

## Dare County Tourism Board

**BE IT ORDAINED** by the Governing Board of the Dare County Tourism Board that this budget ordinance be adopted June 17, 2021.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Occupancy Tax Distribution .....	3,776,018
Prepared Food Tax Distribution.....	1,746,832
Appropriation from Fund Balance .....	2,653,623
Travel Guide Income .....	35,000
Merchandise Sales Income .....	3,000
Website Revenue .....	100,000
Interest & Other Revenue .....	<u>51,150</u>
	8,365,623

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, 2021 and ending June 30, 2022:

Governing Body .....	31,183
Promotion.....	7,193,215
Aycock Brown Welcome Center .....	126,190
Roanoke Island/Whalebone/Hatteras Welcome Centers .....	173,930
Travel Guide Expenses .....	72,000
Merchandise Expenses .....	2,400
Unappropriated Fund Balance .....	481,225
Transfer to Event Site Fund .....	<u>285,480</u>
	8,365,623

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Occupancy Tax Distribution .....	1,258,672
Prepared Food Tax Distribution .....	582,278
Appropriation from Fund Balance .....	4,196,002
Interest.....	<u>23,000</u>
	6,059,952

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, 2021 and ending June 30, 2022:

Expenditures.....	6,059,952
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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, 2021 and ending June 30, 2022:

Event Rental Income .....	13,800
Lease Income.....	45,600
Interest & Other Revenue.....	400
Transfer from General Fund .....	285,480
Unappropriated Funds.....	<u>65,000</u>
	410,280

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2021 and ending June 30, 2022:

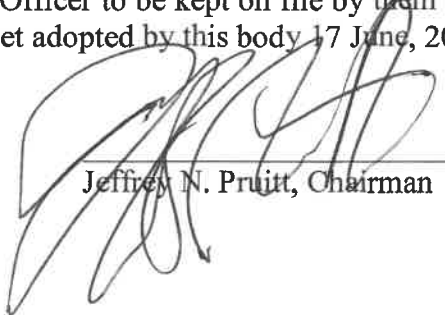
Expenditures.....410,280

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 17 June, 2021.

  
Jeffrey N. Pruitt, Chairman

ATTEST:

  
Webb Fuller, Secretary

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Dare County Tourism Board</b>						
<b>Budget 2021-2022</b>						
<b>Total Revenues - Governmental Funds</b>						
<b>(General Fund and Special Revenue)</b>						
			Amended		Proposed	% Change
	Budget	Budget		Projected	Budget	
	FY 2020-2021	FY 2020-2021		FY 2020-2021	FY 2021-2022	to FY 20-21
						Budget
Occupancy	\$ 3,914,715	\$ 4,664,715		\$ 6,609,459	\$ 5,034,690	7.93%
Meals	\$ 2,163,106	\$ 2,163,105		\$ 2,687,452	\$ 2,329,110	7.67%
	\$ 6,077,821	\$ 6,827,820		\$ 9,296,911	\$ 7,363,800	7.85% *
Interest - GF	\$ 50,000	\$ 50,000		\$ 44,456	\$ 50,000	0.00%
Interest - Travel Guide	\$ -	\$ 20		\$ 52	\$ 25	25.00%
Interest - Merchandise	\$ -	\$ 125		\$ 227	\$ 125	0.00%
Interest - Restricted	\$ 23,000	\$ 23,000		\$ 23,040	\$ 23,000	0.00%
Website Advertising	\$ 75,000	\$ 75,000		\$ 108,221	\$ 100,000	33.33%
Travel Guide Income	\$ -	\$ 35,000		\$ 35,000	\$ 35,000	0.00%
Merchandise Income	\$ -	\$ 5,000		\$ 6,384	\$ 3,000	-40.00%
Grant Income	\$ -	\$ 21,500		\$ 21,500	\$ -	-100.00%
Other - General	\$ 1,000	\$ 1,000		\$ 4,009	\$ 1,000	0.00%
	\$ 149,000	\$ 210,645		\$ 242,889	\$ 212,150	0.71%
Amounts Rolled Over from PY	\$ 953,641	\$ 953,641		\$ -	\$ 2,368,142	148.33%
Appropriated Fund Balance	\$ 3,714,577	\$ 3,714,577		\$ 705,266	\$ 4,481,483	20.65%
	\$ 4,668,218	\$ 4,668,218		\$ 705,266	\$ 6,849,625	46.73%
Total Revenues	\$ 10,895,039	\$ 11,706,683		\$ 10,245,066	\$ 14,425,575	23.23%
* This is a 7.85% increase over 20-21 budget figures. The percent change from projected actual 2020-2021 figures is a decrease of (30.3%).						

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**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2021-2022**

FISCAL YEAR		ACTUAL FY 2017-2018	ACTUAL FY 2018-2019	ACTUAL 2019-2020	ACTUAL 2020-2021	3 YEAR AVERAGE FY 2019-2021
JULY RECEIPTS						
	OCCUPANCY	\$792,811	\$953,287	\$1,019,991	\$1,031,086	\$1,001,455
	MEALS	\$362,826	\$386,336	\$399,780	\$343,467	\$376,528
		\$1,155,636	\$1,339,623	\$1,419,771	\$1,374,552	\$1,377,982
AUGUST RECEIPTS						
	OCCUPANCY	\$1,399,823	\$1,332,093	\$1,106,544	\$1,522,969	\$1,320,535
	MEALS	\$430,484	\$444,464	\$472,601	\$378,908	\$431,991
		\$1,830,307	\$1,776,558	\$1,579,144	\$1,901,877	\$1,752,526
SEPTEMBER RECEIPTS						
	OCCUPANCY	\$1,030,026	\$1,098,655	\$1,386,584	\$1,386,699	\$1,290,646
	MEALS	\$381,674	\$391,888	\$427,334	\$342,607	\$387,343
		\$1,411,700	\$1,490,544	\$1,813,918	\$1,729,506	\$1,677,989
OCTOBER RECEIPTS						
	OCCUPANCY	\$483,864	\$468,127	\$456,103	\$646,711	\$523,647
	MEALS	\$268,694	\$239,371	\$245,359	\$312,640	\$265,790
		\$752,558	\$707,498	\$701,462	\$959,351	\$789,437
NOVEMBER RECEIPTS						
	OCCUPANCY	\$215,123	\$243,388	\$225,977	\$411,520	\$293,628
	MEALS	\$195,036	\$178,930	\$196,139	\$220,333	\$198,467
		\$410,159	\$422,318	\$422,115	\$631,854	\$492,095
DECEMBER RECEIPTS						
	OCCUPANCY	\$100,288	\$100,000	\$115,681	\$149,614	\$121,765
	MEALS	\$117,679	\$120,135	\$122,310	\$133,492	\$125,313
		\$217,967	\$220,135	\$237,992	\$283,106	\$247,078
JANUARY RECEIPTS						
	OCCUPANCY	\$46,916	\$46,833	\$64,326	\$99,622	\$70,260
	MEALS	\$100,227	\$92,656	\$105,378	\$129,244	\$109,093
		\$147,144	\$139,490	\$169,703	\$228,866	\$179,353
FEBRUARY RECEIPTS						
	OCCUPANCY	\$71,363	\$61,766	\$82,572	\$221,257	\$121,865
	MEALS	\$63,144	\$76,744	\$98,628	\$96,377	\$90,583
		\$134,506	\$138,510	\$181,200	\$317,634	\$212,448
MARCH RECEIPTS						
	OCCUPANCY	\$51,535	\$60,762	\$68,444 ^	\$167,213	\$98,806
	MEALS	\$77,018	\$80,478	\$90,154 ^	\$92,067	\$87,566
		\$128,553	\$141,240	\$158,598	\$259,280	\$186,372
APRIL RECEIPTS						
	OCCUPANCY	\$92,983	\$94,424	\$30,252 ^	\$277,701	\$134,126
	MEALS	\$120,972	\$135,650	\$69,266 ^	\$179,714	\$128,210
		\$213,955	\$230,073	\$99,518	\$457,415	\$262,335
MAY RECEIPTS						
	OCCUPANCY	\$179,915	\$215,483	\$12,691 ^	\$395,352	\$207,842
	MEALS	\$173,435	\$199,132	\$37,629 ^	\$259,175	\$165,312
		\$353,350	\$414,615	\$50,320	\$654,527	\$373,154
JUNE RECEIPTS						
	OCCUPANCY	\$320,386	\$297,875	\$280,884 ^	\$299,715 ^	\$292,825
	MEALS	\$237,390	\$221,909	\$138,382 ^	\$199,227 ^	\$186,506
		\$557,775	\$519,783	\$419,266	\$498,942	\$479,331
TOTALS	OCCUPANCY	\$4,785,033	\$4,972,693	\$4,850,048	\$6,609,459	\$5,477,400
	MEALS	\$2,528,578	\$2,567,694	\$2,402,960	\$2,687,452	\$2,552,702
		\$7,313,611	\$7,540,387	\$7,253,008	\$9,296,911	\$8,030,102

^ Amount affected by COVID 19

\* Amounts based on budget

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2021-2022**

FISCAL YEAR		BUDGET FY 2020-2021	PROPOSED FY 2021-2022	% Increase/ Decrease from Actual	\$ Increase/ Decrease from Actual	% Increase/ Decrease from 20-21 Budget	\$ Increase / Decrease from 20-21 Budget
<b>JULY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$909,480	\$992,065	-3.78%	-\$39,020	9.08%	\$82,585
	<b>MEALS</b>	\$240,750	\$320,475	-6.69%	-\$22,992	33.12%	\$79,725
		\$850,230	\$1,312,540	-4.51%	-\$62,012	19.09%	\$162,310
<b>AUGUST RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$1,168,710	\$1,318,025	-13.46%	-\$204,944	12.78%	\$149,315
	<b>MEALS</b>	\$329,000	\$361,870	-4.50%	-\$17,038	9.99%	\$32,870
		\$1,097,710	\$1,679,895	-11.67%	-\$221,981	16.60%	\$182,185
<b>SEPTEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$1,150,000	\$1,185,500	-14.51%	-\$201,199	3.09%	\$35,500
	<b>MEALS</b>	\$342,600	\$347,875	1.48%	\$5,068	1.54%	\$5,275
		\$1,442,600	\$1,533,375	-11.34%	-\$196,131	2.83%	\$40,775
<b>OCTOBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$409,385	\$471,670	-27.07%	-\$175,041	15.21%	\$62,285
	<b>MEALS</b>	\$220,225	\$241,836	-22.65%	-\$70,805	9.81%	\$21,611
		\$629,610	\$713,505	-25.63%	-\$245,846	13.32%	\$83,895
<b>NOVEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$217,800	\$224,335	-45.49%	-\$187,185	3.00%	\$6,535
	<b>MEALS</b>	\$180,100	\$185,505	-15.81%	-\$34,828	3.00%	\$5,405
		\$397,900	\$409,840	-35.14%	-\$222,013	3.00%	\$11,940
<b>DECEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$90,900	\$98,630	-34.08%	-\$50,984	8.50%	\$7,730
	<b>MEALS</b>	\$114,400	\$117,835	-11.73%	-\$15,658	3.00%	\$3,435
		\$205,300	\$216,465	-23.54%	-\$66,642	5.44%	\$11,165
<b>JANUARY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$43,300	\$48,600	-51.22%	-\$51,022	12.24%	\$5,300
	<b>MEALS</b>	\$90,800	\$93,525	-27.64%	-\$35,719	3.00%	\$2,725
		\$134,100	\$142,125	-37.90%	-\$86,742	5.98%	\$8,025
<b>FEBRUARY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$69,200	\$72,280	-67.33%	-\$148,977	4.45%	\$3,080
	<b>MEALS</b>	\$65,990	\$67,970	-29.48%	-\$28,408	3.00%	\$1,980
		\$135,190	\$140,250	-55.85%	-\$177,384	3.74%	\$5,060
<b>MARCH RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$47,800	\$54,705	-67.28%	-\$112,508	14.45%	\$6,905
	<b>MEALS</b>	\$72,455	\$79,630	-13.51%	-\$12,437	9.90%	\$7,175
		\$120,255	\$134,335	-48.19%	-\$124,944	11.71%	\$14,080
<b>APRIL RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$74,690	\$85,430	-69.24%	-\$192,272	14.38%	\$10,740
	<b>MEALS</b>	\$110,235	\$116,040	-35.43%	-\$63,673	5.27%	\$5,805
		\$184,925	\$201,470	-55.95%	-\$255,945	8.95%	\$16,545
<b>MAY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$183,450	\$183,450	-53.60%	-\$211,902	0.00%	\$0 Easter is
	<b>MEALS</b>	\$175,685	\$175,685	-32.21%	-\$83,490	0.00%	\$0 April 4
		\$359,135	\$359,135	-45.13%	-\$295,392	0.00%	\$0
<b>JUNE RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$300,000	\$300,000	0.09%	\$285	0.00%	\$0
	<b>MEALS</b>	\$220,865	\$220,865	10.86%	\$21,638	0.00%	\$0
		\$520,865	\$520,865	4.39%	\$21,923	0.00%	\$0
<b>TOTALS</b>							
	<b>OCCUPANCY</b>	\$4,664,715	\$5,034,690	-37.91%	-\$1,574,769	7.93%	\$369,975
	<b>MEALS</b>	\$2,163,106	\$2,329,111	-16.12%	-\$358,341	7.67%	\$166,005
		\$6,827,821	\$7,363,800	-30.32%	-\$1,933,110	7.85%	\$535,980
		FY19/20 Budget	\$6,941,080.00	-1.63%			

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Governing</b>									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2020-2021	2020-2021	2020-2021	2021-2022	Change	FY22-23	FY23-24	FY24-25
5000	Director Compensation	17,100	17,100	17,100	17,100	0.0%	17,100	17,100	17,100
5030	Payroll Taxes	1,480	1,480	1,310	1,480	0.0%	1,480	1,480	1,480
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	1,553	7,000	0.0%	7,100	7,100	7,150
5003	Directors & Officers Ins.	3,315	3,315	3,315	3,603	8.7%	3,783	3,859	3,936
5004	Miscellaneous Items	1,000	1,000	298	1,000	0.0%	1,000	1,000	1,100
	Total - Governing	30,895	30,895	23,576	31,183	0.9%	31,463	31,539	31,766
Projected under budget by				7,319					



**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Promotion</b>									
Account		Budget	Amended	Projected	Proposed	Percent	Estimate	Estimate	Estimate
Number	Title	2020-2021	Budget 2020-2021	2020-2021	Budget 2021-2022	Change	FY22-23	FY23-24	FY24-25
	Personnel								
5010	Salaries (full)	695,000	719,050	720,924	737,750	2.6%	819,883	860,877	886,703
5020	Salaries (part)	103,000	105,100	79,030	126,000	19.9%	129,780	133,673	137,684
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%	1,000	1,000	1,000
5030	Payroll Taxes	64,635	66,635	64,157	69,425	4.2%	76,867	80,340	82,662
5040	Employee Insurance	144,000	144,000	155,583	150,000	4.2%	165,000	178,200	192,456
5050	Retirement	77,565	77,565	76,390	89,930	15.9%	105,586	115,110	123,071
5055	401(k) Match	6,950	7,195	6,943	7,380	2.6%	8,199	8,609	8,867
5060	Worker's Comp	1,970	1,970	1,646	1,780	-9.6%	1,833	1,888	1,945
5080	Employee Relations	1,750	1,750	890	1,750	0.0%	1,750	1,750	1,750
5090	Training	8,200	8,700	3,951	9,850	13.2%	8,500	8,700	8,900
		1,104,070	1,132,965	1,109,514	1,194,865	5.5%	1,318,398	1,390,147	1,445,038
	Marketing/Advertising								
5500	Other Advertising	1,189,385	1,243,285	1,243,285	1,382,065	11.2%	1,423,527	1,466,233	1,510,220
5502	Production Advertising	80,000	130,000	130,000	130,000	0.0%	100,000	100,000	100,000
5510	Events-Development & Prom	73,100	73,100	23,029	73,100	0.0%	75,293	77,552	79,878
5515	Advertising - Online	2,255,000	2,308,915	2,308,915	2,519,455	9.1%	2,595,039	2,672,890	2,753,077
5525	Community Relations	30,000	24,500	21,338	30,000	22.4%	30,000	30,000	30,000
5560	Brochures/Production/Print	25,000	50,000	29,918	34,750	-30.5%	30,000	30,000	30,000
5580	Promotional Aids	6,500	6,500	900	9,000	38.5%	7,500	7,500	7,500
6100	Press/Travel Writer Tours	90,000	115,000	93,832	110,000	-4.3%	110,000	113,300	116,699
6101	Group Sales	12,000	12,000	4,500	12,000	0.0%	15,000	15,450	15,914
		3,760,985	3,963,300	3,855,717	4,300,370	8.5%	4,386,359	4,512,924	4,643,287

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Promotion</b>									
Account Number	Title	Budget 2020-2021	Amended Budget 2020-2021	Projected 2020-2021	Proposed Budget 2021-2022	Percent Change	Estimate FY22-23	Estimate FY23-24	Estimate FY24-25
	Special Projects								
6150	Event Grant	396,000	576,500	74,361	750,000 *	30.1%	425,000	450,000	475,000
6170	Tourism Summit	17,500	20,500	2,950	20,500	0.0%	18,000	18,000	18,000
		413,500	597,000	77,311	770,500	29.1%	443,000	468,000	493,000
	Operations								
5110	Contracted Services	15,930	17,430	18,684	16,030	-8.0%	15,930	15,930	15,930
5140	Audit	7,875	7,875	7,875	11,250	42.9%	14,063	15,469	17,016
5170	Other Professional Service	7,300	7,300	5,445	7,300	0.0%	32,300	15,000	15,000
5180	Legal	20,500	20,500	12,830	20,500	0.0%	20,500	20,500	20,500
5185	Research	80,000	230,000	49,200	263,400 *	14.5%	75,000	50,000	50,000
5190	Administrative Advertising	1,000	1,000	553	1,500	50.0%	1,500	1,500	1,500
5530	Legal Notices	1,500	1,500	1,479	1,500	0.0%	1,500	1,500	1,500
6200	Postage/Fulfillment	175,000	195,000	130,825	195,000	0.0%	204,750	214,988	225,737
6300	Travel	39,000	39,000	4,715	39,000	0.0%	40,560	42,182	43,870
6305	Vehicle Maintenance	3,500	3,500	2,070	3,500	0.0%	3,500	3,500	3,500
6320	Registrations	35,000	35,000	8,517	49,500	41.4%	49,995	50,495	51,000
6340	Travel Show Exhibit	3,500	3,500	1,100	3,500	0.0%	5,000	6,000	6,000
6420	Dues & Subscriptions	29,000	47,540	29,363	47,330	-0.4%	49,697	49,697	49,697
6440	Insurance	19,925	19,925	19,925	19,600	-1.6%	20,580	21,609	22,689
6460	Telephone	29,500	29,500	22,447	27,900	-5.4%	27,900	28,737	28,737
6500	Equipment	19,200	22,200	16,495	73,000	228.8%	25,000	25,750	26,523
6510	Expendable Equipment	2,700	2,700	2,060	2,100	-22.2%	2,100	2,100	2,100
6530	Tech. Support/Software	8,500	8,500	7,068	13,050	53.5%	13,050	13,050	13,050
6580	Utilities	10,800	10,800	8,547	10,800	0.0%	11,124	11,235	11,348
6600	Cleaning/maint. Supplies	1,500	2,000	1,987	1,500	-25.0%	1,500	1,500	1,500
6610	Building Maintenance	25,000	25,000	9,817	20,000	-20.0%	35,000	20,000	40,000
6620	Equip. Service Contracts	3,500	3,500	3,193	3,500	0.0%	3,500	3,500	3,500
6640	Equipment Rental	34,000	34,000	29,590	34,000	0.0%	34,000	34,000	34,000

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**Fiscal Year 2021-2022  
Dare County Tourism Board  
Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Aycock Brown Welcome Center Kitty Hawk</b>									
Account			Amended		Proposed				
Number	Title	Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
		2020-2021	2020-2021	2021-2022	2021-2022	Change	FY22-23	FY23-24	FY24-25
5025	Salaries (part)	78,500	82,350	69,378	78,200	-5.0%	80,546	82,962	85,451
5030	Payroll Taxes	6,790	7,085	6,001	6,765	-4.5%	6,967	7,176	7,392
5040	Employee Insurance	4,200	4,200	4,731	4,200	0.0%	4,410	4,542	4,679
5060	Worker's Comp	170	170	170	150	-11.8%	155	159	164
5080	Employee Relations	425	425	342	425	0.0%	385	395	405
5090	Training	600	600	450	600	0.0%	600	600	600
5110	Contracted Services	7,920	8,520	8,315	8,220	-3.5%	8,220	8,220	8,220
6130	Uniforms	440	440	416	440	0.0%	440	440	440
6200	Postage	200	200	192	200	0.0%	200	210	221
6300	Travel	550	550	138	540	-1.8%	536	540	545
6420	Dues & Subscriptions	270	270	103	270	0.0%	284	298	313
6440	Insurance	1,920	1,920	1,920	2,740	42.7%	2,877	3,021	3,172
6460	Telephone	8,520	8,520	8,445	8,640	1.4%	8,813	8,989	9,169
6500	Equipment	1,500	1,500	1,000	1,500	0.0%	1,500	2,000	2,000
6580	Utilities	6,600	6,600	5,626	6,600	0.0%	6,732	6,867	7,004
6600	Cleaning/maint. Supplies	600	650	223	600	-7.7%	600	600	600
6610	Building Maintenance	2,000	2,000	2,721	2,000	0.0%	7250	2000	2000
6660	Equipment Repairs	300	300	0	1,000	233.3%	300	315	330
6700	Office Supplies	3,000	3,100	3,057	3,100	0.0%	3,000	3000	3,000
	Total - ABWC	124,505	129,400	113,228	126,190	-2.5%	133,814	132,335	135,703
	Projected under budget by			16,172					

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

Outer Banks Visitors Bureau									
Budget 2021-2022									
Outer Banks Welcome Center Roanoke Island									
		Budget	Amended Budget	Projected	Proposed Budget	Percent	Estimate	Estimate	Estimate
Account Number	Title	2020-2021	2020-2021	2020-2021	2021-2022	Change	FY21-22	FY22-23	FY23-24
5026	Salaries (part) - RI	65,700	68,100	54,464	63,250	-7.12%	65,148	67,102	69,115
5030	Payroll Taxes	5,685	5,870	4,711	5,475	-6.73%	5,635	5,804	5,978
5060	Worker's Comp	120	120	120	105	-12.50%	108	111	115
5080	Employee Relations	350	350	205	350	0.00%	350	350	350
5090	Training	600	600	450	600	0.00%	600	600	600
6130	Uniforms	300	300	307	800	166.67%	800	800	800
6440	Insurance	2,880	2,880	2,880	4,110	42.71%	4,316	4,531	4,758
6460	Telephone	1,225	1,225	1,240	1,290	5.31%	1,316	1,342	1,369
6500	Equipment	1,000	1,000	1,000	1,000	0.00%	1,000	1,000	1,000
6580	Utilities	960	960	741	960	0.00%	979	999	1,019
6600	Cleaning/Maint. Supplies	200	250	235	200	-20.00%	200	200	200
6610	Building Maintenance	2,960	2,960	1,462	2,960	0.00%	7,960	3,100	3,500
6660	Equipment Repairs	250	250	120	250	0.00%	250	250	250
6700	Office Supplies	600	700	663	700	0.00%	600	600	600
	Total - Welcome Ctr. R.I.	82,830	85,565	68,598	82,050	-4.11%	89,261	86,790	89,654
Projected under budget by				16,967					

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Outer Banks Welcome Center - Hatteras Information Center</b>									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2020-2021	2020-2021	2020-2021	2021-2022	Change	FY22-23	FY23-24	FY24-25
5026	Salaries (part) - HI	30,125	30,975	24,491	31,200	0.73%	32,136	32,136	33,100
5030	Payroll Taxes	2,605	2,670	2,243	2,710	1.50%	2,780	2,780	2,863
5060	Worker's Comp	65	65	65	55	-15.38%	57	58	60
5080	Employee Relations	140	140	85	140	0.00%	140	140	140
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	1,540	1,540	1,604	1,640	6.49%	1,640	1,640	1,640
6130	Uniforms	100	100	90	300	200.00%	300	300	300
6300	Travel	888	888	502	860	-3.15%	864	872	880
6440	Insurance	480	480	480	685	42.71%	719	755	793
6460	Telephone	2,880	2,880	2,933	3,065	6.42%	3,126	3,189	3,253
6500	Equipment	1,000	1,000	0	1,000	0.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	200	250	272	200	-20.00%	50	50	50
6610	Building Maintenance	500	500	0	500	0.00%	500	500	500
6700	Office Supplies	775	825	786	825	0.00%	700	675	650
Total - Welcome Ctr. - Hatteras		41,398	42,413	33,651	43,280	2.04%	44,112	44,195	45,329
Projected under budget by				8,762					

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Outer Banks Welcome Center - Whalebone Junction</b>									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
Number	Title	2020-2021	2020-2021	2020-2021	2021-2022	Change	FY22-23	FY23-24	FY24-25
5026	Salaries (part)	35,700	37,100	37,703	39,650	6.87%	40,840	42,065	43,327
5030	Payroll Taxes	3,090	3,200	3,261	3,430	7.19%	3,533	3,639	3,748
5060	Worker's Comp	75	75	75	65	-13.33%	67	69	71
5080	Employee Relations	140	140	115	140	0.00%	140	140	140
5090	Training	100	100	100	100	0.00%	100	100	100
5110	Contracted Services	660	860	750	760	-11.63%	660	660	660
6130	Uniforms	80	80	47	300	275.00%	300	300	300
6440	Insurance	480	480	480	685	42.71%	719	755	793
6460	Telephone	1,920	1,920	1,635	1,920	0.00%	1,958	1,998	2,038
6500	Equipment	1,000	1,000	0	1,000	0.00%	1,000	1,000	1,000
6600	Cleaning/Maint. Supplies	50	100	100	50	-50.00%	50	50	50
6700	Office Supplies	450	500	467	500	0.00%	450	450	450
Total - Welcome Ctr. Whalebone		43,745	45,555	44,733	48,600	6.68%	49,817	51,225	52,676
Projected under budget by				822					

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2021-2022</b>						
<b>Restricted</b>						
Account		Budget	Amended		Proposed	
<u>Number</u>	<u>Title</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Percent</u>
	Occupancy/Meals Tax 25%	1,519,455	1,706,955	2,324,228	1,840,950	7.8%
	Interest	23,000	23,000	23,040	23,000	0.0%
	Appropriated Fund Balance	2,850,096	2,850,096	1,848,735	4,196,002	47.2%
	Total - Non Departmental	4,392,551	4,580,051	4,196,003	6,059,952	32.3%



**Fiscal Year 2021-2022  
Dare County Tourism Board  
Proposed Budget**

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<b>Outer Banks Visitors Bureau</b>					
<b>Budget 2021-2022</b>					
<b>Restricted Fund</b>					
		Projected			
Account		Amount	Recommended	Proposed	
Number	Title	Allocated	FY 21-22	FY 21-22	Percent
		thru 5/31/21	Projects	Allocation	Change
<b>Revenues</b>					
3210	Interest	23,040	0	23,000	-0.2%
9930	Appropriation from Fund Balance	1,848,735	0	4,196,002	127.0%
9940	Occupancy/Meals Tax 25%	2,324,228	0	1,840,950	-20.8%
	<b>Total Revenues</b>	<b>4,196,003</b>	<b>0</b>	<b>6,059,952</b>	<b>44.4%</b>
<b>Expenditures</b>					
<b>Long Term Projects: 70% = \$1,288,665</b>					
4503	Infrastructure NOTE #1	461,170	0	461,170	0.0%
4525	Event Site NOTE #2	1,790,004	1,188,665	2,978,669	66.4%
4585	Long-term Unappropriated NOTE #3	330,000	100,000	430,000	30.3%
	<b>Total Long Term Projects</b>	<b>2,581,174</b>	<b>1,288,665</b>	<b>3,869,839</b>	<b>49.9%</b>
<b>Short Term Projects: 30% = \$552,285, plus interest</b>					
<b>FY2019</b>					
4646	Town of KH - KH Park Trail Connection	47,592	0	47,592	0.0%
		47,592		47,592	
<b>FY2020</b>					
4648	TIG - Dare Co Arts Council - Courtyard	90,950		90,950	0.0%
4650	TIG - Duck - Pedestrian Paths, Phase 4	147,806		147,806	0.0%
4652	TIG - Manteo - Manteo Town Common	221,885		221,885	0.0%
		460,641		460,641	0.0%
<b>FY2021</b>					
4652	TIG - Manteo - Manteo Town Common, Phase II	150,000		150,000	0.0%
4654	TIG - Hatteras Tax District - Pathways	342,640		342,640	0.0%
4655	TIG - KDH - Meekins Field	200,000		200,000	0.0%
4657	TIG - NH - Skate Park	30,000		30,000	0.0%
4658	TIG - NC Coastal Fed - Baum Bridge Boat Access	40,000		40,000	0.0%
5170	Traffic Control Hwy 158 & Hwy 12	19,960	0	19,960	0.0%
5160	Fireworks	79,669	55,000	134,669	69.0%
5140	25 % of audit	0	3,750	3,750	-
4999	FY2022 S-T Unappropriated NOTE #4	244,326	516,535	760,861	211.4%
		1,106,595	575,285	1,681,880	52.0%
	<b>Total Short Term Projects</b>	<b>1,614,828</b>	<b>575,285</b>	<b>2,190,113</b>	<b>35.6%</b>
	<b>Total Expenditures</b>	<b>4,196,003</b>	<b>1,863,950</b>	<b>6,059,952</b>	<b>44.4%</b>
<b>Reconciliation Back to 5/31/21 Cash Balance</b>					
Funds in the Banks @ 5/31/21				\$ 4,221,981	
Estimated Revenues - June 2021				125,236	
Budgeted FY 21-22 Revenues				1,863,950	
<b>Total Proposed Expenditures</b>				<b>\$ 6,211,167</b>	
Less Amounts to be Paid Out in 20-21				(151,215)	
<b>Total Proposed Expenditures</b>				<b>\$ 6,059,952</b>	

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Draft #3  
as of 6/7/2021

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Travel Guide</b>									
Account		Original	Amended		Proposed				
Number	Title	Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
		2020-2021	2020-2021	2020-2021	2021-2022	Change	FY21-22	FY22-23	FY23-24
<b>Revenues</b>									
3209	Advertising	0	35,000	35,000	35,000	0.0%	36,050	37,132	38,245
3210	Interest	0	20	52	25	25.0%	25	25	25
	Total Revenues	0	35,020	35,052	35,025	0.0%	36,075	37,157	38,270
<b>Expenditures</b>									
5560	Production/Printing/Distribution	0	0	0	70,000	100.0%	77,000	79,310	81,689
6200	Freight	0	0	0	2,000	100.0%	2,200	2,266	2,334
	Total Expenditures	0	0	0	72,000	100.0%	79,200	81,576	84,023
	<b>Revenues Over (Under) Expenditures</b>	0	35,020	35,052	-36,975		-43,125	-44,420	-45,753

**Fiscal Year 2021-2022**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2021-2022</b>						
<b>Merchandise Sales</b>						
Account		Budget	Amended		Proposed	
Number	Title	2020-2021	Budget	Projected	Budget	Percent
			2020-2021	2020-2021	2021-2022	Change
	Revenues:					
3100	Sale of Merchandise	0	5,000	6,384	3,000	-40.00%
3210	Interest Income	0	125	227	125	0.00%
	Total Revenues	0	5,125	6,611	3,125	-39.02%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	0	3,000	4,150	1,950	-35.00%
6800	Bank Fees - Credit Cards	0	1,200	680	450	-62.50%
	Total Expenditures	0	4,200	4,830	2,400	-42.86%
	<b>Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>925</b>	<b>1,781</b>	<b>725</b>	

**Fiscal Year 2021-2022  
Dare County Tourism Board  
Proposed Budget**

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Event Site Fund</b>									
Account Number	Title	Budget 2020-2021	Amended Budget 2020-2021	Projected 2020-2021	Proposed Budget 2021-2022	Percent Change	Estimate FY22-23	Estimate FY23-24	Estimate FY24-25
	Revenues:								
3200	Event Rental Income	12,500	12,500	12,600	13,800	10.40%	15,800	16,900	18,700
3250	Lease income	45,600	45,600	45,828	45,600	0.00%	46,000	46,000	47,380
3220	Other Income	200	200	0	200	0.00%	200	200	200
3210	Interest Income	150	150	357	200	33.33%	150	75	100
9910	Transfer from General Fund	271,030	271,030	271,030	285,480	5.33%	336,947	377,765	368,564
9999	Unappropriated Funds	20,000	20,000	0	65,000	225.00%	5,150	5,305	5,464
	Total Revenues	349,480	349,480	329,815	410,280	17.40%	404,247	446,245	440,408
	Projected under budget by								
	Expenditures:								
5160	Event Development & Marketing	50,000	50,000	0	50,000	0.00%	45,000	45,000	24,000
5190	Other Professional Services	40,000	40,000	1,530	55,000	37.50%	90,000	92,700	104,751
6440	Insurance	7,200	7,200	7,200	8,550	18.75%	8,978	9,426	9,898
6580	Utilities	63,975	63,975	25,865	56,375	-11.88%	58,066	59,808	61,602
6610	Repairs & Maintenance	168,035	168,035	171,206	220,085	30.98%	181,466	217,759	217,759
6700	Office Supplies	270	270	226	270	0.00%	300	300	300
9990	Other Expenses	20,000	20,000	18,152	20,000	0.00%	20,800	21,632	22,497
	Total Expenditures	349,480	349,480	224,179	410,280	17.40%	404,609	446,625	440,807
	Revenues Over (Under) Expenditures	0	0	105,636	0		-362	-380	-399
	Encumbrances: #5190 \$15,000								