\$35,604</u>	<u>11.45%</u>	<u>\$13,775</u>
FEBRUARY RECEIPTS							
	OCCUPANCY	\$64,210	\$69,200	-16.19%	-\$13,372	7.77%	\$4,990
	MEALS	\$64,065	\$65,990	-33.09%	-\$32,638	3.00%	\$1,925
		<u>\$128,275</u>	<u>\$135,190</u>	<u>-25.39%</u>	<u>-\$46,010</u>	<u>5.39%</u>	<u>\$6,915</u>
MARCH RECEIPTS							
	OCCUPANCY	\$46,370	\$47,800	-30.16%	-\$20,644	3.08%	\$1,430
	MEALS	\$70,345	\$72,455	-19.63%	-\$17,698	3.00%	\$2,110
		<u>\$116,715</u>	<u>\$120,255</u>	<u>-24.18%</u>	<u>-\$38,342</u>	<u>3.03%</u>	<u>\$3,540</u>
APRIL RECEIPTS							
	OCCUPANCY	\$62,730	\$74,690	376.26%	\$59,007	19.07%	\$11,960
	MEALS	\$105,080	\$110,235	319.62%	\$83,965	4.91%	\$5,155
		<u>\$167,810</u>	<u>\$184,925</u>	<u>340.80%</u>	<u>\$142,973</u>	<u>10.20%</u>	<u>\$17,115</u>
MAY RECEIPTS							
	OCCUPANCY	\$178,105	\$183,450	#DIV/0!	\$183,450	3.00%	\$5,345 Easter is
	MEALS	\$170,565	\$175,685	586.68%	\$150,100	3.00%	\$5,120 April 4
		<u>\$348,670</u>	<u>\$359,135</u>	<u>1303.71%</u>	<u>\$333,550</u>	<u>3.00%</u>	<u>\$10,465</u>
JUNE RECEIPTS							
	OCCUPANCY	\$295,225	\$300,000	577.45%	\$255,716	1.62%	\$4,775
	MEALS	\$217,345	\$220,865	577.46%	\$188,264	1.62%	\$3,520
		<u>\$512,570</u>	<u>\$520,865</u>	<u>577.46%</u>	<u>\$443,980</u>	<u>1.62%</u>	<u>\$8,295</u>
TOTALS	OCCUPANCY	\$4,559,405	\$3,809,060	-18.71%	-\$777,128	-16.46%	-\$750,345
	MEALS	\$2,381,675	\$2,123,106	-5.36%	-\$119,033	-10.86%	-\$258,569
		\$6,941,080	\$5,932,166	-14.06%	-\$896,161	-14.54%	-\$1,008,914
		FY18/19 Budget	\$6,738,858.00				
			3.00%				

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Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Governing									
		Amended		Proposed					
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
5000	Director Compensation	17,100	17,100	17,000	17,100	0.0%	17,100	17,100	17,100
5030	Payroll Taxes	1,479	1,479	1,301	1,480	0.1%	1,479	1,479	1,479
5001	Professional Services	1,000	1,000	0	1,000	0.0%	1,000	1,000	1,000
5002	Dir. Travel/Mtg./Meals	7,000	7,000	4,434	7,000	0.0%	7,000	7,100	7,150
5003	Directors & Officers Ins.	3,455	3,455	3,455	3,630	5.1%	3,703	3,777	3,852
5004	Miscellaneous Items	1,000	1,000	1,151	1,000	0.0%	1,000	1,000	1,100
	Total - Governing	31,034	31,034	27,341	31,210	0.6%	31,282	31,456	31,681
	Projected under budget by			3,693					

**Fiscal Year 2020-2021
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Outer Banks Visitors Bureau									
Budget 2020-2021									
Promotion									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
	Personnel								
5010	Salaries (full)	783,000	783,000	782,255	646,000	-17.5%	665,380	758,649	781,408
5020	Salaries (part)	91,000	91,000	76,277	137,100	50.7%	141,213	145,449	149,813
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%	1,000	1,000	1,000
5030	Payroll Taxes	70,330	70,330	68,610	63,835	-9.2%	66,036	73,538	75,657
5040	Employee Insurance	154,585	154,585	154,322	137,950	-10.8%	151,745	163,885	176,995
5050	Retirement	64,580	64,580	71,802	72,563	12.4%	79,792	94,145	100,969
5055	401(k) Match	7,830	7,830	6,737	6,460	-17.5%	6,654	7,586	7,814
5060	Worker's Comp	2,050	2,050	1,853	2,015	-1.7%	2,075	2,138	2,202
5080	Employee Relations	1,750	1,750	1,651	1,750	0.0%	1,750	1,750	1,750
5090	Training	8,200	8,200	8,524	8,200	0.0%	8,500	8,700	8,900
		1,184,325	1,184,325	1,172,031	1,076,873	-9.1%	1,124,146	1,256,840	1,306,508
	Marketing/Advertising								
5500	Other Advertising	1,164,385	1,164,385	1,164,385	1,189,385	2.1%	1,225,067	1,261,819	1,299,673
5502	Production Advertising	100,000	100,000	100,000	80,000	-20.0%	100,000	100,000	100,000
5510	Events-Development & Promoc	93,100	93,100	93,100	73,100	-21.5%	75,293	77,552	79,878
5515	Advertising - Online	2,063,000	2,063,000	2,013,000	2,063,000 *	0.0%	2,124,890	2,188,637	2,254,296
5525	Community Relations	30,000	30,000	24,500	30,000	0.0%	30,000	30,000	30,000
5560	Brochures/Production/Print	40,000	40,000	19,398	25,000	-37.5%	30,000	30,000	30,000
5580	Promotional Aids	7,500	7,500	6,532	6,500	-13.3%	7,500	7,500	7,500
6100	Press/Travel Writer Tours	90,000	90,000	59,683	90,000	0.0%	90,000	92,700	95,481
6101	Group Sales	28,000	28,000	23,647	8,000	-71.4%	15,000	15,450	15,914
		3,615,985	3,615,985	3,504,245	3,564,985	-1.4%	3,697,750	3,803,657	3,912,742

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Promotion									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
	Special Projects								
6150	Event Grant	700,920	700,920	385,014	381,500 *	-45.6%	225,000	230,000	235,000
6155	Est. Event Developer Grant	5,000	5,000	3,985	0 *	-100.0%	0	0	0
6170	Tourism Summit	18,000	18,000	3,845	17,500	-2.8%	18,000	18,000	18,000
		723,920	723,920	392,844	399,000	-44.9%	243,000	248,000	253,000
	Operations								
5110	Contracted Services	15,200	15,200	15,950	15,930	4.8%	15,930	15,930	15,930
5140	Audit	7,500	7,500	7,500	7,875	5.0%	8,250	8,663	9,096
5170	Other Professional Service	24,400	24,400	18,945	7,300	-70.1%	32,300	15,000	15,000
5180	Legal	20,500	20,500	9,925	20,500	0.0%	20,500	20,500	20,500
5185	Research	50,000	50,000	54,226	80,000	60.0%	50,000	75,000	50,000
5190	Administrative Advertising	1,500	1,500	785	1,000	-33.3%	1,000	1,000	1,000
5530	Legal Notices	1,500	1,500	1,329	1,500	0.0%	1,500	1,500	1,500
6200	Postage/Fulfillment	215,000	215,000	210,383	160,000	-25.6%	168,000	176,400	185,220
6300	Travel	43,500	43,500	31,279	39,000	-10.3%	40,560	42,182	43,870
6305	Vehicle Maintenance	4,000	4,000	2,730	3,500	-12.5%	3,500	3,500	3,500
6320	Registrations	40,000	40,000	29,685	35,000	-12.5%	35,350	35,704	36,061
6340	Travel Show Exhibit	6,000	6,000	3,372	3,500	-41.7%	5,000	6,000	6,000
6420	Dues & Subscriptions	40,000	40,000	39,518	28,000	-30.0%	45,500	45,500	45,500
6440	Insurance	19,995	19,995	19,805	19,675	-1.6%	20,659	21,692	22,776
6460	Telephone	29,500	29,500	25,460	29,500	0.0%	29,500	30,385	30,385
6500	Equipment	45,975	45,975	16,593	19,200	-58.2%	46,700	36,700	37,801
6510	Expendable Equipment	3,000	3,000	1,300	2,700	-10.0%	2,700	2,700	2,700
6530	Tech. Support/Software	18,000	18,000	5,290	8,500	-52.8%	13,500	13,500	13,500
6580	Utilities	11,000	11,000	9,408	10,800	-1.8%	11,124	11,235	11,348

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Promotion									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
6600	Cleaning/maint. Supplies	2,000	2,000	1,322	1,500	-25.0%	1,500	1,500	1,500
6610	Building Maintenance	40,000	40,000	18,873	25,000	-37.5%	40,000	25,000	45,000
6620	Equip. Service Contracts	3,500	3,500	3,315	3,500	0.0%	3,500	3,500	3,500
6640	Equipment Rental	33,600	33,600	28,402	34,000	1.2%	34,000	34,000	34,000
6660	Equipment Repairs	3,000	3,000	2,631	3,000	0.0%	3,000	3,000	3,000
6700	Office Supplies	16,300	16,300	16,332	16,500	1.2%	16,500	16,500	16,500
6810	Web Site/Internet	29,788	29,788	25,052	36,300	21.9%	36,300	37,389	37,389
		724,758	724,758	599,410	613,280	-15.4%	686,373	683,979	692,575
	Total - Promotional	6,248,988	6,248,988	5,668,530	5,654,138	-9.5%	5,751,268	5,992,476	6,164,825
	Projections under budget by			580,458					
	less encumbrances			-331,500					
				248,958					
	* Encumbrances: #6150 \$281,500								
	#5515 \$ 50,000								

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Aycock Brown Welcome Center Kitty Hawk									
Account Number	Title	Budget 2019-2020	Amended Budget 2019-2020	Projected 2019-2020	Proposed Budget 2020-2021	Percent Change	Estimate FY21-22	Estimate FY22-23	Estimate FY23-24
5025	Salaries (part)	91,500	91,500	72,639	80,500	-12.0%	82,513	84,575	86,690
5030	Payroll Taxes	7,915	7,915	6,085	6,965	-12.0%	7,137	7,316	7,499
5040	Employee Insurance	4,200	4,200	4,176	4,200	0.0%	4,410	4,542	4,679
5060	Worker's Comp	200	200	200	170	-15.0%	175	180	186
5080	Employee Relations	500	500	168	385	-23.0%	385	395	405
5090	Training	600	600	550	600	0.0%	600	600	600
5110	Contracted Services	7,920	7,920	7,920	7,920	0.0%	7,920	7,920	7,920
6130	Uniforms	560	560	372	440	-21.4%	440	440	440
6200	Postage	300	300	192	200	-33.3%	200	210	221
6300	Travel	557	557	278	550	-1.3%	526	536	545
6420	Dues & Subscriptions	240	240	256	270	12.5%	284	298	313
6440	Insurance	2,280	2,280	2,280	1,890	-17.1%	1,985	2,084	2,188
6460	Telephone	8,460	8,460	8,191	8,520	0.7%	8,690	8,864	9,041
6500	Equipment	1,500	1,500	0	1,500	0.0%	1,500	2,000	2,000
6580	Utilities	6,600	6,600	6,285	6,600	0.0%	6,732	6,867	7,004
6600	Cleaning/maint. Supplies	600	600	263	600	0.0%	600	600	600
6610	Building Maintenance	7,250	7,250	1,416	2,000	-72.4%	2000	7250	2000
6660	Equipment Repairs	300	300	264	300	0.0%	300	315	330
6700	Office Supplies	3,000	3,000	2,050	3,000	0.0%	3,000	3000	3,000
	Total - ABWC	144,482	144,482	113,585	126,610	-12.4%	129,396	137,992	135,659
	Projected under budget by			30,897					

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Outer Banks Welcome Center Roanoke Island									
		Amended		Proposed					
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
5026	Salaries (part) - RI	71,000	71,000	56,179	66,000	-7.04%	67,650	69,341	71,075
5030	Payroll Taxes	6,140	6,140	4,859	5,710	-7.00%	5,852	5,998	6,148
5060	Worker's Comp	115	115	115	120	4.35%	124	127	131
5080	Employee Relations	435	435	235	350	-19.54%	350	350	350
5090	Training	600	600	550	600	0.00%	600	600	600
6130	Uniforms	330	330	180	240	-27.27%	240	240	240
6440	Insurance	1,140	1,140	1,140	2,835	148.68%	2,977	3,126	3,282
6460	Telephone	1,225	1,225	1,125	1,225	0.00%	1,250	1,274	1,300
6500	Equipment	1,000	1,000	1,000	1,000	0.00%	1,000	1,000	1,000
6580	Utilities	960	960	814	960	0.00%	979	999	1,019
6600	Cleaning/Maint. Supplies	200	200	90	200	0.00%	200	200	200
6610	Building Maintenance	8,050	8,050	1,200	2,960	-63.23%	2,960	7,960	3,100
6660	Equipment Repairs	250	250	120	250	0.00%	250	250	250
6700	Office Supplies	600	600	578	600	0.00%	600	600	600
	Total - Welcome Ctr. R.I.	92,045	92,045	68,185	83,050	-9.77%	85,031	92,065	89,294
	Projected under budget by			23,860					

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Outer Banks Welcome Center - Hatteras Information Center									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
5026	Salaries (part) - HI	30,100	30,100	24,739	30,125	0.08%	30,878	31,650	32,441
5030	Payroll Taxes	2,605	2,605	2,140	2,605	0.00%	2,671	2,738	2,806
5060	Worker's Comp	60	60	60	65	8.33%	67	69	71
5080	Employee Relations	150	150	85	140	-6.67%	140	140	140
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	1,540	1,540	1,324	1,400	-9.09%	660	660	660
6130	Uniforms	100	100	70	100	0.00%	80	80	80
6300	Travel	895	895	574	888	-0.78%	849	864	880
6440	Insurance	456	456	456	470	3.07%	494	518	544
6460	Telephone	2,820	2,820	2,796	2,880	2.13%	2,938	2,996	3,056
6500	Equipment	1,000	1,000	0	1,000	0.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	200	200	44	200	0.00%	50	50	50
6610	Building Maintenance	500	500	0	500	0.00%	500	500	500
6700	Office Supplies	775	775	591	775	0.00%	450	450	450
	Total - Welcome Ctr. - Hatteras	41,301	41,301	32,979	41,248	-0.13%	40,876	41,816	42,779
	Projected under budget by			8,322					

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Outer Banks Welcome Center - Whalebone Junction									
		Amended			Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
5026	Salaries (part)	35,700	35,700	30,637	35,700	0.00%	36,593	37,507	38,445
5030	Payroll Taxes	3,090	3,090	2,650	3,090	0.00%	3,165	3,244	3,325
5060	Worker's Comp	75	75	75	75	0.00%	77	80	82
5080	Employee Relations	140	140	140	140	0.00%	140	140	140
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	660	660	550	660	0.00%	660	660	660
6130	Uniforms	80	80	59	80	0.00%	80	80	80
6440	Insurance	685	685	685	470	-31.39%	494	518	544
6460	Telephone	1,800	1,800	1,799	1,920	6.67%	1,958	1,998	2,038
6500	Equipment	1,000	1,000	969	1,000	0.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%	50	50	50
6700	Office Supplies	450	450	413	450	0.00%	450	450	450
	Total - Welcome Ctr. Whalebone	43,830	43,830	38,127	43,735	-0.22%	44,767	45,827	46,914
	Projected under budget by			5,703					

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Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau						
Budget 2020-2021						
Restricted						
			Amended		Proposed	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change
	Occupancy/Meals Tax 25%	1,735,270	1,735,270	1,707,082	1,483,042	-14.5%
	Interest	65,000	65,000	50,129	23,000	-64.6%
	Other Income	0	0	0	0	-100.0%
	Appropriated Fund Balance	4,843,690	4,843,690	1,314,961	3,072,171	-36.6%
	Total - Non Departmental	6,643,960	6,643,960	3,072,172	4,578,213	-31.1%

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau					
Budget 2020-2021					
Restricted Fund					
		Projected			
		Amount	Recommended	Proposed	
Account		Allocated	FY 19-20	FY 20-21	Percent
Number	Title	thru 2/29/20	Projects	Allocation	Change
Revenues					
3210	Interest	50,129	0	23,000	-54.1%
9930	Appropriation from Fund Balance	1,314,961	0	3,072,171	133.6%
	Other income	0	0	0	-100.0%
9940	Occupancy/Meals Tax 25%	1,707,082	0	1,483,042	-13.1%
	Total Revenues	3,072,172	0	4,578,213	49.0%
Expenditures					
Long Term Projects: 70% = \$1,038,129					
4503	Infrastructure NOTE #1	461,170	0	461,170	0.0%
4525	Event Site NOTE #2	188,726	1,038,129	1,226,855	550.1%
4585	Long-term Unappropriated NOTE #3	500,000	0	500,000	0.0%
	Total Long Term Projects	1,149,896	1,038,129	2,188,025	90.3%
Short Term Projects: 30% = \$444,912, plus interest					
FY2013					
4633	Dare County - Interpretive Byway Plan	26,500	0	26,500	0.0%
		26,500	0	26,500	
FY2019					
4642	Town of Duck - Pedestrian Path Phase 3	307,289	0	307,289	
4646	Town of KH - KH Park Trail Connection	47,592	0	47,592	
4637	Town of NH - West Side Multi-Use, Phase VIII	487,932	0	487,932	
		842,813		842,813	
FY2020					
	TIG - Chicamacomico Cisterns	48,000		48,000	
	TIG - Dare Co Arts Council - Courtyard	90,950		90,950	
	TIG - Frisco Native American - Handicap Access	25,750		25,750	
	TIG - Duck - Pedestrian Paths, Phase 4	147,806		147,806	
	TIG - KDH - Baum Street, Phase II	55,618		55,618	
	TIG - Manteo - Manteo Town Common	221,885		221,885	
	TIG - SS - S. Dogwood Trail	260,993		260,993	
5160	Fireworks	50,000	55,000	105,000	110.0%
5140	25 % of audit	0	2,625	2,625	-
4999	FY2019 S-T Unappropriated NOTE #4	151,961	410,287	562,248	270.0%
		1,052,963	467,912	1,520,875	44.4%
	Total Short Term Projects	1,922,276	467,912	2,390,188	24.3%
	Total Expenditures	3,072,172	1,506,041	4,578,213	49.0%
Reconciliation Back to 2/29/20 Cash Balance					
	Funds in the Banks @ 2/29/20			\$ 3,114,374	
	Estimated Revenues - June 2019			38,106	
	Budgeted FY 20-21 Revenues			1,506,042	
	Total Proposed Expenditures			\$ 4,658,522	
	Less Amounts to be Paid Out in 19-20			(80,309)	
	Total Proposed Expenditures			\$ 4,578,213	

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed 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	The Event Site line item is funded by 100% of long-term revenues.						
NOTE #3	Long-term Unappropriated was established by the board in March 2019 and is capped at \$500,000 in FY19/20. Includes an encumbrance of \$70,000 for Chicamacomico						
NOTE #4	Short-term Unappropriated is receiving the interest in addition to the Board designated 30% split of occupancy & meals taxes received. Funds in Short-term Unappropriated are allocated out to the audit, Fireworks Grants and Tourism Impact Grants.						

**Fiscal Year 2020-2021
Dare County Tourism Board
Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2020-2021									
Travel Guide									
		Original	Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	2019-2020	2019-2020	2020-2021	Change	FY21-22	FY22-23	FY23-24
Revenues									
3209	Advertising	84,100	84,100	79,359	0	-100.0%	80,000	80,000	80,000
3210	Interest	100	100	150	0	-100.0%	50	50	75
	Total Revenues	84,200	84,200	79,509	0	-100.0%	80,050	80,050	80,075
Expenditures									
5560	Production/Printing/Distribution	150,000	150,000	150,308	0	-100.0%	156,560	161,257	166,095
6200	Freight	25,000	25,000	13,682	0	-100.0%	22,000	23,000	24,000
	Total Expenditures	175,000	175,000	163,990	0	-100.0%	178,560	184,257	190,095
	Revenues Over (Under) Expenditures	-90,800	-90,800	-84,481	0		-98,510	-104,207	-110,020

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Outer Banks Visitors Bureau						
Budget 2020-2021						
Merchandise Sales						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2019-2020	Budget	2019-2020	Budget	Change
	Revenues:					
3100	Sale of Merchandise	30,786	30,786	19,524	0	-100.00%
3210	Interest Income	325	325	431	0	-100.00%
	Total Revenues	31,111	31,111	19,955	0	-100.00%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	18,572	18,572	12,691	0	-100.00%
6800	Bank Fees - Credit Cards	1,288	1,288	1,040	0	-100.00%
6700	Office	400	400	0	0	-100.00%
	Total Expenditures	20,260	20,260	13,731	0	-100.00%
	Revenues Over (Under) Expenditures	10,851	10,851	6,224	0	

**Fiscal Year 2020-2021
Dare County Tourism Board
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Outer Banks Visitors Bureau									
Budget 2020-2021									
Event Site Fund									
Account		Budget	Amended	Projected	Proposed	Percent	Estimate	Estimate	Estimate
Number	Title	2019-2020	Budget 2019-2020	2019-2020	Budget 2020-2021	Change	FY21-22	FY22-23	FY23-24
	Revenues:								
3200	Event Rental Income	13,800	13,800	8,930	12,500	-9.42%	14,500	15,600	17,400
3250	Lease income	44,000	44,000	46,728	46,000	4.55%	46,000	46,000	46,000
3220	Other Income	200	200	2,500	200	0.00%	200	200	200
3210	Interest Income	325	325	546	150	-53.85%	150	75	100
9910	Transfer from General Fund	227,135	227,135	227,135	289,105	27.28%	314,907	388,349	380,509
9999	Unappropriated Funds	20,000	20,000	0	0	-100.00%			
	Total Revenues	305,460	305,460	285,839	347,955	13.91%	375,757	450,224	444,209
	Projected under budget by								
	Expenditures:								
5160	Event Development & Marketing	60,000	60,000	36,526	50,000	-16.67%	60,000	45,000	24,000
5190	Other Professional Services	40,000	40,000	38,856	40,000	0.00%	40,000	90,000	101,700
6440	Insurance	1,440	1,440	6,423	6,950	382.64%	7,298	7,662	8,045
6580	Utilities	22,610	22,610	28,561	63,975	182.95%	65,894	67,871	69,907
6610	Repairs & Maintenance	161,940	161,940	160,140	166,760	2.98%	181,466	217,759	217,759
6700	Office Supplies	270	270	226	270	0.00%	300	300	300
9990	Other Expenses	19,200	19,200	19,027	20,000	4.17%	20,800	21,632	22,497
	Total Expenditures	305,460	305,460	289,759	347,955	13.91%	375,757	450,224	444,209
	Revenues Over (Under) Expenditures	0	0	-3,920	0		0	0	0