



Dare County Tourism Board  
(dba Outer Banks Visitors Bureau)

Proposed Budget for Fiscal Year 2021-2022

Public Hearing  
May 20<sup>th</sup>, 2021  
9:15am

Curtis H. Creech Memorial Boardroom  
Sarah Owens Welcome Center  
Manteo, NC

**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>						
	Budget	Amended	Projected	Proposed	% Change	
	FY 2020-2021	Budget	Projected	Budget	to FY 20-21	
	FY 2020-2021	FY 2020-2021	FY 2020-2021	FY 2021-2022	Budget	
Occupancy	\$ 3,914,715	\$ 4,664,715	\$ 6,038,022	\$ 5,034,690	7.93%	
Meals	\$ 2,163,106	\$ 2,163,105	\$ 2,484,408	\$ 2,329,110	7.67%	
	\$ 6,077,821	\$ 6,827,820	\$ 8,522,430	\$ 7,363,800	7.85% *	
Interest - GF	\$ 50,000	\$ 50,000	\$ 44,282	\$ 50,000	0.00%	
Interest - Travel Guide	\$ -	\$ 20	\$ 33	\$ 25	25.00%	
Interest - Merchandise	\$ -	\$ 125	\$ 168	\$ 125	0.00%	
Interest - Restricted	\$ 23,000	\$ 23,000	\$ 23,075	\$ 23,000	0.00%	
Website Advertising	\$ 75,000	\$ 75,000	\$ 103,431	\$ 100,000	33.33%	
Travel Guide Income	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	
Merchandise Income	\$ -	\$ 5,000	\$ 1,432	\$ 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	\$ 232,930	\$ 212,150	0.71%	
Amounts Rolled Over from PY	\$ 953,641	\$ 953,641	\$ -	\$ 1,658,469	73.91%	
Appropriated Fund Balance	\$ 3,714,577	\$ 3,714,577	\$ 693,410	\$ 3,560,974	-4.14%	
	\$ 4,668,218	\$ 4,668,218	\$ 693,410	\$ 5,219,443	11.81%	
<b>Total Revenues</b>	<b>\$ 10,895,039</b>	<b>\$ 11,706,683</b>	<b>\$ 9,448,770</b>	<b>\$ 12,795,393</b>	<b>9.30%</b>	
* This is a 7.85% increase over 20-21 budget figures. The percent change from projected actual 2020-2021 figures is a decrease of (18.17%).						

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

<b>Outer Banks Visitors Bureau Budget 2021-2022 Summary</b>								
	<u>Budget 2020-2021</u>	<u>Amended Budget 2020-2021</u>	<u>Projected 2020-2021</u>	<u>Proposed Budget 2021-2022</u>	<u>Percent Change</u>	<u>Estimate FY21-22</u>	<u>Estimate FY22-23</u>	<u>Estimate FY23-24</u>
<b>GENERAL FUND</b>								
<b>REVENUES</b>								
Occupancy/Meals Tax (75%)	4,558,365	5,120,865	6,391,823	5,522,850	7.8%	5,688,536	5,972,962	6,211,881
Revenues - Website Advertising	75,000	75,000	103,431	100,000	33.3%	102,000	106,080	110,323
Revenues - Interest and Other	51,000	72,645	69,992	51,150	-29.6%	51,687	53,237	55,899
Appropriated from Fund Balance	864,481	864,481	271,030	280,085	-67.6%	1,410,163	1,339,095	1,334,889
Transfer from Travel Guide/Travel Guide Income	0	35,000	35,000	35,000	0.0%	36,050	37,132	38,245
Transfer from Merchandise Fund/Merchandise Income	0	5,000	1,432	3,000	-40.0%	0	0	0
<b>Total Revenues</b>	<b>5,548,846</b>	<b>6,172,991</b>	<b>6,872,708</b>	<b>5,992,085</b>	<b>-2.9%</b>	<b>7,288,435</b>	<b>7,508,506</b>	<b>7,751,238</b>
Projected Over Budget By			699,717					
<b>EXPENDITURES:</b>								
Governing	30,895	30,895	23,817	29,995	-2.9%	31,266	31,337	31,561
Promotion	5,908,085	6,517,575	5,599,988	6,984,470 *	7.2%	6,843,626	7,026,299	7,270,957
Aycock Brown Welcome Center	124,505	129,400	117,000	126,315	-2.4%	134,049	132,575	135,949
Outer Banks Welcome Center RI, Whalebone & Hatteras	167,973	173,533	154,527	175,350	1.0%	184,852	183,857	189,350
Travel Guide Expenses	0	0	0	52,000	100.0%	57,200	58,916	60,683
Merchandise Expenses	0	4,200	1,519	2,340	-44.3%	0	0	0
Transfer to Event Site Fund	271,030	271,030	271,030	280,085	3.3%	336,947	377,765	368,564
<b>Total Expenditures</b>	<b>6,502,488</b>	<b>7,126,633</b>	<b>6,167,881</b>	<b>7,650,555</b>	<b>7.4%</b>	<b>7,587,941</b>	<b>7,810,750</b>	<b>8,057,063</b>
Projected Under Budget By			958,752					
Revenue vs Expenses	-953,642	-953,642		-1,658,470		-299,505	-302,244	-305,826
Revenue Income over Budget	-12,601	-12,601		699,717				
Unspent Funds/Encumbrances	966,242	966,242		958,752 *				
* Includes estimated encumbrances of \$455,000								
Unappropriated Surplus	0	0		0				
<b>Net Revenue vs Expenses</b>	<b>0</b>	<b>0</b>		<b>0</b>				

**Fiscal Year 2021-2022  
Dare County Tourism Board  
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<b>Outer Banks Visitors Bureau Budget 2021-2022 Summary</b>									
	<u>Budget 2020-2021</u>	<u>Amended Budget 2020-2021</u>	<u>Projected 2020-2021</u>	<u>Proposed Budget 2021-2022</u>	<u>Percent Change</u>	<u>Estimate FY21-22</u>	<u>Estimate FY22-23</u>	<u>Estimate FY23-24</u>	
<b>RESTRICTED FUND</b>									
Interest	23,000	23,000	23,075	23,000	0.0%	23,000	23,000	25,000	
Designated From Fund Balance	2,850,096	2,850,096	1,127,206	3,280,888	15.1%	3,545,199	3,723,609	3,871,472	
Occupancy/Meals Tax (25%)	1,519,455	1,706,955	2,130,608	1,840,950	7.8%	1,988,226	2,087,637	2,171,143	
<b>Total Revenues</b>	<b>4,392,551</b>	<b>4,580,051</b>	<b>3,280,889</b>	<b>5,144,838</b>	<b>12.3%</b>	<b>5,556,425</b>	<b>5,834,246</b>	<b>6,067,615</b>	
<b>Total Expenditures and Commitments</b>	<b>4,392,551</b>	<b>4,580,051</b>	<b>3,280,889</b>	<b>5,144,838</b>	<b>12.3%</b>	<b>5,556,425</b>	<b>5,834,246</b>	<b>6,067,615</b>	
<b>EVENT SITE FUND</b>									
Event Rental Income	12,500	12,500	3,100	13,800	10.4%	15,800	16,900	18,700	
Lease Income	45,600	45,600	45,828	45,600	0.0%	46,000	46,000	47,380	
Other Income	200	200	0	200	0.0%	200	200	200	
Interest	150	150	243	200	33.3%	150	75	100	
Transfer to Event Site	271,030	271,030	271,030	280,085	3.3%	336,947	377,765	368,564	
Unappropriated Funds	20,000	20,000	0	50,000	150.0%	0	0	0	
	<b>349,480</b>	<b>349,480</b>	<b>320,201</b>	<b>389,885</b>	<b>11.6%</b>	<b>399,097</b>	<b>440,940</b>	<b>434,944</b>	
<b>Expenditures</b>	<b>349,480</b>	<b>349,480</b>	<b>223,430</b>	<b>389,885</b>	<b>11.6%</b>	<b>399,097</b>	<b>440,940</b>	<b>434,944</b>	

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

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

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	ACTUAL	3 YEAR
		FY 2017-2018	FY 2018-2019	2019-2020	2020-2021	AVERAGE FY 2019-2021
<b>JULY RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$792,811	\$953,287	\$1,019,991	\$1,031,086	\$1,001,455
	<b>MEALS</b>	\$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
<b>AUGUST RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$1,399,823	\$1,332,093	\$1,106,544	\$1,522,969	\$1,320,535
	<b>MEALS</b>	\$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
<b>SEPTEMBER RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$1,030,026	\$1,098,655	\$1,386,584	\$1,386,699	\$1,290,646
	<b>MEALS</b>	\$381,674	\$391,888	\$427,334	\$342,807	\$387,343
		\$1,411,700	\$1,490,544	\$1,813,918	\$1,729,506	\$1,677,989
<b>OCTOBER RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$483,864	\$468,127	\$456,103	\$646,711	\$523,647
	<b>MEALS</b>	\$268,694	\$239,371	\$245,359	\$312,640	\$265,790
		\$752,558	\$707,498	\$701,462	\$959,351	\$789,437
<b>NOVEMBER RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$215,123	\$243,388	\$225,977	\$411,520	\$293,628
	<b>MEALS</b>	\$195,036	\$178,930	\$196,139	\$220,333	\$198,467
		\$410,159	\$422,318	\$422,115	\$631,854	\$492,095
<b>DECEMBER RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$100,288	\$100,000	\$115,681	\$149,614	\$121,765
	<b>MEALS</b>	\$117,679	\$120,135	\$122,310	\$133,492	\$125,313
		\$217,967	\$220,135	\$237,992	\$283,106	\$247,078
<b>JANUARY RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$46,916	\$46,833	\$64,326	\$99,622	\$70,260
	<b>MEALS</b>	\$100,227	\$92,656	\$105,378	\$129,244	\$109,093
		\$147,144	\$139,490	\$169,703	\$228,866	\$179,353
<b>FEBRUARY RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$71,363	\$61,766	\$82,572	\$221,257	\$121,865
	<b>MEALS</b>	\$63,144	\$76,744	\$98,628	\$96,377	\$90,583
		\$134,506	\$138,510	\$181,200	\$317,634	\$212,448
<b>MARCH RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$51,535	\$60,762	\$68,444 '	\$60,247 '	\$63,151
	<b>MEALS</b>	\$77,018	\$80,478	\$90,154 '	\$82,550 '	\$84,394
		\$128,553	\$141,240	\$158,598	\$142,797	\$147,545
<b>APRIL RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$92,983	\$94,424	\$30,252 '	\$72,553 '	\$65,743
	<b>MEALS</b>	\$120,972	\$135,650	\$69,266 '	\$108,629 '	\$104,515
		\$213,955	\$230,073	\$99,518	\$181,182	\$170,258
<b>MAY RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$179,915	\$215,483	\$12,691 '	\$136,030 '	\$121,401
	<b>MEALS</b>	\$173,435	\$199,132	\$37,629 '	\$136,732 '	\$124,498
		\$353,350	\$414,615	\$50,320	\$272,762	\$245,899
<b>JUNE RECEIPTS</b>						
	<b>OCCUPANCY</b>	\$320,386	\$297,875	\$280,884 '	\$299,715 '	\$292,825
	<b>MEALS</b>	\$237,390	\$221,909	\$138,382 '	\$199,227 '	\$186,506
		\$557,775	\$519,783	\$419,266	\$498,942	\$479,331
<b>TOTALS</b>						
	<b>OCCUPANCY</b>	\$4,785,033	\$4,972,693	\$4,850,048	\$6,038,022	\$5,286,921
	<b>MEALS</b>	\$2,528,578	\$2,567,694	\$2,402,960	\$2,484,408	\$2,485,020
		\$7,313,611	\$7,540,387	\$7,253,008	\$8,522,430	\$7,771,942

**Fiscal Year 2021-2022**  
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**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	-9.20%	-\$5,542	14.45%	\$6,905
	<b>MEALS</b>	\$72,455	\$79,630	-3.54%	-\$2,920	9.90%	\$7,175
		\$120,255	\$134,335	-5.93%	-\$8,462	11.71%	\$14,080
<b>APRIL RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$74,690	\$85,430	17.75%	\$12,877	14.38%	\$10,740
	<b>MEALS</b>	\$110,235	\$116,040	6.82%	\$7,411	5.27%	\$5,805
		\$184,925	\$201,470	11.20%	\$20,288	8.95%	\$16,545
<b>MAY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$183,450	\$183,450	34.86%	\$47,420	0.00%	\$0 Easter is
	<b>MEALS</b>	\$175,685	\$175,685	28.49%	\$38,953	0.00%	\$0 April 4
		\$359,135	\$359,135	31.67%	\$86,373	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	-24.16%	-\$1,003,332	7.93%	\$369,975
	<b>MEALS</b>	\$2,163,106	\$2,329,111	-6.99%	-\$155,297	7.67%	\$166,005
		\$6,827,821	\$7,363,800	-18.17%	-\$1,158,630	7.85%	\$535,980
		FY19/20 Budget	\$6,941,080.00	-1.63%			

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

<b>Outer Banks Visitors Bureau</b>									
<b>Budget 2021-2022</b>									
<b>Governing</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
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	1,320	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	1,789	6,000	-14.3%	7,100	7,100	7,150
5003	Directors & Officers Ins.	3,315	3,315	3,315	3,415	3.0%	3,586	3,657	3,731
5004	Miscellaneous Items	1,000	1,000	293	1,000	0.0%	1,000	1,000	1,100
<b>Total - Governing</b>		<b>30,895</b>	<b>30,895</b>	<b>23,817</b>	<b>29,995</b>	<b>-2.9%</b>	<b>31,266</b>	<b>31,337</b>	<b>31,561</b>
Projected under budget by				7,078					

**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
<b>Personnel</b>									
5010	Salaries (full)	695,000	719,050	720,924	737,740	2.6%	819,872	860,866	886,692
5020	Salaries (part)	103,000	105,100	84,898	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	64,664	69,425	4.2%	76,866	80,339	82,662
5040	Employee Insurance	144,000	144,000	155,118	153,300	6.5%	168,630	182,120	196,690
5050	Retirement	77,565	77,565	67,029	90,720	17.0%	105,585	115,108	123,070
5055	401(k) Match	6,950	7,195	6,480	7,380	2.6%	8,199	8,609	8,867
5060	Worker's Comp	1,970	1,970	1,646	1,970	0.0%	2,029	2,090	2,153
5080	Employee Relations	1,750	1,750	831	1,750	0.0%	1,750	1,750	1,750
5090	Training	8,200	8,700	5,145	9,850	13.2%	8,500	8,700	8,900
		<b>1,104,070</b>	<b>1,132,965</b>	<b>1,106,735</b>	<b>1,199,135</b>	<b>5.8%</b>	<b>1,322,211</b>	<b>1,394,255</b>	<b>1,449,466</b>
<b>Marketing/Advertising</b>									
5500	Other Advertising	1,189,385	1,243,285	1,243,285	1,378,065	10.8%	1,419,407	1,461,989	1,505,849
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	22,479	73,100	0.0%	75,293	77,552	79,878
5515	Advertising - Online	2,255,000	2,308,915	2,308,915	2,504,035	8.5%	2,579,156	2,656,531	2,736,227
5525	Community Relations	30,000	24,500	24,117	30,000	22.4%	30,000	30,000	30,000
5560	Brochures/Production/Print	25,000	50,000	33,991	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	100,671	107,000	-7.0%	107,000	110,210	113,516
6101	Group Sales	12,000	12,000	4,500	12,000	0.0%	15,000	15,450	15,914
		<b>3,760,985</b>	<b>3,963,300</b>	<b>3,868,858</b>	<b>4,277,950</b>	<b>7.9%</b>	<b>4,363,356</b>	<b>4,489,232</b>	<b>4,618,884</b>



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

<b>Outer Banks Visitors Bureau Budget 2021-2022 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
<b>Special Projects</b>									
6150	Event Grant	396,000	576,500	162,861	605,000 *	4.9%	425,000	450,000	475,000
6170	Tourism Summit	17,500	20,500	7,450	17,500	-14.6%	18,000	18,000	18,000
		413,500	597,000	170,311	622,500	4.3%	443,000	468,000	493,000
<b>Operations</b>									
5110	Contracted Services	15,930	17,430	16,950	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	7,815	7,300	0.0%	32,300	15,000	15,000
5180	Legal	20,500	20,500	10,425	20,500	0.0%	20,500	20,500	20,500
5185	Research	80,000	230,000	48,800	255,000 *	10.9%	75,000	50,000	50,000
5190	Administrative Advertising	1,000	1,000	1,040	1,500	50.0%	1,500	1,500	1,500
5530	Legal Notices	1,500	1,500	1,409	1,500	0.0%	1,500	1,500	1,500
6200	Postage/Fulfillment	175,000	195,000	147,269	165,000	-15.4%	173,250	181,913	191,008
6300	Travel	39,000	39,000	8,644	39,000	0.0%	40,560	42,182	43,870
6305	Vehicle Maintenance	3,500	3,500	2,464	3,500	0.0%	3,500	3,500	3,500
6320	Registrations	35,000	35,000	7,320	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	27,926	47,155	-0.8%	49,513	49,513	49,513
6440	Insurance	19,925	19,925	19,925	19,500	-2.1%	20,475	21,499	22,574
6460	Telephone	29,500	29,500	22,668	25,900	-12.2%	25,900	26,677	26,677
6500	Equipment	19,200	22,200	12,631	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	5,529	13,050	53.5%	13,050	13,050	13,050
6580	Utilities	10,800	10,800	8,891	10,800	0.0%	11,124	11,235	11,348
6600	Cleaning/maint. Supplies	1,500	2,000	1,943	1,500	-25.0%	1,500	1,500	1,500
6610	Building Maintenance	25,000	25,000	9,245	20,000	-20.0%	35,000	20,000	40,000
6620	Equip. Service Contracts	3,500	3,500	3,315	3,500	0.0%	3,500	3,500	3,500
6640	Equipment Rental	34,000	34,000	29,226	34,000	0.0%	34,000	34,000	34,000

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

<b>Outer Banks Visitors Bureau Budget 2021-2022 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
6660	Equipment Repairs	3,000	3,000	1,850	3,000	0.0%	3,000	3,000	3,000
6700	Office Supplies	16,500	17,740	15,252	17,800	0.3%	17,800	17,800	17,800
6810	Web Site/Internet	36,300	36,300	32,512	40,000	10.2%	40,000	41,200	41,200
		629,530	824,310	454,084	884,885	7.3%	715,059	674,812	709,607
	<b>Total - Promotional</b>	<b>5,908,085</b>	<b>6,517,575</b>	<b>5,599,988</b>	<b>6,984,470</b>	<b>7.2%</b>	<b>6,843,626</b>	<b>7,026,299</b>	<b>7,270,957</b>
	Projections under budget by less encumbrances			917,587					
				-455,000					
				462,587					
	* Encumbrances: #6150 \$305,000								
	#5185 \$150,000								
	#5515 \$								

**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 Number	Title	Budget 2020-2021	Amended Budget 2020-2021	Projected 2021-2022	Proposed Budget 2021-2022	Percent Change	Estimate FY22-23	Estimate FY23-24	Estimate FY24-25
5025	Salaries (part)	78,500	82,350	72,492	78,200	-5.0%	80,546	82,962	85,451
5030	Payroll Taxes	6,790	7,085	6,271	6,765	-4.5%	6,967	7,176	7,392
5040	Employee Insurance	4,200	4,200	4,179	4,515	7.5%	4,741	4,883	5,029
5060	Worker's Comp	170	170	170	170	0.0%	175	180	186
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	8,855	8,220	-3.5%	8,220	8,220	8,220
6130	Uniforms	440	440	547	440	0.0%	440	440	440
6200	Postage	200	200	192	200	0.0%	200	210	221
6300	Travel	550	550	276	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	2,630	37.0%	2,762	2,900	3,045
6460	Telephone	8,520	8,520	8,044	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	6,378	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	2,837	3,000	-3.2%	3,000	3000	3,000
	<b>Total - ABWC</b>	<b>124,505</b>	<b>129,400</b>	<b>117,000</b>	<b>126,315</b>	<b>-2.4%</b>	<b>134,049</b>	<b>132,575</b>	<b>135,949</b>
	Projected under budget by			12,400					

**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 Roanoke Island</b>									
			Amended		Proposed				
Account		Budget	Budget	Projected	Budget	Percent	Estimate	Estimate	Estimate
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	60,397	63,250	-7.12%	65,148	67,102	69,115
5030	Payroll Taxes	5,685	5,870	5,224	5,475	-6.73%	5,635	5,804	5,978
5060	Worker's Comp	120	120	120	120	0.00%	124	127	131
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	353	800	166.67%	800	800	800
6440	Insurance	2,880	2,880	2,880	3,940	36.81%	4,137	4,344	4,561
6460	Telephone	1,225	1,225	1,231	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	769	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	1,200	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	557	600	-14.29%	600	600	600
	<b>Total - Welcome Ctr. R.I.</b>	<b>82,830</b>	<b>85,565</b>	<b>74,741</b>	<b>81,795</b>	<b>-4.41%</b>	<b>89,098</b>	<b>86,618</b>	<b>89,473</b>
	Projected under budget by			10,824					

**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>									
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
5026	Salaries (part) - HI	30,125	30,975	26,840	33,000	6.54%	33,990	33,990	35,010
5030	Payroll Taxes	2,605	2,670	2,447	2,865	7.30%	2,940	2,940	3,028
5060	Worker's Comp	65	65	65	75	15.38%	77	80	82
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	1,642	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	514	860	-3.15%	864	872	880
6440	Insurance	480	480	480	660	37.50%	693	728	764
6460	Telephone	2,880	2,880	2,929	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	216	200	-20.00%	50	50	50
6610	Building Maintenance	500	500	0	500	0.00%	500	500	500
6700	Office Supplies	775	825	639	775	-6.06%	700	675	650
	<b>Total - Welcome Ctr. - Hatteras</b>	<b>41,398</b>	<b>42,413</b>	<b>36,047</b>	<b>45,180</b>	<b>6.52%</b>	<b>46,121</b>	<b>46,203</b>	<b>47,396</b>
	Projected under budget by			6,366					

**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>									
Account		Budget	Amended	Projected	Proposed	Percent	Estimate	Estimate	Estimate
Number	Title	2020-2021	Budget	2020-2021	Budget	Change	FY22-23	FY23-24	FY24-25
5026	Salaries (part)	35,700	37,100	36,778	39,500	6.47%	40,685	41,906	43,163
5030	Payroll Taxes	3,090	3,200	3,181	3,420	6.88%	3,519	3,625	3,734
5060	Worker's Comp	75	75	75	75	0.00%	77	80	82
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	660	37.50%	693	728	764
6460	Telephone	1,920	1,920	1,644	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	469	450	-10.00%	450	450	450
	<b>Total - Welcome Ctr. Whalebone</b>	<b>43,745</b>	<b>45,555</b>	<b>43,739</b>	<b>48,375</b>	<b>6.19%</b>	<b>49,633</b>	<b>51,035</b>	<b>52,480</b>
	Projected under budget by			1,816					

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

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2021-2022</b>						
<b>Restricted</b>						
<u>Account Number</u>	<u>Title</u>	<u>Budget 2020-2021</u>	<u>Amended Budget 2020-2021</u>	<u>Projected 2020-2021</u>	<u>Proposed Budget 2021-2022</u>	<u>Percent Change</u>
	Occupancy/Meals Tax 25%	1,519,455	1,706,955	2,130,608	1,840,950	7.8%
	Interest	23,000	23,000	23,075	23,000	0.0%
	Appropriated Fund Balance	2,850,096	2,850,096	1,127,206	3,280,888	15.1%
	<b>Total - Non Departmental</b>	<b>4,392,551</b>	<b>4,580,051</b>	<b>3,280,889</b>	<b>5,144,838</b>	<b>12.3%</b>

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

<b>Outer Banks Visitors Bureau Budget 2021-2022 Restricted Fund</b>					
Account Number	Title	Projected Amount Allocated thru 2/28/21	Recommended FY 21-22 Projects	Proposed FY 21-22 Allocation	Percent Change
<b>Revenues</b>					
3210	Interest	23,075	0	23,000	-0.3%
9930	Appropriation from Fund Balance	1,127,206	0	3,280,888	191.1%
	Other income	0	0	0	-100.0%
9940	Occupancy/Meals Tax 25%	2,130,608	0	1,840,950	-13.6%
	<b>Total Revenues</b>	<b>3,280,889</b>	<b>0</b>	<b>5,144,838</b>	<b>56.8%</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	904,470	1,188,665	2,093,135	131.4%
4585	Long-term Unappropriated NOTE #3	307,390	100,000	407,390	32.5%
	<b>Total Long Term Projects</b>	<b>1,673,030</b>	<b>1,288,665</b>	<b>2,961,695</b>	<b>77.0%</b>
<b>Short Term Projects: 30% = \$552,285, plus interest</b>					
<b>FY2013</b>					
4633	Dare County - Interpretive Byway Plan	0	0	0	0.0%
		0	0	0	
<b>FY2019</b>					
4642	Town of Duck - Pedestrian Path Phase 3	0	0	0	
4646	Town of KH - KH Park Trail Connection	47,592	0	47,592	
4637	Town of NH - West Side Multi-Use, Phase VIII	0	0	0	
		47,592		47,592	
<b>FY2020</b>					
4647	TIG - Chicamacomico Cisterns	0		0	
4648	TIG - Dare Co Arts Council - Courtyard	90,950		90,950	
4649	TIG - Frisco Native American - Handicap Access	0		0	
4650	TIG - Duck - Pedestrian Paths, Phase 4	147,806		147,806	
4651	TIG - KDH - Baum Street, Phase II	0		0	
4652	TIG - Manteo - Manteo Town Common	221,885		221,885	
		460,641		460,641	
<b>FY2021</b>					
4652	TIG - Manteo - Manteo Town Common, Phase II	150,000		150,000	
4654	TIG - Hatteras Tax District - Pathways	342,640		342,640	
4655	TIG - KDH - Meekins Field	200,000		200,000	
4656	TIG - NH - Admiral Street	40,000		40,000	
4657	TIG - NH - Skate Park	30,000		30,000	
4658	TIG - NC Coastal Fed - Baum Bridge Boat Access	40,000		40,000	
4659	TIG - OB Gun Club - Improve Range	12,000		12,000	
5170	Traffic Control Hwy 158 & Hwy 12	19,960	0	19,960	
5160	Fireworks	78,750	55,000	133,750	69.8%
5140	25 % of audit	0	3,750	3,750	-
4999	FY2022 S-T Unappropriated NOTE #4	186,275	516,535	702,810	277.3%
		1,099,625	575,285	1,674,910	52.3%
	<b>Total Short Term Projects</b>	<b>1,607,858</b>	<b>575,285</b>	<b>2,183,143</b>	<b>35.8%</b>
	<b>Total Expenditures</b>	<b>3,280,889</b>	<b>1,863,950</b>	<b>5,144,838</b>	<b>56.8%</b>
<b>Reconciliation Back to 2/28/21 Cash Balance</b>					
	Funds in the Banks @ 2/28/21			\$ 4,049,304	
	Estimated Revenues - Mar-June 2021			275,391	
	Budgeted FY 21-22 Revenues			1,863,950	
	<b>Total Proposed Expenditures</b>			<b>\$ 6,188,645</b>	
	Less Amounts to be Paid Out in 20-21			(1,043,807)	
	<b>Total Proposed Expenditures</b>			<b>\$ 5,144,838</b>	





**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>									
<b>Account</b>		<b>Original</b>	<b>Amended</b>		<b>Proposed</b>				
<b>Number</b>	<b>Title</b>	<b>Budget</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>Percent</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
		<b>2020-2021</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>Change</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>
<b>Revenues</b>									
3209	Advertising	0	35,000	35,000	35,000	0.0%	36,050	37,132	38,245
3210	Interest	0	20	33	25	25.0%	25	25	25
	<b>Total Revenues</b>	<b>0</b>	<b>35,020</b>	<b>35,033</b>	<b>35,025</b>	<b>0.0%</b>	<b>36,075</b>	<b>37,157</b>	<b>38,270</b>
<b>Expenditures</b>									
5560	Production/Printing/Distribution	0	0	0	50,000	100.0%	55,000	56,650	58,350
6200	Freight	0	0	0	2,000	100.0%	2,200	2,266	2,334
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,000</b>	<b>#DIV/0!</b>	<b>57,200</b>	<b>58,916</b>	<b>60,683</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>35,020</b>	<b>35,033</b>	<b>-16,975</b>		<b>-21,125</b>	<b>-21,760</b>	<b>-22,413</b>

**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>						
<b>Account Number</b>	<b>Title</b>	<b>Budget 2020-2021</b>	<b>Amended Budget 2020-2021</b>	<b>Projected 2020-2021</b>	<b>Proposed Budget 2021-2022</b>	<b>Percent Change</b>
<b>Revenues:</b>						
3100	Sale of Merchandise	0	5,000	1,432	3,000	-40.00%
3210	Interest Income	0	125	168	125	0.00%
<b>Total Revenues</b>		<b>0</b>	<b>5,125</b>	<b>1,600</b>	<b>3,125</b>	<b>-39.02%</b>
Projected under budget by						
<b>Expenditures:</b>						
6710	Merchandise Purchased	0	3,000	931	1,950	-35.00%
6800	Bank Fees - Credit Cards	0	1,200	588	390	-67.50%
6700	Office	0	0	0	0	#DIV/0!
<b>Total Expenditures</b>		<b>0</b>	<b>4,200</b>	<b>1,519</b>	<b>2,340</b>	<b>-44.29%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>0</b>	<b>925</b>	<b>81</b>	<b>785</b>	

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

<b>Outer Banks Visitors Bureau Budget 2021-2022 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
<b>Revenues:</b>									
3200	Event Rental Income	12,500	12,500	3,100	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	243	200	33.33%	150	75	100
9910	Transfer from General Fund	271,030	271,030	271,030	280,085	3.34%	336,947	377,765	368,564
9999	Unappropriated Funds	20,000	20,000	0	50,000	150.00%			
	<b>Total Revenues</b>	<b>349,480</b>	<b>349,480</b>	<b>320,201</b>	<b>389,885</b>	<b>11.56%</b>	<b>399,097</b>	<b>440,940</b>	<b>434,944</b>
Projected under budget by									
<b>Expenditures:</b>									
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	40,000	0.00%	90,000	92,700	104,751
6440	Insurance	7,200	7,200	7,200	8,205	13.96%	8,615	9,046	9,498
6580	Utilities	63,975	63,975	39,869	51,375	-19.70%	52,916	54,504	56,139
6610	Repairs & Maintenance	168,035	168,035	171,403	220,035	30.95%	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	3,202	20,000	0.00%	20,800	21,632	22,497
	<b>Total Expenditures</b>	<b>349,480</b>	<b>349,480</b>	<b>223,430</b>	<b>389,885</b>	<b>11.56%</b>	<b>399,097</b>	<b>440,940</b>	<b>434,944</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>96,771</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>