

Dare County Tourism Board Outer Banks Visitors Bureau

Adopted Budget
Fiscal Year
2022 / 2023

Adopted by DCTB
June 30, 2022
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 30, 2022.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Occupancy Tax Distribution	3,989,317
Prepared Food Tax Distribution.....	1,857,589
Appropriation from Fund Balance	3,813,778
Travel Guide Income	30,000
Website Revenue	100,000
Interest & Other Revenue	<u>51,040</u>
	9,841,724

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, 2022 and ending June 30, 2023:

Governing Body	30,385
Promotion.....	7,452,715
Aycock Brown Welcome Center	172,405
Roanoke Island/Whalebone/Hatteras Welcome Centers	206,545
Travel Guide Expenses	84,500
Unappropriated Fund Balance	1,609,694
Transfer to Event Site Fund	<u>285,480</u>
	9,841,724

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Occupancy Tax Distribution	1,329,773
Prepared Food Tax Distribution	619,196
Appropriation from Fund Balance	6,053,743
Interest.....	<u>23,000</u>
	8,025,712

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, 2022 and ending June 30, 2023:

Expenditures.....	8,025,712
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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, 2022 and ending June 30, 2023:

Event Rental Income	17,100
Lease Income.....	45,600
Interest & Other Revenue.....	500
Transfer from General Fund.....	285,480
Unappropriated Funds.....	<u>52,055</u>
	400,735

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2022 and ending June 30, 2023:

Expenditures.....	400,735
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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 30 June, 2022.



 Tim Cafferty, Chairman

ATTEST:



 Jamie Chisholm, Secretary

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Dare County Tourism Board						
Budget 2022-2023						
Total Revenues - Governmental Funds						
(General Fund and Special Revenue)						
		Amended		Adopted	% Change	
	Budget	Budget	Projected	Budget	to FY 21-22	
	FY 2021-2022	FY 2021-2022	FY 2021-2022	FY 2022-2023	Budget	
Occupancy	\$ 5,034,690	\$ 5,165,400	\$ 7,385,197	\$ 5,319,090	2.98%	
Meals	\$ 2,329,110	\$ 2,329,110	\$ 3,386,450	\$ 2,476,785	6.34%	
	\$ 7,363,800	\$ 7,494,510	\$ 10,771,647	\$ 7,795,875	4.02%*	
Interest - GF	\$ 50,000	\$ 50,000	\$ 12,486	\$ 50,000	0.00%	
Interest - Travel Guide	\$ 25	\$ 25	\$ 53	\$ 40	60.00%	
Interest - Merchandise	\$ 125	\$ 125	\$ 189	\$ -	-100.00%	
Interest - Restricted	\$ 23,000	\$ 23,000	\$ 7,791	\$ 23,000	0.00%	
Website Advertising	\$ 100,000	\$ 100,000	\$ 124,804	\$ 100,000	0.00%	
Travel Guide Income	\$ 35,000	\$ 25,000	\$ 24,000	\$ 30,000	20.00%	
Merchandise Income	\$ 3,000	\$ 7,000	\$ 7,764	\$ -	-100.00%	
Other - General	\$ 1,000	\$ 1,000	\$ 1,240	\$ 1,000	0.00%	
	\$ 212,150	\$ 206,150	\$ 178,327	\$ 204,040	-1.02%	
Amounts Rolled Over from PY	\$ 2,368,142	\$ 2,368,142	\$ 2,478,366	\$ 3,528,298	48.99%	
Appropriated Fund Balance	\$ 4,481,483	\$ 4,481,483		\$ 6,339,223	41.45%	
	\$ 6,849,625	\$ 6,849,625	\$ 2,478,366	\$ 9,867,521	44.06%	
Total Revenues	\$ 14,425,575	\$ 14,550,285	\$ 13,428,340	\$ 17,867,436	22.80%	
* This is a 4.02% increase over 21-22 budget figures. The percent change from projected actual 2021-2022 figures is a decrease of (46.7%).						

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Summary									
	Budget	Amended	Projected	Adopted	Percent	Estimate	Estimate	Estimate	
	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Change</u>	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>	
GENERAL FUND									
REVENUES									
Occupancy/Meals Tax (75%)	5,522,850	5,620,883	8,078,735	5,846,906	4.0%	6,022,313	6,323,429	6,576,366	
Revenues - Website Advertising	100,000	100,000	124,804	100,000	0.0%	102,000	106,080	110,323	
Revenues - Interest and Other	51,150	51,150	13,968	51,040	-0.2%	51,591	53,139	55,795	
Appropriated from Fund Balance	285,480	285,480	285,480	285,480	0.0%	1,777,051	1,762,367	1,788,663	
Transfer from Travel Guide/Travel Guide Income	35,000	25,000	24,000	30,000	20.0%	30,900	31,827	32,782	
Transfer from Merchandise Fund/Merchandise Income	3,000	7,000	7,764	0	-100.0%	0	0	0	
Total Revenues	5,997,480	6,089,513	8,534,751	6,313,426	3.7%	7,983,855	8,276,842	8,563,930	
Projected Over Budget By			2,445,238						
EXPENDITURES:									
Governing	31,183	31,183	28,393	30,385	-2.6%	30,625	30,684	30,894	
Promotion	7,193,215	7,237,713	6,184,337	7,452,715 *	3.0%	7,042,415	7,279,681	7,574,939	
Aycock Brown Welcome Center	126,190	160,000	151,854	172,405	7.8%	158,574	168,410	167,379	
Outer Banks Welcome Center RI, Whalebone & Hatteras	173,930	182,165	163,576	206,545	13.4%	199,588	210,071	211,368	
Travel Guide Expenses	72,000	73,900	73,900	84,500	14.3%	92,950	95,739	98,611	
Merchandise Expenses	2,400	5,990	5,832	0	-100.0%	0	0	0	
Unappropriated Fund Balance	481,225	481,225	481,225	1,609,694	234.5%	0	0	0	
Transfer to Event Site Fund	285,480	285,480	285,480	285,480	0.0%	430,264	460,892	447,851	
Total Expenditures	8,365,623	8,457,656	7,374,597	9,841,724	16.4%	7,954,416	8,245,476	8,531,041	
Projected Under Budget By			1,083,059						
Revenue vs Expenses	-2,368,143	-2,368,143		-3,528,298		29,439	31,366	32,888	
Revenue Income over Budget	1,290,572	1,290,572		2,445,238					
Unspent Funds/Encumbrances	1,077,571	1,077,571		1,083,059 *					
* Includes estimated encumbrances of \$643,400									
Unappropriated Surplus	0	0		0					
Net Revenue vs Expenses	0	0		0					

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau									
Budget 2022-2023									
Summary									
	Budget	Amended	Projected	Adopted	Percent	Estimate	Estimate	Estimate	
	<u>2021-2022</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Change</u>	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>	
RESTRICTED FUND									
Interest	23,000	23,000	7,791	23,000	0.0%	23,000	23,000	25,000	
Designated From Fund Balance	4,196,002	4,196,002	3,353,040	6,053,743	44.3%	3,545,199	3,723,609	3,871,472	
Occupancy/Meals Tax (25%)	1,840,950	1,873,627	2,692,912	1,948,969	4.0%	2,104,886	2,210,131	2,298,536	
Total Revenues	6,059,952	6,092,629	6,053,743	8,025,712	31.7%	5,673,085	5,956,740	6,195,008	
Total Expenditures and Commitments	6,059,952	6,092,629	6,053,743	8,025,712	31.7%	8,667,769	9,101,157	9,465,203	
EVENT SITE FUND									
Event Rental Income	13,800	13,800	22,910	17,100	23.9%	19,100	20,200	22,000	
Lease Income	45,600	45,600	45,828	45,600	0.0%	45,600	47,380	47,380	
Other Income	200	200	200	200	0.0%	200	200	200	
Interest	200	200	442	300	50.0%	150	100	100	
Transfer to Event Site	285,480	285,480	285,480	285,480	0.0%	430,264	460,892	447,851	
Unappropriated Funds	65,000	65,000	0	52,055	-19.9%	0	0	0	
	410,280	410,280	354,860	400,735	-2.3%	495,314	528,772	517,531	
Expenditures	410,280	410,280	294,426	400,735	-2.3%	501,057	534,700	523,649	

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2022-2023

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	ACTUAL	3 YEAR
		FY 2018-2019	2019-2020	2020-2021	2021-2022	AVERAGE
						FY 2019-2021
JULY RECEIPTS						
	OCCUPANCY	\$953,287	\$1,019,991	\$1,031,086	\$1,276,821	\$1,109,299
	MEALS	\$386,336	\$399,780	\$343,467	\$484,565	\$409,271
		<u>\$1,339,623</u>	<u>\$1,419,771</u>	<u>\$1,374,552</u>	<u>\$1,761,386</u>	<u>\$1,518,570</u>
AUGUST RECEIPTS						
	OCCUPANCY	\$1,332,093	\$1,106,544	\$1,522,969	\$1,592,750	\$1,407,421
	MEALS	\$444,464	\$472,601	\$378,908	\$556,560	\$469,356
		<u>\$1,776,558</u>	<u>\$1,579,144</u>	<u>\$1,901,877</u>	<u>\$2,149,310</u>	<u>\$1,876,777</u>
SEPTEMBER RECEIPTS						
	OCCUPANCY	\$1,098,655	\$1,386,584	\$1,386,699	\$1,592,952	\$1,455,411
	MEALS	\$391,888	\$427,334	\$342,807	\$455,773	\$408,638
		<u>\$1,490,544</u>	<u>\$1,813,918</u>	<u>\$1,729,506</u>	<u>\$2,048,725</u>	<u>\$1,864,050</u>
OCTOBER RECEIPTS						
	OCCUPANCY	\$468,127	\$456,103	\$646,711	\$717,840	\$606,885
	MEALS	\$239,371	\$245,359	\$312,640	\$381,875	\$313,292
		<u>\$707,498</u>	<u>\$701,462</u>	<u>\$959,351</u>	<u>\$1,099,715</u>	<u>\$920,176</u>
NOVEMBER RECEIPTS						
	OCCUPANCY	\$243,388	\$225,977	\$411,520	\$437,386	\$358,294
	MEALS	\$178,930	\$196,139	\$220,333	\$283,580	\$233,350
		<u>\$422,318</u>	<u>\$422,115</u>	<u>\$631,854</u>	<u>\$720,966</u>	<u>\$591,645</u>
DECEMBER RECEIPTS						
	OCCUPANCY	\$100,000	\$115,681	\$149,614	\$103,833	\$123,043
	MEALS	\$120,135	\$122,310	\$133,492	\$144,518	\$133,440
		<u>\$220,135</u>	<u>\$237,992</u>	<u>\$283,106</u>	<u>\$248,351</u>	<u>\$256,483</u>
JANUARY RECEIPTS						
	OCCUPANCY	\$46,833	\$64,326	\$99,622	\$191,666	\$118,538
	MEALS	\$92,656	\$105,378	\$129,244	\$172,558	\$135,727
		<u>\$139,490</u>	<u>\$169,703</u>	<u>\$228,866</u>	<u>\$364,224</u>	<u>\$254,265</u>
FEBRUARY RECEIPTS						
	OCCUPANCY	\$61,766	\$82,572	\$221,257	\$320,769	\$208,199
	MEALS	\$76,744	\$98,628	\$96,377	\$93,580	\$96,195
		<u>\$138,510</u>	<u>\$181,200</u>	<u>\$317,634</u>	<u>\$414,349</u>	<u>\$304,394</u>
MARCH RECEIPTS						
	OCCUPANCY	\$60,762	\$68,444 ^	\$167,213	\$170,201	\$135,286
	MEALS	\$80,478	\$90,154 ^	\$92,067	\$131,328	\$104,516
		<u>\$141,240</u>	<u>\$158,598</u>	<u>\$259,280</u>	<u>\$301,529</u>	<u>\$239,802</u>
APRIL RECEIPTS						
	OCCUPANCY	\$94,424	\$30,252 ^	\$277,701	\$229,961	\$179,305
	MEALS	\$135,650	\$69,266 ^	\$179,714	\$176,838	\$141,939
		<u>\$230,073</u>	<u>\$99,518</u>	<u>\$457,415</u>	<u>\$406,799</u>	<u>\$321,244</u>
MAY RECEIPTS						
	OCCUPANCY	\$215,483	\$12,691 ^	\$395,352	\$451,019	\$286,354
	MEALS	\$199,132	\$37,629 ^	\$259,175	\$284,410	\$193,738
		<u>\$414,615</u>	<u>\$50,320</u>	<u>\$654,527</u>	<u>\$735,429</u>	<u>\$480,092</u>
JUNE RECEIPTS						
	OCCUPANCY	\$297,875	\$280,884 ^	\$709,402	\$300,000 *	\$430,095
	MEALS	\$221,909	\$138,382 ^	\$359,081	\$220,865 *	\$239,443
		<u>\$519,783</u>	<u>\$419,266</u>	<u>\$1,068,483</u>	<u>\$520,865</u>	<u>\$669,538</u>
TOTALS						
	OCCUPANCY	\$4,972,693	\$4,850,048	\$7,019,145	\$7,385,197	\$6,418,130
	MEALS	\$2,567,694	\$2,402,960	\$2,847,306	\$3,386,450	\$2,878,905
		<u>\$7,540,387</u>	<u>\$7,253,008</u>	<u>\$9,866,451</u>	<u>\$10,771,647</u>	<u>\$9,297,036</u>

^ Amount affected by COVID 19

* Amounts based on budget

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2022-2023

FISCAL YEAR		BUDGET	ADOPTED	% Increase/ Decrease	\$ Increase/ Decrease	% Increase/ Decrease from	\$ Increase / Decrease from
		FY 2021-2022	FY 2022-2023	from Actual	from Actual	21-22 Budget	21-22 Budget
JULY RECEIPTS							
	OCCUPANCY	\$1,122,775	\$1,031,750	-19.19%	-\$245,072	-8.11%	-\$91,025
	MEALS	\$320,475	\$338,295	-30.19%	-\$146,270	5.56%	\$17,820
		<u>\$1,443,250</u>	<u>\$1,370,045</u>	<u>-22.22%</u>	<u>-\$391,342</u>	<u>-5.07%</u>	<u>-\$73,205</u>
AUGUST RECEIPTS							
	OCCUPANCY	\$1,318,025	\$1,330,745	-16.45%	-\$262,005	0.97%	\$12,720
	MEALS	\$361,870	\$391,845	-29.60%	-\$164,716	8.28%	\$29,975
		<u>\$1,679,895</u>	<u>\$1,722,590</u>	<u>-19.85%</u>	<u>-\$426,720</u>	<u>2.54%</u>	<u>\$42,695</u>
SEPTEMBER RECEIPTS							
	OCCUPANCY	\$1,185,500	\$1,257,920	-21.03%	-\$335,032	6.11%	\$72,420
	MEALS	\$347,875	\$371,790	-18.43%	-\$83,983	6.87%	\$23,915
		<u>\$1,533,375</u>	<u>\$1,629,710</u>	<u>-20.45%</u>	<u>-\$419,015</u>	<u>6.28%</u>	<u>\$96,335</u>
OCTOBER RECEIPTS							
	OCCUPANCY	\$471,670	\$493,540	-31.25%	-\$224,300	4.64%	\$21,870
	MEALS	\$241,836	\$251,510	-34.14%	-\$130,365	4.00%	\$9,674
		<u>\$713,506</u>	<u>\$745,050</u>	<u>-32.25%</u>	<u>-\$354,664</u>	<u>4.42%</u>	<u>\$31,544</u>
NOVEMBER RECEIPTS							
	OCCUPANCY	\$224,335	\$233,310	-46.66%	-\$204,075	4.00%	\$8,975
	MEALS	\$185,505	\$192,925	-31.97%	-\$90,655	4.00%	\$7,420
		<u>\$409,840</u>	<u>\$426,236</u>	<u>-40.88%</u>	<u>-\$294,730</u>	<u>4.00%</u>	<u>\$16,396</u>
DECEMBER RECEIPTS							
	OCCUPANCY	\$98,630	\$102,575	-1.21%	-\$1,258	4.00%	\$3,945
	MEALS	\$117,835	\$122,550	-15.20%	-\$21,967	4.00%	\$4,715
		<u>\$216,465</u>	<u>\$225,126</u>	<u>-9.35%</u>	<u>-\$23,225</u>	<u>4.00%</u>	<u>\$8,661</u>
JANUARY RECEIPTS							
	OCCUPANCY	\$48,600	\$65,545	-65.80%	-\$126,121	34.87%	\$16,945
	MEALS	\$93,525	\$97,265	-43.63%	-\$75,293	4.00%	\$3,740
		<u>\$142,125</u>	<u>\$162,810</u>	<u>-55.30%</u>	<u>-\$201,414</u>	<u>14.55%</u>	<u>\$20,685</u>
FEBRUARY RECEIPTS							
	OCCUPANCY	\$72,280	\$85,170	-73.45%	-\$235,598	17.83%	\$12,890
	MEALS	\$67,970	\$82,190	-12.17%	-\$11,391	20.92%	\$14,220
		<u>\$140,250</u>	<u>\$167,360</u>	<u>-59.61%</u>	<u>-\$246,989</u>	<u>19.33%</u>	<u>\$27,110</u>
MARCH RECEIPTS							
	OCCUPANCY	\$54,705	\$61,895	-63.63%	-\$108,306	13.14%	\$7,190
	MEALS	\$79,630	\$84,315	-35.80%	-\$47,013	5.88%	\$4,685
		<u>\$134,335</u>	<u>\$146,210</u>	<u>-51.51%</u>	<u>-\$155,318</u>	<u>8.84%</u>	<u>\$11,875</u>
APRIL RECEIPTS							
	OCCUPANCY	\$85,430	\$93,850	-59.19%	-\$136,111	9.86%	\$8,420
	MEALS	\$116,040	\$123,685	-30.06%	-\$53,153	6.59%	\$7,645
		<u>\$201,470</u>	<u>\$217,535</u>	<u>-46.53%</u>	<u>-\$189,264</u>	<u>7.97%</u>	<u>\$16,065</u>
MAY RECEIPTS							
	OCCUPANCY	\$183,450	\$250,790	-44.39%	-\$200,229	36.71%	\$67,340 Easter is
	MEALS	\$175,685	\$190,715	-32.94%	-\$93,695	8.56%	\$15,030 April 9
		<u>\$359,135</u>	<u>\$441,506</u>	<u>-39.97%</u>	<u>-\$293,923</u>	<u>22.94%</u>	<u>\$82,370</u>
JUNE RECEIPTS							
	OCCUPANCY	\$300,000	\$312,000	4.00%	\$12,000	4.00%	\$12,000
	MEALS	\$220,865	\$229,700	4.00%	\$8,835	4.00%	\$8,835
		<u>\$520,865</u>	<u>\$541,700</u>	<u>4.00%</u>	<u>\$20,835</u>	<u>4.00%</u>	<u>\$20,835</u>
TOTALS							
	OCCUPANCY	\$5,165,400	\$5,319,090	-49.74%	-\$2,066,106	2.98%	\$153,691
	MEALS	\$2,329,110	\$2,476,785	-40.93%	-\$909,664	6.34%	\$147,674
		<u>\$7,494,510</u>	<u>\$7,795,875</u>	<u>-46.67%</u>	<u>-\$2,975,771</u>	<u>4.02%</u>	<u>\$301,365</u>
		FY20/21 Budget	\$6,827,821.00				
			9.76%				

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Governing									
Account		Budget	Amended	Projected	Adopted	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
5000	Director Compensation	17,100	17,100	16,900	17,100	0.0%	17,100	17,100	17,100
5030	Payroll Taxes	1,480	1,480	1,295	1,480	0.0%	1,480	1,480	1,480
5001	Professional Services	1,000	1,000	1,000	1,000	0.0%	1,000	1,000	1,000
5002	Dir. Travel/Mtg./Meals	7,000	7,000	5,228	7,000	0.0%	7,100	7,100	7,150
5003	Directors & Officers Ins.	3,603	3,603	3,603	2,805	-22.1%	2,945	3,004	3,064
5004	Miscellaneous Items	1,000	1,000	367	1,000	0.0%	1,000	1,000	1,100
	Total - Governing	31,183	31,183	28,393	30,385	-2.6%	30,625	30,684	30,894
	Projected under budget by			2,790					

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau									
Budget 2022-2023									
Promotion									
			Amended		Adopted				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
Personnel									
5010	Salaries (full)	737,750	737,750	737,476	778,030	5.5%	801,371	841,439	866,683
5020	Salaries (part)	126,000	131,100	96,543	148,350	13.2%	152,801	157,385	162,106
5025	Overtime Pay	1,000	0	0	1,000	#DIV/0!	1,000	1,000	1,000
5030	Payroll Taxes	69,425	69,865	66,938	74,435	6.5%	77,442	80,904	83,243
5040	Employee Insurance	150,000	150,000	145,652	150,000	0.0%	165,000	178,200	192,456
5050	Retirement	89,930	90,135	78,691	105,585	17.1%	103,365	112,680	120,469
5055	401(k) Match	7,380	7,380	7,287	7,780	5.4%	8,014	8,414	8,667
5060	Worker's Comp	1,780	1,780	1,356	1,705	-4.2%	1,756	1,809	1,863
5080	Employee Relations	1,750	2,750	2,318	1,995	-27.5%	1,750	1,750	1,750
5090	Training	9,850	9,850	8,889	11,000	11.7%	8,500	8,700	8,900
		1,194,865	1,200,610	1,145,150	1,279,880	6.6%	1,320,998	1,392,281	1,447,137
Marketing/Advertising									
5500	Other Advertising	1,382,065	1,382,065	1,382,065	1,404,760	1.6%	1,446,903	1,490,310	1,535,019
5502	Production Advertising	130,000	130,000	130,000	170,000	30.8%	150,000	150,000	150,000
5510	Events-Development & Promc	73,100	73,100	44,350	73,100	0.0%	75,293	77,552	79,878
5515	Advertising - Online	2,519,455	2,519,455	2,519,455	2,616,390	3.8%	2,694,882	2,775,728	2,859,000
5525	Community Relations	30,000	30,000	26,514	30,000	0.0%	30,000	30,000	30,000
5560	Brochures/Production/Print	34,750	34,750	22,394	22,500	-35.3%	30,000	30,000	30,000
5580	Promotional Aids	9,000	9,000	8,178	9,000	0.0%	7,500	7,500	7,500
6100	Press/Travel Writer Tours	110,000	110,000	101,141	110,000	0.0%	110,000	113,300	116,699
6101	Group Sales	12,000	12,000	11,913	15,000	25.0%	15,000	15,450	15,914
		4,300,370	4,300,370	4,246,010	4,450,750	3.5%	4,559,578	4,689,840	4,824,010

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau									
Budget 2022-2023									
Promotion									
			Amended		Adopted				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
	Special Projects								
6150	Event Grant	750,000	750,000	235,880	763,200 *	1.8%	425,000	450,000	475,000
6170	Tourism Summit	20,500	20,500	6,000	22,500	9.8%	18,000	18,000	18,000
		770,500	770,500	241,880	785,700	2.0%	443,000	468,000	493,000
	Operations								
5110	Contracted Services	16,030	16,880	16,858	16,030	-5.0%	16,030	16,030	16,832
5140	Audit	11,250	11,250	9,750	10,875	-3.3%	13,594	14,953	16,448
5170	Other Professional Service	7,300	6,450	4,295	7,300	13.2%	7,300	15,000	15,000
5180	Legal	20,500	29,500	29,445	20,500	-30.5%	20,500	20,500	20,500
5185	Research	263,400	289,600	67,500	237,700 *	-17.9%	75,000	50,000	100,000
5190	Administrative Advertising	1,500	2,000	1,767	1,500	-25.0%	1,500	1,500	1,500
5530	Legal Notices	1,500	1,500	1,429	1,500	0.0%	1,500	1,500	1,500
6200	Postage/Fulfillment	195,000	195,000	118,403	200,000	2.6%	204,000	208,080	212,242
6300	Travel	39,000	39,000	38,531	47,000	20.5%	48,880	50,835	52,869
6305	Vehicle Maintenance	3,500	3,500	2,686	3,500	0.0%	3,500	3,500	3,500
6320	Registrations	49,500	49,500	31,640	52,475	6.0%	53,000	53,530	54,065
6340	Travel Show Exhibit	3,500	3,500	1,241	4,000	14.3%	5,500	6,500	6,500
6420	Dues & Subscriptions	47,330	46,830	41,840	44,790	-4.4%	47,030	47,030	47,030
6440	Insurance	19,600	19,600	19,135	22,030	12.4%	23,132	24,288	25,502
6460	Telephone	27,900	27,900	21,157	24,400	-12.5%	24,400	25,132	25,132
6500	Equipment	73,000	73,000	17,688	94,230 *	29.1%	25,000	25,750	26,523
6510	Expendable Equipment	2,100	2,100	1,960	2,045	-2.6%	2,045	2,045	2,045
6530	Tech. Support/Software	13,050	13,050	8,026	13,050	0.0%	13,050	13,050	13,050
6580	Utilities	10,800	10,800	8,118	10,800	0.0%	11,124	11,235	11,348
6600	Cleaning/maint. Supplies	1,500	1,500	1,591	1,500	0.0%	1,500	1,500	1,500
6610	Building Maintenance	20,000	20,000	16,845	20,000	0.0%	20,000	35,000	55,000
6620	Equip. Service Contracts	3,500	3,500	2,888	3,100	-11.4%	3,100	3,100	3,100
6640	Equipment Rental	34,000	34,000	29,983	33,840	-0.5%	33,840	33,840	33,840

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau									
Budget 2022-2023									
Promotion									
Account		Budget	Amended	Projected	Adopted	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
6660	Equipment Repairs	3,000	3,000	1,850	3,000	0.0%	3,000	3,000	3,000
6700	Office Supplies	17,800	17,800	14,028	17,800	0.0%	17,800	17,800	17,800
6800	Bank Service Fees	1,920	1,920	1,071	1,920	0.0%	2,016	2,117	2,223
6810	Web Site/Internet	40,000	43,553	41,572	41,500	-4.7%	41,500	42,745	42,745
		927,480	966,233	551,297	936,385	-3.1%	718,840	729,560	810,792
	Total - Promotional	7,193,215	7,237,713	6,184,337	7,452,715	3.0%	7,042,415	7,279,681	7,574,939
	Projections under budget by			1,053,376					
	less encumbrances			-643,400					
				409,976					
	* Encumbrances: #6150 \$413,200								
	#5185 \$185,200								
	#6500 \$ 45,000								

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Aycock Brown Welcome Center Kitty Hawk									
Account Number	Title	Budget 2021-2022	Amended Budget 2021-2022	Projected 2021-2022	Adopted Budget 2022-2023	Percent Change	Estimate FY23-24	Estimate FY24-25	Estimate FY25-26
5025	Salaries (part)	78,200	91,755	89,832	99,950	8.9%	102,949	106,037	109,218
5030	Payroll Taxes	6,765	7,980	7,770	8,650	8.4%	8,905	9,172	9,447
5040	Employee Insurance	4,200	4,200	4,164	4,200	0.0%	4,410	4,542	4,679
5050	Retirement	0	2,280	1,305	2,825	23.9%	2,966	3,055	3,147
5060	Worker's Comp	150	150	150	150	0.0%	155	159	164
5080	Employee Relations	425	475	431	455	-4.2%	450	450	450
5090	Training	600	550	550	600	9.1%	600	600	600
5110	Contracted Services	8,220	9,420	8,500	9,960	5.7%	9,960	9,960	9,960
6130	Uniforms	440	940	900	800	-14.9%	800	800	800
6200	Postage	200	200	152	200	0.0%	200	210	221
6300	Travel	540	540	309	560	3.7%	560	560	570
6420	Dues & Subscriptions	270	270	103	270	0.0%	270	270	270
6440	Insurance	2,740	2,740	2,740	3,185	16.2%	3,344	3,511	3,687
6460	Telephone	8,640	8,640	8,309	8,700	0.7%	8,874	9,051	9,233
6500	Equipment	1,500	1,500	1,467	3,800	153.3%	1,500	2,000	2,000
6580	Utilities	6,600	6,600	4,687	6,600	0.0%	6,732	6,867	7,004
6600	Cleaning/maint. Supplies	600	700	516	600	-14.3%	600	600	600
6610	Building Maintenance	2,000	16,960	16,946	16,000	-5.7%	2000	7250	2000
6660	Equipment Repairs	1,000	1,000	0	1,800	80.0%	300	315	330
6700	Office Supplies	3,100	3,100	3,023	3,100	0.0%	3,000	3000	3,000
	Total - ABWC	126,190	160,000	151,854	172,405	7.8%	158,574	168,410	167,379
	Projected under budget by			8,146					

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Outer Banks Welcome Center Roanoke Island									
			Amended		Adopted				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
5026	Salaries (part) - RI	63,250	68,400	62,417	74,135	8.38%	76,359	78,650	81,009
5030	Payroll Taxes	5,475	5,920	5,399	6,415	8.36%	6,605	6,803	7,007
5060	Worker's Comp	105	105	105	110	4.76%	113	117	120
5080	Employee Relations	350	350	312	350	0.00%	350	350	350
5090	Training	600	600	550	600	0.00%	600	600	600
6130	Uniforms	800	800	672	700	-12.50%	800	800	800
6440	Insurance	4,110	4,110	4,110	4,775	16.18%	5,014	5,264	5,528
6460	Telephone	1,290	1,290	1,144	1,295	0.39%	1,321	1,347	1,374
6500	Equipment	1,000	1,000	1,000	1,000	0.00%	1,000	1,000	1,000
6580	Utilities	960	960	616	960	0.00%	979	999	1,019
6600	Cleaning/Maint. Supplies	200	300	235	200	-33.33%	200	200	200
6610	Building Maintenance	2,960	2,960	1,200	14,960	405.41%	3,100	7,960	3,500
6660	Equipment Repairs	250	200	120	250	25.00%	250	250	250
6700	Office Supplies	700	750	728	700	-6.67%	600	600	600
	Total - Welcome Ctr. R.I.	82,050	87,745	78,608	106,450	21.32%	97,291	104,940	103,358
	Projected under budget by			9,137					

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Outer Banks Welcome Center - Hatteras Information Center									
		Budget	Amended Budget	Projected	Adopted Budget	Percent Change	Estimate	Estimate	Estimate
Account Number	Title	2021-2022	2021-2022	2021-2022	2022-2023		FY23-24	FY24-25	FY25-26
5026	Salaries (part) - HI	31,200	31,000	24,829	33,205	7.11%	34,201	35,227	36,284
5030	Payroll Taxes	2,710	2,780	2,273	2,875	3.42%	2,958	3,047	3,139
5060	Worker's Comp	55	55	55	35	-36.36%	36	37	38
5080	Employee Relations	140	240	222	215	-10.42%	200	200	200
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	1,640	1,640	1,437	1,750	6.71%	1,640	1,640	1,640
6130	Uniforms	300	350	339	400	14.29%	300	300	300
6300	Travel	860	860	555	900	4.65%	903	918	895
6440	Insurance	685	685	685	795	16.06%	835	876	920
6460	Telephone	3,065	3,515	3,433	3,600	2.42%	3,672	3,745	3,820
6500	Equipment	1,000	1,000	744	1,000	0.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	200	300	255	250	-16.67%	200	200	200
6610	Building Maintenance	500	900	875	500	-44.44%	500	500	500
6700	Office Supplies	825	825	768	825	0.00%	700	725	750
	Total - Welcome Ctr. - Hatteras	43,280	44,250	36,570	46,450	4.97%	47,245	48,517	49,787
	Projected under budget by			7,680					

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Outer Banks Welcome Center - Whalebone Junction									
			Amended		Adopted				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
5026	Salaries (part)	39,650	41,000	39,613	44,050	7.44%	45,372	46,733	48,135
5030	Payroll Taxes	3,430	3,550	3,426	3,810	7.32%	3,925	4,042	4,164
5060	Worker's Comp	65	65	65	80	23.08%	82	85	87
5080	Employee Relations	140	140	129	180	28.57%	180	180	180
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	760	760	700	760	0.00%	750	750	750
6130	Uniforms	300	300	255	300	0.00%	300	300	300
6440	Insurance	685	685	685	795	16.06%	835	876	920
6460	Telephone	1,920	1,920	1,864	1,920	0.00%	1,958	1,998	2,038
6500	Equipment	1,000	800	744	1,000	25.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%	50	50	50
6700	Office Supplies	500	800	767	600	-25.00%	500	500	500
	Total - Welcome Ctr. Whalebone	48,600	50,170	48,398	53,645	6.93%	55,052	56,614	58,224
	Projected under budget by			1,772					

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2022-2023						
Restricted						
			Amended		Adopted	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2021-2022	2021-2022	2021-2022	2022-2023	Change
	Occupancy/Meals Tax 25%	1,840,950	1,873,627	2,692,912	1,948,969	4.0%
	Interest	23,000	23,000	7,791	23,000	0.0%
	Appropriated Fund Balance	4,196,002	4,196,002	3,353,040	6,053,743	44.3%
	Total - Non Departmental	6,059,952	6,092,629	6,053,743	8,025,712	31.7%

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau					
Budget 2022-2023					
Restricted Fund					
		Projected			
		Amount	Recommended	Adopted	
Account		Allocated	FY 22-23	FY 22-23	Percent
<u>Number</u>	<u>Title</u>	thru 5/31/22	Projects	Allocation	<u>Change</u>
Revenues					
3210	Interest	7,791	0	23,000	195.2%
9930	Appropriation from Fund Balance	3,353,040	0	6,053,743	80.5%
9940	Occupancy/Meals Tax 25%	2,692,912	0	1,948,969	-27.6%
Total Revenues		6,053,743	0	8,025,712	32.6%
Expenditures					
Long Term Projects: 70% = \$1,364,278					
4503	Infrastructure NOTE #1	442,895	0	442,895	0.0%
4525	Event Site NOTE #2	3,587,686	1,264,278	4,851,964	35.2%
4585	Long-term Unappropriated NOTE #3	450,560	100,000	550,560	22.2%
Total Long Term Projects		4,481,141	1,364,278	5,845,419	30.4%
Short Term Projects: 30% = \$584,691, plus interest					
FY2020					
4650	TIG - Duck - Pedestrian Paths, Phase 4	147,806	0	147,806	0.0%
4652	TIG - Manteo - Manteo Town Common	0		0	#DIV/0!
		147,806	0	147,806	0.0%
FY2021					
4652	TIG - Manteo - Manteo Town Common, Phase II	150,000	0	150,000	0.0%
4655	TIG - KDH - Meekins Field	200,000	0	200,000	0.0%
4657	TIG - NH - Skate Park	30,000	0	30,000	0.0%
		380,000	0	380,000	
4660	TIG - Chicamacomico	38,760	0	38,760	
4662	TIG - NH - Epstein Beach Access	250,000	0	250,000	
4664	TIG - NC Coast Fed - Jockey's Ridge Shoreline	127,500	0	127,500	
4665	TIG - OB Forever - Aviation Trail	21,250	0	21,250	
5170	Traffic Control Hwy 158 & Hwy 12	12,240	0	12,240	0.0%
5160	Fireworks	76,581	55,000	131,581	71.8%
5140	25 % of audit	0	3,625	3,625	-
4999	FY2022 S-T Unappropriated NOTE #4	518,465	549,066	1,067,531	105.9%
		1,044,796	607,691	1,652,487	58.2%
Total Short Term Projects		1,572,602	607,691	2,180,293	38.6%
Total Expenditures		6,053,743	1,971,969	8,025,712	32.6%
Reconciliation Back to 5/31/22 Cash Balance					
Funds in the Banks @ 5/31/22				\$ 6,047,565	
Estimated Revenues - June 2022				130,216	
Budgeted FY 22-23 Revenues				1,971,969	
Total Proposed Expenditures				\$ 8,149,750	
Less Amounts to be Paid Out in 21-22				(124,038)	
Total Proposed Expenditures				\$ 8,025,712	

**Fiscal Year 2022-2023
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	The Event Site line item is funded by 100% of long-term revenues, less transfers to Long-term Unappropriated								
NOTE #3	Long-term Unappropriated was established by the board in March 2019 and was capped at \$500,000 in FY19/20. In FY20/21, \$200,000 was borrowed from the account for TIG grants. \$100,000 was paid back in FY20/21 amendment. The remaining \$100,000 is paid back in the FY21/22 budget. The remaining balance is encumbered as grants to the County for \$200,000 and Graveyard of the Atlantic for \$250,000. \$100,000 is allocated in FY 22/23 as repayment.								
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, traffic control, Fireworks and Tourism Impact Grants.								

**Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau									
Budget 2022-2023									
Travel Guide									
Account		Original	Amended		Adopted				
Number	Title	Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
		2021-2022	2021-2022	2021-2022	2022-2023	Change	FY23-24	FY24-25	FY25-26
Revenues									
3209	Advertising	35,000	25,000	24,000	30,000	20.0%	30,900	31,827	32,782
3210	Interest	25	25	53	40	60.0%	40	40	40
	Total Revenues	35,025	25,025	24,053	30,040	20.0%	30,940	31,867	32,822
Expenditures									
5560	Production/Printing/Distribution	70,000	73,900	73,900	82,500	11.6%	90,750	93,473	96,277
6200	Freight	2,000	0	0	2,000	100.0%	2,200	2,266	2,334
	Total Expenditures	72,000	73,900	73,900	84,500	14.3%	92,950	95,739	98,611
	Revenues Over (Under) Expenditures	-36,975	-48,875	-49,847	-54,460		-62,010	-63,872	-65,789

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2022-2023						
Merchandise Sales						
Account		Budget	Amended	Projected	Adopted	Percent
Number	Title	2021-2022	Budget	2021-2022	Budget	Change
				2021-2022	2022-2023	
	Revenues:					
3100	Sale of Merchandise	3,000	7,000	7,764	0	-100.00%
3210	Interest Income	125	125	189	0	-100.00%
	Total Revenues	3,125	7,125	7,953	0	-100.00%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	1,950	5,200	5,175	0	-100.00%
6800	Bank Fees - Credit Cards	450	790	657	0	-100.00%
	Total Expenditures	2,400	5,990	5,832	0	-100.00%
	Revenues Over (Under) Expenditures	725	1,135	2,121	0	

Fiscal Year 2022-2023
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau									
Budget 2022-2023									
Event Site Fund									
Account		Budget	Amended	Projected	Adopted	Percent	Estimate	Estimate	Estimate
Number	Title	2021-2022	Budget 2021-2022	2021-2022	Budget 2022-2023	Change	FY23-24	FY24-25	FY25-26
	Revenues:								
3200	Event Rental Income	13,800	13,800	22,910	17,100	23.91%	19,100	20,200	22,000
3250	Lease income	45,600	45,600	45,828	45,600	0.00%	45,600	47,380	47,380
3220	Other Income	200	200	200	200	0.00%	200	200	200
3210	Interest Income	200	200	442	300	50.00%	150	100	100
9910	Transfer from General Fund	285,480	285,480	285,480	285,480	0.00%	430,264	460,892	447,851
9999	Unappropriated Funds	65,000	65,000	0	52,055	-19.92%	5,150	5,305	5,464
	Total Revenues	410,280	410,280	354,860	400,735	-2.33%	500,464	534,077	522,995
	Projected under budget by								
	Expenditures:								
5160	Event Development & Marketing	50,000	50,000	0	50,000	0.00%	50,000	50,000	24,000
5190	Other Professional Services	55,000	55,000	37,258	55,000	0.00%	90,000	92,700	104,751
6440	Insurance	8,550	8,550	8,555	9,950	16.37%	10,448	10,970	11,518
6580	Utilities	56,375	56,375	39,916	46,645	-17.26%	48,044	49,486	50,970
6610	Repairs & Maintenance	220,085	220,085	201,982	218,870	-0.55%	281,466	309,612	309,612
6700	Office Supplies	270	270	226	270	0.00%	300	300	300
9990	Other Expenses	20,000	20,000	6,489	20,000	0.00%	20,800	21,632	22,497
	Total Expenditures	410,280	410,280	294,426	400,735	-2.33%	501,057	534,700	523,649
	Revenues Over (Under) Expenditures	0	0	60,434	0		-593	-623	-654