

# Dare County Tourism Board Outer Banks Visitors Bureau

## Adopted Budget Fiscal Year 2017 / 2018

Adopted by DCTB  
June 15, 2017  
Roanoke Island Welcome Center  
Manteo, NC  
Board Room

Questions:  
Please email or call Diane Bognich  
[bognich@outerbanks.org](mailto:bognich@outerbanks.org)  
252-473-2138



**Dare County Tourism Board**

**BE IT ORDAINED** by the Governing Board of the Dare County Tourism Board that this budget ordinance be adopted June 15, 2017.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Occupancy Tax Distribution .....	3,122,840
Prepared Food Tax Distribution.....	1,619,206
Appropriation from Fund Balance .....	1,321,590
Travel Guide Income .....	82,340
Merchandise Sales Income .....	34,400
Website Revenue.....	60,000
Interest & Other Revenue .....	<u>26,280</u>
	6,266,656

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, 2017 and ending June 30, 2018:

Governing Body .....	29,739
Promotion.....	5,616,793
Aycock Brown Welcome Center .....	137,681
Roanoke Island/Whalebone/Hatteras Welcome Centers.....	146,749
Travel Guide Expenses .....	174,700
Merchandise Expenses.....	22,244
Transfer to Event Site Fund .....	<u>138,750</u>
	6,266,656

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Occupancy Tax Distribution .....	1,040,946
Prepared Food Tax Distribution.....	539,736
Appropriation from Fund Balance .....	5,465,725
Interest.....	<u>17,500</u>
	7,063,907

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, 2017 and ending June 30, 2018:

Expenditures.....	7,063,907
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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, 2017 and ending June 30, 2018:

Lease Income.....	7,600
Interest & Other Revenue.....	470
Transfer from General Fund.....	139,150
Unappropriated Funds.....	<u>32,850</u>
	180,070

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2017 and ending June 30, 2018:

Expenditures.....	180,070
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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 15 June, 2017.

  
\_\_\_\_\_  
Pamela S. Walters, Chairman

ATTEST:

  
\_\_\_\_\_  
Tonia Cohen, Secretary

**Fiscal Year 2017-2018**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Dare County Tourism Board</b>					
<b>Budget 2017-2018</b>					
<b>Total Revenues - Governmental Funds</b>					
<b>(General Fund and Special Revenue)</b>					
	Budget	Amended	Projected	Proposed	% Change
	FY 2016-2017	Budget	FY 2016-2017	Budget	to FY 16-17
		FY 2016-2017	FY 2016-2017	FY 2017-2018	Budget
Occupancy	\$ 3,987,935	\$ 4,009,868	\$ 4,553,594	\$ 4,163,786	3.84%
Meals	\$ 2,069,945	\$ 2,069,945	\$ 2,368,855	\$ 2,158,942	4.30%
	\$ 6,057,880	\$ 6,079,813	\$ 6,922,449	\$ 6,322,728	4.00% *
Interest - GF	\$ 12,000	\$ 12,000	\$ 29,443	\$ 25,000	108.33%
Interest - Travel Guide	\$ 75	\$ 75	\$ 81	\$ 75	0.00%
Interest - Merchandise	\$ 155	\$ 155	\$ 237	\$ 205	32.26%
Interest - Restricted	\$ 10,000	\$ 10,000	\$ 21,682	\$ 17,500	75.00%
Website Advertising	\$ 60,000	\$ 60,000	\$ 63,018	\$ 60,000	0.00%
Travel Guide Income	\$ 130,000	\$ 130,000	\$ 78,140	\$ 82,340	-36.66%
Merchandise Income	\$ 44,451	\$ 44,451	\$ 31,989	\$ 34,400	-22.61%
Other	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
	\$ 257,681	\$ 257,681	\$ 225,590	\$ 220,520	-14.42%
Amounts Rolled Over from PY	\$ 1,154,249	\$ 1,154,249	\$ 1,154,249	\$ 1,182,840	2.48%
Appropriated Fund Balance	\$ 4,810,439	\$ 4,810,439	\$ 2,550,540	\$ 5,604,475	16.51%
	\$ 5,964,688	\$ 5,964,688	\$ 3,704,789	\$ 6,787,315	13.79%
<b>Total Revenues</b>	<b>\$ 12,280,249</b>	<b>\$ 12,302,182</b>	<b>\$ 10,852,828</b>	<b>\$ 13,330,563</b>	<b>8.36%</b>
* This is a 4.0% increase over 16-17 budget figures. The percent change from projected actual 2016-2017 figures is a decrease of (9.41%).					

**Fiscal Year 2017-2018  
Dare County Tourism Board  
Adopted Budget**

<b>Outer Banks Visitors Bureau Budget 2017-2018 Summary</b>					
<b>GENERAL FUND</b>	Budget	Amended	Projected	Proposed	Percent Change
	2016-2017	Budget 2016-2017	2016-2017	Budget 2017-2018	
<b>REVENUES</b>					
Occupancy/Meals Tax (75%)	4,543,410	4,559,860	5,191,837	4,742,046	4.0%
Revenues - Website Advertising	60,000	60,000	63,018	60,000	0.0%
Revenues - Interest and Other	13,230	13,230	30,761	26,280	98.6%
Appropriated from Fund Balance	160,800	160,800	159,950	138,750	-13.7%
Transfer from Travel Guide/Travel Guide Income	130,000	130,000	78,140	82,340	-36.7%
Transfer from Merchandise Fund/Merchandise Income	44,451	44,451	31,989	34,400	-22.6%
<b>Total Revenues</b>	<b>4,951,891</b>	<b>4,968,341</b>	<b>5,555,695</b>	<b>5,083,816</b>	<b>2.3%</b>
Projected Over Budget By			587,354		
<b>EXPENDITURES:</b>					
Governing	29,705	29,705	26,513	29,739	0.1%
Promotion	5,392,954	5,405,204	4,860,458	5,616,793 *	3.9%
Aycock Brown Welcome Center	158,096	162,296	157,926	137,681	-15.2%
Outer Banks Welcome Center RI, Whalebone & Hatteras	147,379	147,379	140,617	146,749	-0.4%
Travel Guide Expenses	187,500	187,500	157,469	174,700	-6.8%
Merchandise Expenses	29,706	29,706	24,171	22,244	-25.1%
Transfer to Event Site Fund	160,800	160,800	159,950	138,750	-13.7%
<b>Total Expenditures</b>	<b>6,106,140</b>	<b>6,122,590</b>	<b>5,527,104</b>	<b>6,266,656</b>	<b>2.4%</b>
Projected Under Budget By			595,486		
Revenue vs Expenses	-1,154,249	-1,154,249		-1,182,840	
Revenue Income over Budget	610,636	610,636		587,354	
Unspent Funds/Encumbrances	543,613	543,613		595,486 *	
* Includes estimated encumbrances of \$268,320					
Unappropriated Surplus	0	0		0	
Net Revenue vs Expenses	0	0		0	
<b>RESTRICTED FUND</b>					
Interest	10,000	10,000	21,682	17,500	75.0%
Designated From Fund Balance	4,649,639	4,649,639	3,573,430	5,465,725	17.6%
Occupancy/Meals Tax (25%)	1,514,470	1,519,953	1,730,612	1,580,682	4.0%
<b>Total Revenues</b>	<b>6,174,109</b>	<b>6,179,592</b>	<b>5,325,724</b>	<b>7,063,907</b>	<b>14.3%</b>
<b>Total Expenditures and Commitments</b>	<b>6,174,109</b>	<b>6,179,592</b>	<b>5,325,724</b>	<b>7,063,907</b>	<b>14.3%</b>
<b>EVENT SITE FUND</b>					
Lease Income	5,100	5,100	9,650	7,600	49.0%
Other Income	200	200	250	200	0.0%
Interest	170	170	301	270	58.8%
Transfer to Event Site	160,800	160,800	159,950	139,150	-13.5%
Unappropriated Funds	10,000	10,000	0	32,850	228.5%
	176,270	176,270	170,151	180,070	2.2%
Expenditures	176,270	176,270	158,086	180,070	2.2%

**Fiscal Year 2017-2018  
Dare County Tourism Board  
Adopted Budget**

**BUDGET & FINANCE PROJECTIONS  
OCCUPANCY & MEALS FY 2017-2018**

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	3 YEAR
		FY 2014-2015	FY 2015-2016	FY 2016-2017	AVERAGE
					FY 2014-2017
<b>JULY RECEIPTS</b>					
	OCCUPANCY	\$777,029	\$789,686	\$735,128	\$767,281
	MEALS	\$308,197	\$325,672	\$329,457	\$321,109
		<u>\$1,085,226</u>	<u>\$1,115,358</u>	<u>\$1,064,584</u>	<u>\$1,088,389</u>
<b>AUGUST RECEIPTS</b>					
	OCCUPANCY	\$1,082,927	\$1,103,031	\$1,327,823	\$1,171,260
	MEALS	\$380,239	\$411,835	\$422,005	\$404,693
		<u>\$1,463,166</u>	<u>\$1,514,866</u>	<u>\$1,749,828</u>	<u>\$1,575,953</u>
<b>SEPTEMBER RECEIPTS</b>					
	OCCUPANCY	\$1,071,469	\$1,144,734	\$1,074,458	\$1,096,887
	MEALS	\$381,819	\$385,505	\$385,953	\$384,426
		<u>\$1,453,288</u>	<u>\$1,530,239</u>	<u>\$1,460,411</u>	<u>\$1,481,313</u>
<b>OCTOBER RECEIPTS</b>					
	OCCUPANCY	\$385,290	\$446,443	\$455,049	\$428,927
	MEALS	\$231,721	\$257,848	\$264,821	\$251,463
		<u>\$617,011</u>	<u>\$704,291</u>	<u>\$719,870</u>	<u>\$680,391</u>
<b>NOVEMBER RECEIPTS</b>					
	OCCUPANCY	\$172,112	\$189,702	\$211,453	\$191,089
	MEALS	\$156,283	\$157,765	\$148,074	\$154,041
		<u>\$328,395</u>	<u>\$347,467</u>	<u>\$359,527</u>	<u>\$345,130</u>
<b>DECEMBER RECEIPTS</b>					
	OCCUPANCY	\$68,031	\$75,491	\$90,830	\$78,117
	MEALS	\$93,336	\$106,624	\$115,444	\$105,135
		<u>\$161,367</u>	<u>\$182,115</u>	<u>\$206,274</u>	<u>\$183,252</u>
<b>JANUARY RECEIPTS</b>					
	OCCUPANCY	\$29,589	\$34,455	\$37,531	\$33,858
	MEALS	\$75,438	\$83,009	\$84,445	\$80,964
		<u>\$105,027</u>	<u>\$117,464</u>	<u>\$121,976</u>	<u>\$114,822</u>
<b>FEBRUARY RECEIPTS</b>					
	OCCUPANCY	\$59,097	\$62,373	\$72,316	\$64,595
	MEALS	\$68,334	\$64,614	\$62,448	\$65,132
		<u>\$127,431</u>	<u>\$126,987</u>	<u>\$134,764</u>	<u>\$129,727</u>
<b>MARCH RECEIPTS</b>					
	OCCUPANCY	\$32,532	\$35,570	\$50,896	\$39,666
	MEALS	\$58,019	\$67,372	\$77,059	\$67,483
		<u>\$90,551</u>	<u>\$102,941</u>	<u>\$127,955</u>	<u>\$107,149</u>
<b>APRIL RECEIPTS</b>					
	OCCUPANCY	\$53,354	\$79,104	\$64,654	\$65,704
	MEALS	\$96,333	\$118,448	\$110,775	\$108,519
		<u>\$149,687</u>	<u>\$197,552</u>	<u>\$175,429</u>	<u>\$174,223</u>
<b>MAY RECEIPTS</b>					
	OCCUPANCY	\$126,759	\$133,866	\$203,106	\$154,577
	MEALS	\$146,603	\$150,145	\$185,225	\$160,658
		<u>\$273,362</u>	<u>\$284,011</u>	<u>\$388,331</u>	<u>\$315,235</u>
<b>JUNE RECEIPTS</b>					
	OCCUPANCY	\$295,389	\$297,875	\$230,350 *	\$274,538
	MEALS	\$226,014	\$221,909	\$183,150 *	\$210,358
		<u>\$521,403</u>	<u>\$519,783</u>	<u>\$413,499</u>	<u>\$484,896</u>
<b>TOTALS</b>					
	OCCUPANCY	\$4,153,578	\$4,392,330	\$4,553,594	\$4,366,501
	MEALS	\$2,222,336	\$2,350,746	\$2,368,855	\$2,313,979
		<u>\$6,375,914</u>	<u>\$6,743,076</u>	<u>\$6,922,449</u>	<u>\$6,680,480</u>

**Fiscal Year 2017-2018  
Dare County Tourism Board  
Adopted Budget**

**BUDGET & FINANCE PROJECTIONS  
OCCUPANCY & MEALS FY 2017-2018**

FISCAL YEAR		BUDGET FY 2016-2017	PROPOSED FY 2017-2018	% Increase/ Decrease from Actual	\$ Increase/ Decrease from Actual	% Increase/ Decrease from 16-17 Budget	\$ Increase / Decrease from 16-17 Budget
<b>JULY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$770,000	\$770,000	4.49%	\$34,872	0.00%	\$0
	<b>MEALS</b>	\$311,390	\$321,000	-2.74%	-\$8,457	3.09%	\$9,610
		<u>\$1,081,390</u>	<u>\$1,091,000</u>	2.43%	\$26,416	0.89%	\$9,610
<b>AUGUST RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$1,085,558	\$1,128,980	-18.36%	-\$198,843	4.00%	\$43,422
	<b>MEALS</b>	\$381,865	\$398,000	-6.31%	-\$24,004	4.23%	\$16,136
		<u>\$1,467,422</u>	<u>\$1,526,980</u>	-15.23%	-\$222,847	4.06%	\$59,558
<b>SEPTEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$1,033,880	\$1,067,700	-0.63%	-\$6,758	3.27%	\$33,820
	<b>MEALS</b>	\$352,900	\$367,015	-4.96%	-\$18,938	4.00%	\$14,115
		<u>\$1,386,779</u>	<u>\$1,434,715</u>	-1.77%	-\$25,696	3.46%	\$47,935
<b>OCTOBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$394,050	\$415,310	-10.31%	-\$39,739	5.40%	\$21,260
	<b>MEALS</b>	\$230,905	\$245,640	-8.28%	-\$19,181	6.38%	\$14,735
		<u>\$624,955</u>	<u>\$660,950</u>	-9.55%	-\$58,920	5.76%	\$35,995
<b>NOVEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$161,280	\$182,730	-16.69%	-\$28,723	13.30%	\$21,450
	<b>MEALS</b>	\$139,125	\$144,690	-2.16%	-\$3,383	4.00%	\$5,565
		<u>\$300,405</u>	<u>\$327,420</u>	-9.78%	-\$32,106	8.99%	\$27,015
<b>DECEMBER RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$61,700	\$70,000	-30.62%	-\$20,830	13.45%	\$8,300
	<b>MEALS</b>	\$90,780	\$97,000	-19.76%	-\$18,445	6.85%	\$6,220
		<u>\$152,480</u>	<u>\$167,000</u>	-24.34%	-\$39,275	9.52%	\$14,520
<b>JANUARY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$31,500	\$32,760	-16.13%	-\$4,771	4.00%	\$1,260
	<b>MEALS</b>	\$65,000	\$67,600	-22.33%	-\$16,845	4.00%	\$2,600
		<u>\$96,500</u>	<u>\$100,360</u>	-20.58%	-\$21,616	4.00%	\$3,860
<b>FEBRUARY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$50,000	\$57,000	-25.92%	-\$15,316	14.00%	\$7,000
	<b>MEALS</b>	\$57,500	\$59,800	-3.88%	-\$2,649	4.00%	\$2,299
		<u>\$107,500</u>	<u>\$116,799</u>	-14.10%	-\$17,964	8.65%	\$9,299
<b>MARCH RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$25,000	\$26,000	-76.53%	-\$24,896	4.00%	\$1,000
	<b>MEALS</b>	\$53,000	\$55,120	-37.81%	-\$21,939	4.00%	\$2,120
		<u>\$78,000</u>	<u>\$81,120</u>	-51.72%	-\$46,835	4.00%	\$3,120
<b>APRIL RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$47,000	\$49,400	-28.59%	-\$15,254	5.11%	\$2,400
	<b>MEALS</b>	\$82,200	\$85,600	-26.13%	-\$25,175	4.14%	\$3,400
		<u>\$129,200</u>	<u>\$135,000</u>	-27.01%	-\$40,429	4.49%	\$5,800
<b>MAY RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$119,550	\$124,340	-62.14%	-\$78,766	4.01%	\$4,790
	<b>MEALS</b>	\$122,130	\$127,000	-39.72%	-\$58,225	3.99%	\$4,870
		<u>\$241,680</u>	<u>\$251,341</u>	-50.11%	-\$136,990	4.00%	\$9,660
<b>JUNE RECEIPTS</b>							
	<b>OCCUPANCY</b>	\$230,350	\$239,565	3.12%	\$9,215	4.00%	\$9,215
	<b>MEALS</b>	\$183,150	\$190,477	3.24%	\$7,327	4.00%	\$7,327
		<u>\$413,500</u>	<u>\$430,042</u>	3.17%	\$16,543	4.00%	\$16,542
<b>TOTALS</b>							
	<b>OCCUPANCY</b>	\$4,009,868	\$4,163,786	-9.38%	-\$389,808	3.84%	\$153,918
	<b>MEALS</b>	\$2,069,945	\$2,158,942	-9.45%	-\$209,913	4.30%	\$88,997
		<u>\$6,079,813</u>	<u>\$6,322,728</u>	-9.41%	-\$599,721	4.00%	\$242,915
		FY15/16 Budget	\$5,769,522.00				
		% change	5.38%				

Easter is  
April 1

**Fiscal Year 2017-2018**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Governing</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2016-2017	Budget	2016-2017	Budget	Change
			2016-2017	2016-2017	2017-2018	
5000	Director Compensation	17,100	17,100	16,000	17,100	0.0%
5030	Payroll Taxes	1,479	1,479	1,408	1,479	0.0%
5001	Professional Services	1,000	1,000	1,000	1,000	0.0%
5002	Dir. Travel/Mtg./Meals	6,000	6,000	4,078	6,000	0.0%
5003	Directors & Officers Ins.	3,126	3,126	3,096	3,160	1.1%
5004	Miscellaneous Items	1,000	1,000	931	1,000	0.0%
<b>Total - Governing</b>		<b>29,705</b>	<b>29,705</b>	<b>26,513</b>	<b>29,739</b>	<b>0.1%</b>
Projected under budget by						



**Fiscal Year 2017-2018**  
**Dare County Tourism Board**  
**Adopted Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Promotion</b>						
Account Number	Title	Budget 2016-2017	Amended Budget 2016-2017	Projected 2016-2017	Proposed Budget 2017-2018	Percent Change
<b>Personnel</b>						
5010	Salaries (full)	691,500	697,850	690,970	737,000	5.6%
5020	Salaries (part)	118,200	112,045	101,155	98,850	-11.8%
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%
5030	Payroll Taxes	65,281	65,766	63,559	67,400	2.5%
5040	Employee Insurance	151,000	153,700	143,400	135,100	-12.1%
5050	Retirement	56,894	57,364	54,165	59,105	3.0%
5055	401(k) Match	0	6,000	3,015	7,370	22.8%
5060	Worker's Comp	2,810	2,810	2,084	2,954	5.1%
5080	Employee Relations	1,750	1,750	1,436	1,750	0.0%
5090	Training	10,500	10,500	8,979	10,500	0.0%
		<b>1,098,935</b>	<b>1,108,785</b>	<b>1,068,763</b>	<b>1,121,029</b>	<b>1.1%</b>
<b>Marketing/Advertising</b>						
5500	Advertising - Printed & Other	900,704	900,704	891,134	943,305 *	4.7%
5502	Advertising - Production	60,000	60,000	60,000	100,000	66.7%
5510	Events-Development & Prom	93,100	93,100	93,100	93,100	0.0%
5515	Advertising - Online	0	0	0	1,753,870	100.0%
5520	Advertising - Internet	1,139,839	1,049,839	1,049,839	0	-100.0%
5521	Advertising - Agency Fees	141,028	141,028	141,028	0	-100.0%
5522	Email, Distribution & Social	357,250	447,250	447,250	0	-100.0%
5525	Community Relations	68,500	68,500	38,356	50,000	-27.0%
5560	Brochures/Production/Print	51,000	51,000	36,490	40,000	-21.6%
5580	Promotional Aids	9,000	9,000	7,481	9,000	0.0%
6100	Press/Travel Writer Tours	85,000	85,000	83,560	90,000	5.9%
6101	Group Sales	56,000	56,000	32,373	39,500	-29.5%
		<b>2,961,421</b>	<b>2,961,421</b>	<b>2,880,611</b>	<b>3,118,775</b>	<b>5.3%</b>
<b>Special Projects</b>						
6110	Community Appreciation	30,000	30,000	19,769	0	-100.0%
6150	Event Grant	311,900	311,900	137,701	381,750 *	22.4%
6155	Est. Event Developer Grant	324,750	324,750	178,750	333,000 *	2.5%
6170	Tourism Summit	17,500	17,500	17,076	17,500	0.0%
		<b>684,150</b>	<b>684,150</b>	<b>353,296</b>	<b>732,250</b>	<b>7.0%</b>
<b>Operations</b>						
5110	Contracted Services	15,200	15,200	15,028	15,200	0.0%
5140	Audit	5,625	5,625	5,625	5,625	0.0%
5170	Other Professional Service	3,625	3,625	2,800	3,625	0.0%

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Promotion</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2016-2017	Budget 2016-2017	2016-2017	Budget 2017-2018	Change
5180	Legal	20,400	20,400	12,660	20,500	0.5%
5185	Research	40,000	40,000	12,500	40,000	0.0%
5190	Administrative Advertising	1,000	1,000	1,000	1,500	50.0%
5530	Legal Notices	2,000	2,000	1,880	2,000	0.0%
6200	Postage/Fulfillment	227,600	227,600	201,436	215,000	-5.5%
6300	Travel	43,300	43,300	41,981	43,500	0.5%
6305	Vehicle Maintenance	5,000	5,000	4,097	5,000	0.0%
6320	Registrations	37,500	37,500	37,433	40,000	6.7%
6340	Travel Show Exhibit	8,000	8,000	5,682	7,500	-6.3%
6420	Dues & Subscriptions	34,810	34,810	33,514	33,000	-5.2%
6440	Insurance	15,840	15,840	14,048	16,670	5.2%
6460	Telephone	26,600	29,000	28,374	34,200	17.9%
6500	Equipment	22,789	22,789	22,132	20,950	-8.1%
6510	Expendable Equipment	2,420	2,420	2,157	3,000	24.0%
6530	Tech. Support/Software	14,815	14,815	12,139	15,000	1.2%
6580	Utilities	11,000	11,000	9,747	11,000	0.0%
6600	Cleaning/maint. Supplies	2,000	2,000	943	2,000	0.0%
6610	Building Maintenance	15,000	15,000	11,896	20,000	33.3%
6620	Equip. Service Contracts	3,500	3,500	2,212	3,500	0.0%
6640	Equipment Rental	33,325	33,325	30,410	33,000	-1.0%
6660	Equipment Repairs	3,000	3,000	2,256	3,000	0.0%
6700	Office Supplies	17,500	17,500	16,178	17,500	0.0%
6810	Web Site/Internet	36,599	36,599	29,660	32,469	-11.3%
		648,448	650,848	557,788	644,739	-0.9%
	<b>Total - Promotional</b>	<b>5,392,954</b>	<b>5,405,204</b>	<b>4,860,458</b>	<b>5,616,793</b>	<b>3.9%</b>
	Projections under budget by			544,746		
	* Encumbrances: #6150 \$136,750					
	#6155 \$117,000					
	#6101 \$5,000					
	#5500 \$9,570					

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Aycock Brown Welcome Center Kitty Hawk</b>						
Account Number	Title	Budget 2016-2017	Amended Budget 2016-2017	Projected 2016-2017	Proposed Budget 2017-2018	Percent Change
5015	Salaries (full)	38,410	38,410	38,398	0	-100.0%
5025	Salaries (part)	70,600	70,600	68,245	89,800	27.2%
5030	Payroll Taxes	9,310	9,310	9,025	7,768	-16.6%
5040	Employee Insurance	4,795	4,795	4,732	4,300	-10.3%
5050	Retirement	2,808	2,808	2,807	0	-100.0%
5060	Worker's Comp	400	400	400	395	-1.3%
5080	Employee Relations	500	500	365	500	0.0%
5090	Training	600	600	600	600	0.0%
5110	Contracted Services	7,920	7,920	7,920	7,920	0.0%
6130	Uniforms	560	560	322	560	0.0%
6200	Postage	350	350	288	350	0.0%
6300	Travel	528	528	390	528	0.0%
6420	Dues & Subscriptions	300	300	335	350	16.7%
6440	Insurance	2,065	2,065	2,065	2,110	2.2%
6460	Telephone	4,950	9,150	8,653	8,500	-7.1%
6500	Equipment	1,500	1,500	1,379	1,500	0.0%
6580	Utilities	6,600	6,600	5,677	6,600	0.0%
6600	Cleaning/maint. Supplies	600	600	581	600	0.0%
6610	Building Maintenance	2,000	2,000	2,444	2,000	0.0%
6660	Equipment Repairs	300	300	300	300	0.0%
6700	Office Supplies	3,000	3,000	3,000	3,000	0.0%
<b>Total - ABWC</b>		<b>158,096</b>	<b>162,296</b>	<b>157,926</b>	<b>137,681</b>	<b>-15.2%</b>
Projected under budget by				4,370		

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Outer Banks Welcome Center Roanoke Island</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2016-2017	2016-2017	2016-2017	2017-2018	Change
5026	Salaries (part) - RI	57,800	57,800	56,036	58,200	0.69%
5030	Payroll Taxes	5,000	5,000	4,847	5,034	0.68%
5060	Worker's Comp	220	220	220	185	-15.91%
5080	Employee Relations	435	435	400	435	0.00%
5090	Training	600	600	600	600	0.00%
6130	Uniforms	400	400	284	330	-17.50%
6440	Insurance	940	940	940	960	2.13%
6460	Telephone	1,060	1,060	1,444	1,225	15.57%
6500	Equipment	1,000	1,000	768	1,000	0.00%
6580	Utilities	960	960	756	960	0.00%
6600	Cleaning/Maint. Supplies	200	200	150	200	0.00%
6610	Building Maintenance	2,500	2,500	2,174	2,500	0.00%
6660	Equipment Repairs	250	250	250	250	0.00%
6700	Office Supplies	800	800	381	600	-25.00%
<b>Total - Welcome Ctr. R.I.</b>		<b>72,165</b>	<b>72,165</b>	<b>69,250</b>	<b>72,479</b>	<b>0.44%</b>
<b>Projected under budget by</b>				<b>2,915</b>		

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Outer Banks Welcome Center - Hatteras Information Center</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2016-2017	2016-2017	2016-2017	2017-2018	Change
5026	Salaries (part) - HI	28,675	28,675	27,168	25,300	-11.77%
5030	Payroll Taxes	2,480	2,480	2,350	2,190	-11.69%
5060	Worker's Comp	105	105	105	100	-4.76%
5080	Employee Relations	150	150	120	150	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	1,540	1,540	1,496	1,540	0.00%
6130	Uniforms	100	100	74	100	0.00%
6300	Travel	886	886	634	835	-5.76%
6440	Insurance	560	560	560	575	2.68%
6460	Telephone	2,820	2,820	2,756	2,820	0.00%
6500	Equipment	1,000	1,000	1,000	2,000	100.00%
6600	Cleaning/Maint. Supplies	200	200	200	200	0.00%
6610	Building Maintenance	200	200	190	1,000	400.00%
6700	Office Supplies	600	600	602	775	29.17%
<b>Total - Welcome Ctr. - Hatteras</b>		<b>39,416</b>	<b>39,416</b>	<b>37,355</b>	<b>37,685</b>	<b>-4.39%</b>
Projected under budget by				2,061		

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Outer Banks Welcome Center - Whalebone Junction</b>						
Account		Budget	Amended	Projected	Proposed	
Number	Title	2016-2017	2016-2017	2016-2017	2017-2018	Percent Change
5026	Salaries (part)	28,300	28,300	27,939	28,990	2.44%
5030	Payroll Taxes	2,448	2,448	2,417	2,510	2.53%
5060	Worker's Comp	90	90	90	110	22.22%
5080	Employee Relations	140	140	50	140	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	660	660	600	660	0.00%
6130	Uniforms	80	80	65	80	0.00%
6440	Insurance	560	560	560	575	2.68%
6460	Telephone	1,920	1,920	1,750	1,920	0.00%
6500	Equipment	1,000	1,000	0	1,000	0.00%
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%
6700	Office Supplies	450	450	391	450	0.00%
	<b>Total - Welcome Ctr. Whalebone</b>	<b>35,798</b>	<b>35,798</b>	<b>34,012</b>	<b>36,585</b>	<b>2.20%</b>
	Projected under budget by			1,786		

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Restricted</b>						
Account		Budget	Amended	Projected	Proposed	Percent
<u>Number</u>	<u>Title</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>Change</u>
	Occupancy/Meals Tax 25%	1,514,470	1,519,953	1,730,612	1,580,682	4.0%
	Interest	10,000	10,000	21,682	17,500	75.0%
	Appropriated Fund Balance	4,649,639	4,649,639	3,573,430	5,465,725	17.6%
	<b>Total - Non Departmental</b>	<b>6,174,109</b>	<b>6,179,592</b>	<b>5,325,724</b>	<b>7,063,907</b>	<b>14.3%</b>

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<b>Outer Banks Visitors Bureau Budget 2017-2018 Restricted Fund</b>					
Account Number	Title	Projected Amount Allocated thru 5/31/17	Recommended FY 17-18 Projects	Proposed FY 17-18 Allocation	Percent Change
<b>Revenues</b>					
3210	Interest	21,682	0	17,500	-19.3%
9930	Appropriation from Fund Balance	3,573,430	0	5,465,725	53.0%
9940	Occupancy/Meals Tax 25%	1,730,612	0	1,580,682	-8.7%
<b>Total Revenues</b>		<b>5,325,724</b>	<b>0</b>	<b>7,063,907</b>	<b>32.6%</b>
<b>Expenditures</b>					
<b>Long Term Projects: 70% = \$1,060,129, plus interest</b>					
4503	Infrastructure NOTE #1	361,170	-50,000	311,170	-13.8%
4520	Natural, Historic and Cultural Resources NOTE #2	73,787	300,648	374,435	407.5%
4525	Event Site NOTE #3	2,397,144	995,830	3,392,974	41.5%
4530	Dredging OI & HI NOTE #5	1,000,000	0	1,000,000	0.0%
4504	GOSPL NOTE #4	131,895	17,500	149,395	13.3%
<b>Total Long Term Projects</b>		<b>3,963,996</b>	<b>1,263,978</b>	<b>5,227,974</b>	<b>31.9%</b>
<b>Short Term Projects: 30% = \$454,341</b>					
<b>FY2013</b>					
4633	Dare County - Interpretive Byway Plan	26,500	0	26,500	0.0%
4637	Nags Head - W. Bypass Multi-Use Phase V	0	0	0	0.0%
		<b>26,500</b>	<b>0</b>	<b>26,500</b>	
<b>FY2016</b>					
4640	HI Ocean Center	50,000	0	50,000	-
4641	Nags Head - Dowdy's Park	0	0	0	-
		<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>FY2017</b>					
4642	Town of Duck - Pedestrian Path Improvements	447,887	0	447,887	-
4643	Town of Kill Devil Hills - Bay Drive Path	340,125	0	340,125	-
4644	Nags Head - Dowdy's Park, Phase II	226,750	0	226,750	-
4645	OB Gun Club - Special Purpose Range	22,675	0	22,675	-
5160	Fireworks	40,000	40,000	80,000	100.0%
5140	25 % of audit	0	1,875	1,875	-
4999	FY2016 Unappropriated	207,791	432,330	640,121	208.1%
		<b>1,285,228</b>	<b>474,205</b>	<b>1,759,433</b>	<b>36.9%</b>
<b>Total Short Term Projects</b>		<b>1,361,728</b>	<b>474,205</b>	<b>1,835,933</b>	<b>34.8%</b>
<b>Total Expenditures</b>		<b>5,325,724</b>	<b>1,738,183</b>	<b>7,063,907</b>	<b>32.6%</b>
<b>Reconciliation Back to 5/31/17 Cash Balance</b>					
Funds in the Banks @ 5/31/17				\$ 5,734,275	
Estimated Revenues -June 2017				\$ 103,774	
Budgeted FY 17-18 Revenues				\$ 1,598,182	
Total Proposed Expenditures				7,436,231	
Less Amounts to be Paid Out in 16-17				(372,324)	
Total Proposed Expenditures				\$ 7,063,907	





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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Travel Guide</b>						
<b>Account</b>		<b>Original</b>	<b>Amended</b>	<b>Projected</b>	<b>Proposed</b>	<b>Percent</b>
<b>Number</b>	<b>Title</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
		<b>2016-2017</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>	
<b>Revenues</b>						
3209	Advertising	130,000	130,000	78,140	82,340	-36.7%
3210	Interest	75	75	81	75	0.0%
<b>Total Revenues</b>		<b>130,075</b>	<b>130,075</b>	<b>78,221</b>	<b>82,415</b>	<b>-36.6%</b>
<b>Expenditures</b>						
5560	Production/Printing/Distribution	160,000	160,000	131,849	148,000	-7.5%
6200	Freight	27,500	27,500	25,620	26,700	-2.9%
<b>Total Expenditures</b>		<b>187,500</b>	<b>187,500</b>	<b>157,469</b>	<b>174,700</b>	<b>-6.8%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>-57,425</b>	<b>-57,425</b>	<b>-79,248</b>	<b>-92,285</b>	

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2017-2018</b>						
<b>Merchandise Sales</b>						
Account Number	Title	Budget 2016-2017	Amended Budget 2016-2017	Projected 2016-2017	Proposed Budget 2017-2018	Percent Change
<b>Revenues:</b>						
3100	Sale of Merchandise	41,500	41,500	31,989	34,400	-17.11%
3210	Interest Income	155	155	237	205	32.26%
2140	Sales Tax	2,801	2,801	0	0	-100.00%
6200	Shipping	150	150	0	0	-100.00%
<b>Total Revenues</b>		<b>44,606</b>	<b>44,606</b>	<b>32,226</b>	<b>34,605</b>	<b>-22.42%</b>
<b>Projected under budget by</b>						
<b>Expenditures:</b>						
6710	Merchandise Purchased	24,900	24,900	22,392	20,640	-17.11%
6800	Bank Fees - Credit Cards	1,455	1,455	1,379	1,204	-17.25%
2140	Sales Tax	2,801	2,801	0	0	-100.00%
6200	Shipping	150	150	0	0	-100.00%
6700	Office	400	400	400	400	0.00%
<b>Total Expenditures</b>		<b>29,706</b>	<b>29,706</b>	<b>24,171</b>	<b>22,244</b>	<b>-25.12%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>14,900</b>	<b>14,900</b>	<b>8,055</b>	<b>12,361</b>	

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<b>Outer Banks Visitors Bureau Budget 2017-2018 Event Site Fund</b>						
Account Number	Title	Budget 2016-2017	Amended Budget 2016-2017	Projected 2016-2017	Proposed Budget 2017-2018	Percent Change
<b>Revenues:</b>						
3200	Lease Income	5,100	5,100	9,650	7,600	49.02%
3220	Other Income	200	200	250	200	0.00%
3210	Interest Income	170	170	301	270	58.82%
9910	Transfer from General Fund	160,800	160,800	159,950	139,150	-13.46%
9999	Unappropriated Funds	10,000	10,000	0	32,850	228.50%
<b>Total Revenues</b>		<b>176,270</b>	<b>176,270</b>	<b>170,151</b>	<b>180,070</b>	<b>2.16%</b>
Projected under budget by						
<b>Expenditures:</b>						
5160	Event Development & Marketing	60,000	60,000	50,221	60,000	0.00%
6440	Insurance	700	700	400	700	0.00%
6580	Utilities	8,560	8,560	6,710	8,100	-5.37%
6610	Repairs & Maintenance	95,540	95,540	93,621	99,800	4.46%
6700	Office Supplies	270	270	100	270	0.00%
9990	Other Expenses	11,200	11,200	7,034	11,200	0.00%
<b>Total Expenditures</b>		<b>176,270</b>	<b>176,270</b>	<b>158,086</b>	<b>180,070</b>	<b>2.16%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>0</b>	<b>0</b>	<b>12,065</b>	<b>0</b>	