

# Dare County Tourism Board Outer Banks Visitors Bureau

Adopted Budget  
Fiscal Year  
2020 / 2021

Adopted by DCTB  
June 18, 2020  
Sarah Owens 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 18, 2020.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                                       |               |
|---------------------------------------|---------------|
| Occupancy Tax Distribution .....      | 2,936,036     |
| Prepared Food Tax Distribution.....   | 1,622,330     |
| Appropriation from Fund Balance ..... | 1,818,122     |
| Travel Guide Income .....             | 0             |
| Merchandise Sales Income .....        | 0             |
| Website Revenue.....                  | 75,000        |
| Interest & Other Revenue .....        | <u>51,000</u> |
|                                       | 6,502,488     |

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, 2020 and ending June 30, 2021:

|  |                |
|--|----------------|
| Governing Body .....                                   | 30,895         |
| Promotion.....   | 5,908,085      |
| Aycock Brown Welcome Center .....                      | 124,505        |
| Roanoke Island/Whalebone/Hatteras Welcome Centers..... | 167,973        |
| Travel Guide Expenses .....                            | 0              |
| Merchandise Expenses.....                              | 0              |
| Transfer to Event Site Fund .....                      | <u>271,030</u> |
|  | 6,502,488      |

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                                       |               |
|---------------------------------------|---------------|
| Occupancy Tax Distribution .....      | 978,679       |
| Prepared Food Tax Distribution .....  | 540,776       |
| Appropriation from Fund Balance ..... | 2,850,096     |
| Interest.....                         | <u>23,000</u> |
|                                       | 4,392,551     |

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, 2020 and ending June 30, 2021:

|                   |           |
|-------------------|-----------|
| Expenditures..... | 4,392,551 |
|-------------------|-----------|

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, 2020 and ending June 30, 2021:

|                                  |               |
|----------------------------------|---------------|
| Event Rental Income .....        | 12,500        |
| Lease Income .....               | 45,600        |
| Interest & Other Revenue .....   | 350           |
| Transfer from General Fund ..... | 271,030       |
| Unappropriated Funds .....       | <u>20,000</u> |
|                                  | 349,480       |

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2020 and ending June 30, 2021:

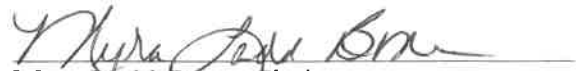
|                    |         |
|--------------------|---------|
| Expenditures ..... | 349,480 |
|--------------------|---------|

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 18 June, 2020.

  
Myra Ladd-Bone, Chairman

ATTEST:

  
\_\_\_\_\_  
Webb Fuller Secretary

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

| <b>Dare County Tourism Board</b>   |                      |                      |                     |                      |                    |  |
|--|----------------------|----------------------|---------------------|----------------------|--------------------|--|
| <b>Budget 2020-2021</b>  |                      |                      |                     |                      |                    |  |
| <b>Total Revenues - Governmental Funds</b>   |                      |                      |                     |                      |                    |  |
| <b>(General Fund and Special Revenue)</b>  |                      |                      |                     |                      |                    |  |
|  | Budget               | Amended Budget       | Projected           | Adopted Budget       | % Change           |  |
|  | FY 2019-2020         | FY 2019-2020         | FY 2019-2020        | FY 2020-2021         | to FY 19-20 Budget |  |
| Occupancy  | \$ 4,559,405         | \$ 4,559,405         | \$ 4,642,971        | \$ 3,914,715         | -14.14%            |  |
| Meals  | \$ 2,381,675         | \$ 2,381,675         | \$ 2,318,914        | \$ 2,163,106         | -9.18%             |  |
|  | \$ 6,941,080         | \$ 6,941,080         | \$ 6,961,885        | \$ 6,077,821         | -12.44%*           |  |
| Interest - GF  | \$ 100,000           | \$ 100,000           | \$ 102,146          | \$ 50,000            | -50.00%            |  |
| Interest - Travel Guide  | \$ 100               | \$ 100               | \$ 158              | \$ -                 | -100.00%           |  |
| Interest - Merchandise   | \$ 325               | \$ 325               | \$ 514              | \$ -                 | -100.00%           |  |
| Interest - Restricted  | \$ 65,000            | \$ 65,000            | \$ 51,823           | \$ 23,000            | -64.62%            |  |
| Website Advertising  | \$ 105,000           | \$ 105,000           | \$ 94,403           | \$ 75,000            | -28.57%            |  |
| Travel Guide Income  | \$ 84,100            | \$ 84,100            | \$ 79,360           | \$ -                 | -100.00%           |  |
| Merchandise Income   | \$ 30,786            | \$ 30,786            | \$ 16,290           | \$ -                 | -100.00%           |  |
| Other - General  | \$ 1,000             | \$ 1,000             | \$ 235              | \$ 1,000             | 0.00%              |  |
|  | \$ 386,311           | \$ 386,311           | \$ 344,929          | \$ 149,000           | -61.43%            |  |
| Amounts Rolled Over from PY  | \$ 1,269,819         | \$ 1,269,819         | \$ 1,269,819        | \$ 953,641           | -24.90%            |  |
| Appropriated Fund Balance  | \$ 5,070,825         | \$ 5,270,825         | \$ 531,296          | \$ 3,714,577         | -29.53%            |  |
|  | \$ 6,340,644         | \$ 6,540,644         | \$ 1,801,115        | \$ 4,668,218         | -28.63%            |  |
| <b>Total Revenues</b>  | <b>\$ 13,668,035</b> | <b>\$ 13,868,035</b> | <b>\$ 9,107,929</b> | <b>\$ 10,895,039</b> | <b>-21.44%</b>     |  |
| * This is a 12.44% decrease over 19-20 budget figures. The percent change from projected actual 2019-2020 figures is a decrease of (12.67%). |                      |                      |                     |                      |                    |  |

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

| <b>Outer Banks Visitors Bureau</b>                  |                  |                  |                  |                  |               |                  |                  |                  |  |
|---|------------------|------------------|------------------|------------------|---------------|------------------|------------------|------------------|--|
| <b>Budget 2020-2021</b>                             |                  |                  |                  |                  |               |                  |                  |                  |  |
| <b>Summary</b>                                      |                  |                  |                  |                  |               |                  |                  |                  |  |
| <b>GENERAL FUND</b>                                 |                  | Amended          |                  | Adopted          |               |                  |                  |                  |  |
|   | Budget           | Budget           | Projected        | Budget           | Percent       | Estimate         | Estimate         | Estimate         |  |
|   | 2019-2020        | 2019-2020        | 2019-2020        | 2020-2021        | Change        | FY21-22          | FY22-23          | FY23-24          |  |
| <b>REVENUES</b>                                     |                  |                  |                  |                  |               |                  |                  |                  |  |
| Occupancy/Meals Tax (75%)                           | 5,205,810        | 5,205,810        | 5,221,414        | 4,558,366        | -12.4%        | 4,789,345        | 5,028,812        | 5,229,964        |  |
| Revenues - Website Advertising                      | 105,000          | 105,000          | 94,403           | 75,000           | -28.6%        | 89,250           | 92,820           | 96,533           |  |
| Revenues - Interest and Other                       | 101,425          | 101,425          | 103,053          | 51,000           | -49.7%        | 51,000           | 51,000           | 51,000           |  |
| Appropriated from Fund Balance                      | 227,135          | 427,135          | 427,135          | 864,481          | 102.4%        | 315,170          | 388,625          | 380,798          |  |
| Transfer from Travel Guide/Travel Guide Income      | 84,100           | 84,100           | 79,360           | 0                | -100.0%       | 0                | 0                | 0                |  |
| Transfer from Merchandise Fund/Merchandise Income   | 30,786           | 30,786           | 16,290           | 0                | -100.0%       | 0                | 0                | 0                |  |
| <b>Total Revenues</b>                               | <b>5,754,256</b> | <b>5,954,256</b> | <b>5,941,654</b> | <b>5,548,847</b> | <b>-6.8%</b>  | <b>5,244,765</b> | <b>5,561,257</b> | <b>5,758,295</b> |  |
| Projected Over Budget By                            |                  |                  | -12,601          |                  |               |                  |                  |                  |  |
| <b>EXPENDITURES:</b>                                |                  |                  |                  |                  |               |                  |                  |                  |  |
| Governing   | 31,034           | 31,034           | 26,456           | 30,895           | -0.4%         | 31,060           | 31,229           | 31,450           |  |
| Promotion   | 6,248,988        | 6,448,988        | 5,601,853        | 5,908,085 *      | -8.4%         | 5,994,875        | 6,245,488        | 6,426,365        |  |
| Aycock Brown Welcome Center                         | 144,482          | 144,482          | 103,894          | 124,505          | -13.8%        | 127,201          | 135,742          | 133,354          |  |
| Outer Banks Welcome Center RI, Whalebone & Hatteras | 177,176          | 177,176          | 122,691          | 167,973          | -5.2%         | 170,408          | 179,437          | 178,711          |  |
| Travel Guide Expenses                               | 175,000          | 175,000          | 163,990          | 0                | -100.0%       | 0                | 0                | 0                |  |
| Merchandise Expenses                                | 20,260           | 20,260           | 11,814           | 0                | -100.0%       | 0                | 0                | 0                |  |
| Transfer to Event Site Fund                         | 227,135          | 227,135          | 227,135          | 271,030          | 19.3%         | 315,170          | 388,625          | 380,798          |  |
| <b>Total Expenditures</b>                           | <b>7,024,075</b> | <b>7,224,075</b> | <b>6,257,833</b> | <b>6,502,488</b> | <b>-10.0%</b> | <b>6,638,713</b> | <b>6,980,521</b> | <b>7,150,679</b> |  |
| Projected Under Budget By                           |                  |                  | 966,242          |                  |               |                  |                  |                  |  |
| Revenue vs Expenses                                 | -1,269,820       | -1,269,820       |                  | -953,641         |               | -1,393,949       | -1,419,264       | -1,392,383       |  |
| Revenue Income over Budget                          | 651,587          | 651,587          |                  | -12,601          |               |                  |                  |                  |  |
| Unspent Funds/Encumbrances                          | 618,232          | 618,232          |                  | 966,242 *        |               |                  |                  |                  |  |
| * Includes estimated encumbrances of \$538,000      |                  |                  |                  |                  |               |                  |                  |                  |  |
| Unappropriated Surplus                              | 0                | 0                |                  | 0                |               |                  |                  |                  |  |
| Net Revenue vs Expenses                             | 0                | 0                |                  | 0                |               |                  |                  |                  |  |



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

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2020-2021**

| FISCAL YEAR               |                  | ACTUAL                    | ACTUAL                    | ACTUAL                    | ACTUAL                    | 3 YEAR                    |
|---------------------------|------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                           |                  | FY 2016-2017              | FY 2017-2018              | FY 2018-2019              | 2019-2020                 | AVERAGE                   |
| FY 2018-2020              |                  |                           |                           |                           |                           |                           |
| <b>JULY RECEIPTS</b>      |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$735,128                 | \$792,811                 | \$953,287                 | \$1,019,991               | \$922,030                 |
|                           | <b>MEALS</b>     | \$329,457                 | \$362,826                 | \$386,336                 | \$399,780                 | \$382,981                 |
|                           |                  | <u>\$1,064,584</u>        | <u>\$1,155,636</u>        | <u>\$1,339,623</u>        | <u>\$1,419,771</u>        | <u>\$1,305,010</u>        |
| <b>AUGUST RECEIPTS</b>    |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$1,327,823               | \$1,399,823               | \$1,332,093               | \$1,106,544               | \$1,279,487               |
|                           | <b>MEALS</b>     | \$422,005                 | \$430,484                 | \$444,464                 | \$472,601                 | \$449,183                 |
|                           |                  | <u>\$1,749,828</u>        | <u>\$1,830,307</u>        | <u>\$1,776,558</u>        | <u>\$1,579,144</u>        | <u>\$1,728,670</u>        |
| <b>SEPTEMBER RECEIPTS</b> |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$1,074,458               | \$1,030,026               | \$1,098,655               | \$1,386,584               | \$1,171,755               |
|                           | <b>MEALS</b>     | \$385,953                 | \$381,674                 | \$391,888                 | \$427,334                 | \$400,299                 |
|                           |                  | <u>\$1,460,411</u>        | <u>\$1,411,700</u>        | <u>\$1,490,544</u>        | <u>\$1,813,918</u>        | <u>\$1,572,054</u>        |
| <b>OCTOBER RECEIPTS</b>   |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$455,049                 | \$483,864                 | \$468,127                 | \$456,103                 | \$469,364                 |
|                           | <b>MEALS</b>     | \$264,821                 | \$268,694                 | \$239,371                 | \$245,359                 | \$251,142                 |
|                           |                  | <u>\$719,870</u>          | <u>\$752,558</u>          | <u>\$707,498</u>          | <u>\$701,462</u>          | <u>\$720,506</u>          |
| <b>NOVEMBER RECEIPTS</b>  |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$211,453                 | \$215,123                 | \$243,388                 | \$225,977                 | \$228,163                 |
|                           | <b>MEALS</b>     | \$148,074                 | \$195,036                 | \$178,930                 | \$196,139                 | \$190,035                 |
|                           |                  | <u>\$359,527</u>          | <u>\$410,159</u>          | <u>\$422,318</u>          | <u>\$422,115</u>          | <u>\$418,197</u>          |
| <b>DECEMBER RECEIPTS</b>  |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$90,830                  | \$100,288                 | \$100,000                 | \$115,681                 | \$105,323                 |
|                           | <b>MEALS</b>     | \$115,444                 | \$117,679                 | \$120,135                 | \$122,310                 | \$120,041                 |
|                           |                  | <u>\$206,274</u>          | <u>\$217,967</u>          | <u>\$220,135</u>          | <u>\$237,992</u>          | <u>\$225,364</u>          |
| <b>JANUARY RECEIPTS</b>   |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$37,531                  | \$46,916                  | \$46,833                  | \$64,326                  | \$52,692                  |
|                           | <b>MEALS</b>     | \$84,445                  | \$100,227                 | \$92,656                  | \$105,378                 | \$99,420                  |
|                           |                  | <u>\$121,976</u>          | <u>\$147,144</u>          | <u>\$139,490</u>          | <u>\$169,703</u>          | <u>\$152,112</u>          |
| <b>FEBRUARY RECEIPTS</b>  |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$72,316                  | \$71,363                  | \$61,766                  | \$82,572                  | \$71,900                  |
|                           | <b>MEALS</b>     | \$62,448                  | \$63,144                  | \$76,744                  | \$98,628                  | \$79,505                  |
|                           |                  | <u>\$134,764</u>          | <u>\$134,506</u>          | <u>\$138,510</u>          | <u>\$181,200</u>          | <u>\$151,406</u>          |
| <b>MARCH RECEIPTS</b>     |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$50,896                  | \$51,535                  | \$60,762                  | \$68,444                  | \$60,247                  |
|                           | <b>MEALS</b>     | \$77,059                  | \$77,018                  | \$80,478                  | \$90,154                  | \$82,550                  |
|                           |                  | <u>\$127,955</u>          | <u>\$128,553</u>          | <u>\$141,240</u>          | <u>\$158,598</u>          | <u>\$142,797</u>          |
| <b>APRIL RECEIPTS</b>     |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$64,654                  | \$92,983                  | \$94,424                  | \$30,252                  | \$84,020 ^                |
|                           | <b>MEALS</b>     | \$110,775                 | \$120,972                 | \$135,650                 | \$69,266                  | \$122,466 ^               |
|                           |                  | <u>\$175,429</u>          | <u>\$213,955</u>          | <u>\$230,073</u>          | <u>\$99,518</u>           | <u>\$206,486</u>          |
| <b>MAY RECEIPTS</b>       |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$203,106                 | \$179,915                 | \$215,483                 | \$12,691                  | \$199,502 ^               |
|                           | <b>MEALS</b>     | \$185,225                 | \$173,435                 | \$199,132                 | \$37,629                  | \$185,931 ^               |
|                           |                  | <u>\$388,331</u>          | <u>\$353,350</u>          | <u>\$414,615</u>          | <u>\$50,320</u>           | <u>\$385,432</u>          |
| <b>JUNE RECEIPTS</b>      |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | \$319,497                 | \$320,386                 | \$297,875                 | \$73,806 *                | \$312,586 ^               |
|                           | <b>MEALS</b>     | \$242,661                 | \$237,390                 | \$221,909                 | \$54,336 *                | \$233,987 ^               |
|                           |                  | <u>\$562,157</u>          | <u>\$557,775</u>          | <u>\$519,783</u>          | <u>\$128,143</u>          | <u>\$546,573</u>          |
| <b>TOTALS</b>             |                  |                           |                           |                           |                           |                           |
|                           | <b>OCCUPANCY</b> | <b>\$4,642,741</b>        | <b>\$4,785,033</b>        | <b>\$4,972,693</b>        | <b>\$4,642,971</b>        | <b>\$4,957,068</b>        |
|                           | <b>MEALS</b>     | <b>\$2,428,366</b>        | <b>\$2,528,578</b>        | <b>\$2,567,694</b>        | <b>\$2,318,914</b>        | <b>\$2,597,538</b>        |
|                           |                  | <u><b>\$7,071,107</b></u> | <u><b>\$7,313,611</b></u> | <u><b>\$7,540,387</b></u> | <u><b>\$6,961,884</b></u> | <u><b>\$7,554,607</b></u> |

\*COVID Closures, June receipt (May money) -75%

^ Average of 2017-2019

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

**BUDGET & FINANCE PROJECTIONS  
OCCUPANCY & MEALS FY 2020-2021**

| FISCAL YEAR               |                  | BUDGET                    | ADOPTED                   | % Increase/<br>Decrease | \$ Increase/<br>Decrease | % Increase/<br>Decrease from | \$ Increase /<br>Decrease from |
|---------------------------|------------------|---------------------------|---------------------------|-------------------------|--------------------------|------------------------------|--------------------------------|
|                           |                  | FY 2019-2020              | FY 2020-2021              | from Actual             | from Actual              | 19-20 Budget                 | 19-20 Budget                   |
| <b>JULY RECEIPTS</b>      |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$793,100                 | \$609,480                 | -40.25%                 | -\$410,511               | -23.15%                      | -\$183,620                     |
|                           | <b>MEALS</b>     | \$341,000                 | \$240,750                 | -39.78%                 | -\$159,030               | -29.40%                      | -\$100,250                     |
|                           |                  | <u>\$1,134,100</u>        | <u>\$850,230</u>          | <u>-40.12%</u>          | <u>-\$569,541</u>        | <u>-25.03%</u>               | <u>-\$283,870</u>              |
| <b>AUGUST RECEIPTS</b>    |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$1,255,300               | \$768,710                 | -30.53%                 | -\$337,834               | -38.76%                      | -\$486,590                     |
|                           | <b>MEALS</b>     | \$420,000                 | \$329,000                 | -30.39%                 | -\$143,601               | -21.67%                      | -\$91,000                      |
|                           |                  | <u>\$1,675,300</u>        | <u>\$1,097,710</u>        | <u>-30.49%</u>          | <u>-\$481,434</u>        | <u>-34.48%</u>               | <u>-\$577,590</u>              |
| <b>SEPTEMBER RECEIPTS</b> |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$1,069,660               | \$1,100,000               | -20.67%                 | -\$286,584               | 2.84%                        | \$30,340                       |
|                           | <b>MEALS</b>     | \$378,250                 | \$342,600                 | -19.83%                 | -\$84,734                | -9.42%                       | -\$35,650                      |
|                           |                  | <u>\$1,447,910</u>        | <u>\$1,442,600</u>        | <u>-20.47%</u>          | <u>-\$371,318</u>        | <u>-0.37%</u>                | <u>-\$5,310</u>                |
| <b>OCTOBER RECEIPTS</b>   |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$457,980                 | \$409,385                 | -10.24%                 | -\$46,718                | -10.61%                      | -\$48,595                      |
|                           | <b>MEALS</b>     | \$256,530                 | \$220,225                 | -10.24%                 | -\$25,134                | -14.15%                      | -\$36,305                      |
|                           |                  | <u>\$714,510</u>          | <u>\$629,610</u>          | <u>-10.24%</u>          | <u>-\$71,852</u>         | <u>-11.88%</u>               | <u>-\$84,900</u>               |
| <b>NOVEMBER RECEIPTS</b>  |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$211,405                 | \$217,800                 | -3.62%                  | -\$8,177                 | 3.03%                        | \$6,395                        |
|                           | <b>MEALS</b>     | \$164,205                 | \$180,100                 | -8.18%                  | -\$16,038                | 9.68%                        | \$15,895                       |
|                           |                  | <u>\$375,610</u>          | <u>\$397,900</u>          | <u>-5.74%</u>           | <u>-\$24,215</u>         | <u>5.93%</u>                 | <u>\$22,290</u>                |
| <b>DECEMBER RECEIPTS</b>  |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$88,225                  | \$90,900                  | -21.42%                 | -\$24,781                | 3.03%                        | \$2,675                        |
|                           | <b>MEALS</b>     | \$111,060                 | \$114,400                 | -6.47%                  | -\$7,911                 | 3.01%                        | \$3,340                        |
|                           |                  | <u>\$199,285</u>          | <u>\$205,300</u>          | <u>-13.74%</u>          | <u>-\$32,692</u>         | <u>3.02%</u>                 | <u>\$6,015</u>                 |
| <b>JANUARY RECEIPTS</b>   |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$37,095                  | \$43,300                  | -32.69%                 | -\$21,026                | 16.73%                       | \$6,205                        |
|                           | <b>MEALS</b>     | \$83,230                  | \$90,800                  | -13.83%                 | -\$14,578                | 9.10%                        | \$7,570                        |
|                           |                  | <u>\$120,325</u>          | <u>\$134,100</u>          | <u>-20.98%</u>          | <u>-\$35,604</u>         | <u>11.45%</u>                | <u>\$13,775</u>                |
| <b>FEBRUARY RECEIPTS</b>  |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$64,210                  | \$69,200                  | -16.19%                 | -\$13,372                | 7.77%                        | \$4,990                        |
|                           | <b>MEALS</b>     | \$64,065                  | \$65,990                  | -33.09%                 | -\$32,638                | 3.00%                        | \$1,925                        |
|                           |                  | <u>\$128,275</u>          | <u>\$135,190</u>          | <u>-25.39%</u>          | <u>-\$46,010</u>         | <u>5.39%</u>                 | <u>\$6,915</u>                 |
| <b>MARCH RECEIPTS</b>     |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$46,370                  | \$47,800                  | -30.16%                 | -\$20,644                | 3.08%                        | \$1,430                        |
|                           | <b>MEALS</b>     | \$70,345                  | \$72,455                  | -19.63%                 | -\$17,698                | 3.00%                        | \$2,110                        |
|                           |                  | <u>\$116,715</u>          | <u>\$120,255</u>          | <u>-24.18%</u>          | <u>-\$38,342</u>         | <u>3.03%</u>                 | <u>\$3,540</u>                 |
| <b>APRIL RECEIPTS</b>     |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$62,730                  | \$74,690                  | 146.89%                 | \$44,438                 | 19.07%                       | \$11,960                       |
|                           | <b>MEALS</b>     | \$105,080                 | \$110,235                 | 59.15%                  | \$40,970                 | 4.91%                        | \$5,155                        |
|                           |                  | <u>\$167,810</u>          | <u>\$184,925</u>          | <u>85.82%</u>           | <u>\$85,408</u>          | <u>10.20%</u>                | <u>\$17,115</u>                |
| <b>MAY RECEIPTS</b>       |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$178,105                 | \$183,450                 | 1345.50%                | \$170,759                | 3.00%                        | \$5,345 Easter is              |
|                           | <b>MEALS</b>     | \$170,565                 | \$175,685                 | 366.89%                 | \$138,056                | 3.00%                        | \$5,120 April 4                |
|                           |                  | <u>\$348,670</u>          | <u>\$359,135</u>          | <u>613.70%</u>          | <u>\$308,815</u>         | <u>3.00%</u>                 | <u>\$10,465</u>                |
| <b>JUNE RECEIPTS</b>      |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | \$295,225                 | \$300,000                 | 306.47%                 | \$226,194                | 1.62%                        | \$4,775                        |
|                           | <b>MEALS</b>     | \$217,345                 | \$220,865                 | 306.48%                 | \$166,529                | 1.62%                        | \$3,520                        |
|                           |                  | <u>\$512,570</u>          | <u>\$520,865</u>          | <u>306.47%</u>          | <u>\$392,723</u>         | <u>1.62%</u>                 | <u>\$8,295</u>                 |
| <b>TOTALS</b>             |                  |                           |                           |                         |                          |                              |                                |
|                           | <b>OCCUPANCY</b> | <b>\$4,559,405</b>        | <b>\$3,914,715</b>        | <b>-17.53%</b>          | <b>-\$728,256</b>        | <b>-14.14%</b>               | <b>-\$644,690</b>              |
|                           | <b>MEALS</b>     | <b>\$2,381,675</b>        | <b>\$2,163,106</b>        | <b>-7.01%</b>           | <b>-\$155,808</b>        | <b>-9.18%</b>                | <b>-\$218,569</b>              |
|                           |                  | <u><b>\$6,941,080</b></u> | <u><b>\$6,077,821</b></u> | <u><b>-13.87%</b></u>   | <u><b>-\$884,064</b></u> | <u><b>-12.44%</b></u>        | <u><b>-\$863,259</b></u>       |
|                           |                  | FY18/19 Budget            | \$6,738,858.00            |                         |                          |                              |                                |
|                           |                  |                           | 3.00%                     |                         |                          |                              |                                |



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

| <b>Outer Banks Visitors Bureau</b> |                           |               |               |               |               |              |               |               |               |
|------------------------------------|---------------------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|
| <b>Budget 2020-2021</b>            |                           |               |               |               |               |              |               |               |               |
| <b>Governing</b>                   |                           |               |               |               |               |              |               |               |               |
| Account                            |                           | Budget        | Amended       | Projected     | Adopted       | Percent      | Estimate      | Estimate      | Estimate      |
| Number                             | Title                     | 2019-2020     | 2019-2020     | 2019-2020     | 2020-2021     | Change       | FY21-22       | FY22-23       | FY23-24       |
| 5000                               | Director Compensation     | 17,100        | 17,100        | 17,000        | 17,100        | 0.0%         | 17,100        | 17,100        | 17,100        |
| 5030                               | Payroll Taxes             | 1,479         | 1,479         | 1,413         | 1,480         | 0.1%         | 1,479         | 1,479         | 1,479         |
| 5001                               | Professional Services     | 1,000         | 1,000         | 0             | 1,000         | 0.0%         | 1,000         | 1,000         | 1,000         |
| 5002                               | Dir. Travel/Mtg./Meals    | 7,000         | 6,850         | 3,442         | 7,000         | 2.2%         | 7,000         | 7,100         | 7,150         |
| 5003                               | Directors & Officers Ins. | 3,455         | 3,455         | 3,455         | 3,315         | -4.1%        | 3,481         | 3,550         | 3,621         |
| 5004                               | Miscellaneous Items       | 1,000         | 1,150         | 1,146         | 1,000         | -13.0%       | 1,000         | 1,000         | 1,100         |
|                                    | <b>Total - Governing</b>  | <b>31,034</b> | <b>31,034</b> | <b>26,456</b> | <b>30,895</b> | <b>-0.4%</b> | <b>31,060</b> | <b>31,229</b> | <b>31,450</b> |
|                                    | Projected under budget by |               |               | 4,578         |               |              |               |               |               |

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

| <b>Outer Banks Visitors Bureau<br/>Budget 2020-2021<br/>Promotion</b> |                            |           |             |           |             |         |           |           |           |
|---|----------------------------|-----------|-------------|-----------|-------------|---------|-----------|-----------|-----------|
| Account   |                            | Budget    | Amended     | Projected | Adopted     | Percent | Estimate  | Estimate  | Estimate  |
| Number  | Title                      | 2019-2020 | 2019-2020   | 2019-2020 | 2020-2021   | Change  | FY21-22   | FY22-23   | FY23-24   |
| <b>Personnel</b>  |                            |           |             |           |             |         |           |           |           |
| 5010  | Salaries (full)            | 783,000   | 783,000     | 782,255   | 695,000     | -11.2%  | 715,850   | 811,643   | 835,992   |
| 5020  | Salaries (part)            | 91,000    | 82,700      | 65,836    | 103,000     | 24.5%   | 106,090   | 109,273   | 112,551   |
| 5025  | Overtime Pay               | 1,000     | 1,000       | 0         | 1,000       | 0.0%    | 1,000     | 1,000     | 1,000     |
| 5030  | Payroll Taxes              | 70,330    | 70,330      | 67,707    | 64,635      | -8.1%   | 66,859    | 74,463    | 76,609    |
| 5040  | Employee Insurance         | 154,585   | 154,585     | 154,326   | 144,000     | -6.8%   | 158,400   | 171,072   | 184,758   |
| 5050  | Retirement                 | 64,580    | 71,880      | 71,802    | 77,565      | 7.9%    | 85,344    | 100,239   | 107,519   |
| 5055  | 401(k) Match               | 7,830     | 7,830       | 7,250     | 6,950       | -11.2%  | 7,159     | 8,116     | 8,360     |
| 5060  | Worker's Comp              | 2,050     | 2,050       | 1,853     | 1,970       | -3.9%   | 2,029     | 2,090     | 2,153     |
| 5080  | Employee Relations         | 1,750     | 1,750       | 1,651     | 1,750       | 0.0%    | 1,750     | 1,750     | 1,750     |
| 5090  | Training                   | 8,200     | 9,200       | 9,094     | 8,200       | -10.9%  | 8,500     | 8,700     | 8,900     |
|   |                            | 1,184,325 | 1,184,325   | 1,161,774 | 1,104,070   | -6.8%   | 1,152,980 | 1,288,345 | 1,339,591 |
| <b>Marketing/Advertising</b>  |                            |           |             |           |             |         |           |           |           |
| 5500  | Other Advertising          | 1,164,385 | 1,164,385   | 1,164,385 | 1,189,385   | 2.1%    | 1,225,067 | 1,261,819 | 1,299,673 |
| 5502  | Production Advertising     | 100,000   | 100,000     | 100,000   | 80,000      | -20.0%  | 100,000   | 100,000   | 100,000   |
| 5510  | Events-Development & Prom  | 93,100    | 88,550      | 73,000    | 73,100      | -17.4%  | 75,293    | 77,552    | 79,878    |
| 5515  | Advertising - Online       | 2,063,000 | 2,263,000 # | 2,021,000 | 2,255,000 * | -0.4%   | 2,322,650 | 2,392,330 | 2,464,099 |
| 5525  | Community Relations        | 30,000    | 30,000      | 22,000    | 30,000      | 0.0%    | 30,000    | 30,000    | 30,000    |
| 5560  | Brochures/Production/Print | 40,000    | 40,000      | 19,558    | 25,000      | -37.5%  | 30,000    | 30,000    | 30,000    |
| 5580  | Promotional Aids           | 7,500     | 7,500       | 5,264     | 6,500       | -13.3%  | 7,500     | 7,500     | 7,500     |
| 6100  | Press/Travel Writer Tours  | 90,000    | 90,000      | 54,661    | 90,000      | 0.0%    | 90,000    | 92,700    | 95,481    |
| 6101  | Group Sales                | 28,000    | 28,000      | 19,147    | 12,000      | -57.1%  | 15,000    | 15,450    | 15,914    |
|   |                            | 3,615,985 | 3,811,435   | 3,479,015 | 3,760,985   | -1.3%   | 3,895,510 | 4,007,350 | 4,122,545 |

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

| <b>Outer Banks Visitors Bureau</b> |                            |           |           |           |           |         |          |          |          |
|------------------------------------|----------------------------|-----------|-----------|-----------|-----------|---------|----------|----------|----------|
| <b>Budget 2020-2021</b>            |                            |           |           |           |           |         |          |          |          |
| <b>Promotion</b>                   |                            |           |           |           |           |         |          |          |          |
| Account                            |                            | Budget    | Amended   | Projected | Adopted   | Percent | Estimate | Estimate | Estimate |
| Number                             | Title                      | 2019-2020 | 2019-2020 | 2019-2020 | 2020-2021 | Change  | FY21-22  | FY22-23  | FY23-24  |
| <b>Special Projects</b>            |                            |           |           |           |           |         |          |          |          |
| 6150                               | Event Grant                | 700,920   | 700,920   | 345,213   | 396,000 * | -43.5%  | 225,000  | 230,000  | 235,000  |
| 6155                               | Est. Event Developer Grant | 5,000     | 5,000     | 3,985     | 0         | -100.0% | 0        | 0        | 0        |
| 6170                               | Tourism Summit             | 18,000    | 18,000    | 3,845     | 17,500    | -2.8%   | 18,000   | 18,000   | 18,000   |
|                                    |                            | 723,920   | 723,920   | 353,043   | 413,500   | -42.9%  | 243,000  | 248,000  | 253,000  |
| <b>Operations</b>                  |                            |           |           |           |           |         |          |          |          |
| 5110                               | Contracted Services        | 15,200    | 17,200    | 16,528    | 15,930    | -7.4%   | 15,930   | 15,930   | 15,930   |
| 5140                               | Audit                      | 7,500     | 7,500     | 7,500     | 7,875     | 5.0%    | 8,250    | 8,663    | 9,096    |
| 5170                               | Other Professional Service | 24,400    | 22,400    | 16,620    | 7,300     | -67.4%  | 32,300   | 15,000   | 15,000   |
| 5180                               | Legal                      | 20,500    | 20,500    | 9,925     | 20,500    | 0.0%    | 20,500   | 20,500   | 20,500   |
| 5185                               | Research                   | 50,000    | 54,550    | 54,526    | 80,000    | 46.7%   | 50,000   | 75,000   | 50,000   |
| 5190                               | Administrative Advertising | 1,500     | 1,500     | 785       | 1,000     | -33.3%  | 1,000    | 1,000    | 1,000    |
| 5530                               | Legal Notices              | 1,500     | 1,500     | 1,380     | 1,500     | 0.0%    | 1,500    | 1,500    | 1,500    |
| 6200                               | Postage/Fulfillment        | 215,000   | 215,000   | 212,062   | 175,000   | -18.6%  | 183,750  | 192,938  | 202,584  |
| 6300                               | Travel                     | 43,500    | 43,500    | 32,062    | 39,000    | -10.3%  | 40,560   | 42,182   | 43,870   |
| 6305                               | Vehicle Maintenance        | 4,000     | 4,000     | 2,376     | 3,500     | -12.5%  | 3,500    | 3,500    | 3,500    |
| 6320                               | Registrations              | 40,000    | 40,000    | 28,435    | 35,000    | -12.5%  | 35,350   | 35,704   | 36,061   |
| 6340                               | Travel Show Exhibit        | 6,000     | 6,000     | 3,372     | 3,500     | -41.7%  | 5,000    | 6,000    | 6,000    |
| 6420                               | Dues & Subscriptions       | 40,000    | 40,000    | 39,498    | 29,000    | -27.5%  | 46,500   | 46,500   | 46,500   |
| 6440                               | Insurance                  | 19,995    | 19,995    | 19,805    | 19,925    | -0.4%   | 20,921   | 21,967   | 23,066   |
| 6460                               | Telephone                  | 29,500    | 29,500    | 25,221    | 29,500    | 0.0%    | 29,500   | 30,385   | 30,385   |
| 6500                               | Equipment                  | 45,975    | 45,975    | 21,409    | 19,200    | -58.2%  | 46,700   | 36,700   | 37,801   |
| 6510                               | Expendable Equipment       | 3,000     | 3,000     | 1,300     | 2,700     | -10.0%  | 2,700    | 2,700    | 2,700    |
| 6530                               | Tech. Support/Software     | 18,000    | 18,000    | 5,380     | 8,500     | -52.8%  | 13,500   | 13,500   | 13,500   |
| 6580                               | Utilities                  | 11,000    | 11,000    | 7,988     | 10,800    | -1.8%   | 11,124   | 11,235   | 11,348   |
| 6600                               | Cleaning/maint. Supplies   | 2,000     | 2,000     | 1,322     | 1,500     | -25.0%  | 1,500    | 1,500    | 1,500    |
| 6610                               | Building Maintenance       | 40,000    | 39,000    | 19,131    | 25,000    | -35.9%  | 40,000   | 25,000   | 45,000   |
| 6620                               | Equip. Service Contracts   | 3,500     | 3,500     | 3,120     | 3,500     | 0.0%    | 3,500    | 3,500    | 3,500    |

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

| <b>Outer Banks Visitors Bureau</b> |   |                  |                  |                  |                  |              |                  |                  |                  |
|------------------------------------|---|------------------|------------------|------------------|------------------|--------------|------------------|------------------|------------------|
| <b>Budget 2020-2021</b>            |   |                  |                  |                  |                  |              |                  |                  |                  |
| <b>Promotion</b>                   |   |                  |                  |                  |                  |              |                  |                  |                  |
| Account                            |   | Budget           | Amended Budget   | Projected        | Adopted Budget   | Percent      | Estimate         | Estimate         | Estimate         |
| Number                             | Title   | 2019-2020        | 2019-2020        | 2019-2020        | 2020-2021        | Change       | FY21-22          | FY22-23          | FY23-24          |
| 6640                               | Equipment Rental  | 33,600           | 33,600           | 32,275           | 34,000           | 1.2%         | 34,000           | 34,000           | 34,000           |
| 6660                               | Equipment Repairs   | 3,000            | 3,000            | 2,631            | 3,000            | 0.0%         | 3,000            | 3,000            | 3,000            |
| 6700                               | Office Supplies   | 16,300           | 17,300           | 16,601           | 16,500           | -4.6%        | 16,500           | 16,500           | 16,500           |
| 6810                               | Web Site/Internet   | 29,788           | 29,788           | 26,769           | 36,300           | 21.9%        | 36,300           | 37,389           | 37,389           |
|                                    |   | 724,758          | 729,308          | 608,021          | 629,530          | -13.7%       | 703,385          | 701,792          | 711,229          |
|                                    | <b>Total - Promotional</b>                                | <b>6,248,988</b> | <b>6,448,988</b> | <b>5,601,853</b> | <b>5,908,085</b> | <b>-8.4%</b> | <b>5,994,875</b> | <b>6,245,488</b> | <b>6,426,365</b> |
|                                    | Projections under budget by                               |                  |                  | 847,135          |                  |              |                  |                  |                  |
|                                    | less encumbrances   |                  |                  | -538,000         |                  |              |                  |                  |                  |
|                                    |   |                  |                  | 309,135          |                  |              |                  |                  |                  |
|                                    | * Encumbrances: #6150 \$296,000                           |                  |                  |                  |                  |              |                  |                  |                  |
|                                    | #5515 \$ 50,000   |                  |                  |                  |                  |              |                  |                  |                  |
|                                    | #5515 \$192,000   |                  |                  |                  |                  |              |                  |                  |                  |
|                                    | # Amended Budget includes \$200,000 for COVID Advertising |                  |                  |                  |                  |              |                  |                  |                  |

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

| <b>Outer Banks Visitors Bureau</b>            |                           |                |                |                |                |               |                |                |                |
|---|---------------------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|----------------|
| <b>Budget 2020-2021</b>                       |                           |                |                |                |                |               |                |                |                |
| <b>Aycock Brown Welcome Center Kitty Hawk</b> |                           |                |                |                |                |               |                |                |                |
| Account                                       |                           | Budget         | Amended        | Projected      | Adopted        | Percent       | Estimate       | Estimate       | Estimate       |
| Number  | Title                     | 2019-2020      | 2019-2020      | 2019-2020      | 2020-2021      | Change        | FY21-22        | FY22-23        | FY23-24        |
| 5025  | Salaries (part)           | 91,500         | 91,500         | 63,886         | 78,500         | -14.2%        | 80,463         | 82,474         | 84,536         |
| 5030  | Payroll Taxes             | 7,915          | 7,915          | 5,326          | 6,790          | -14.2%        | 6,960          | 7,134          | 7,312          |
| 5040  | Employee Insurance        | 4,200          | 4,200          | 4,176          | 4,200          | 0.0%          | 4,410          | 4,542          | 4,679          |
| 5060  | Worker's Comp             | 200            | 200            | 200            | 170            | -15.0%        | 175            | 180            | 186            |
| 5080  | Employee Relations        | 500            | 500            | 203            | 425            | -15.0%        | 385            | 395            | 405            |
| 5090  | Training                  | 600            | 600            | 450            | 600            | 0.0%          | 600            | 600            | 600            |
| 5110  | Contracted Services       | 7,920          | 7,920          | 7,856          | 7,920          | 0.0%          | 7,920          | 7,920          | 7,920          |
| 6130  | Uniforms                  | 560            | 560            | 547            | 440            | -21.4%        | 440            | 440            | 440            |
| 6200  | Postage                   | 300            | 300            | 192            | 200            | -33.3%        | 200            | 210            | 221            |
| 6300  | Travel                    | 557            | 557            | 278            | 550            | -1.3%         | 526            | 536            | 545            |
| 6420  | Dues & Subscriptions      | 240            | 240            | 258            | 270            | 12.5%         | 284            | 298            | 313            |
| 6440  | Insurance                 | 2,280          | 2,280          | 2,280          | 1,920          | -15.8%        | 2,016          | 2,117          | 2,223          |
| 6460  | Telephone                 | 8,460          | 8,460          | 8,183          | 8,520          | 0.7%          | 8,690          | 8,864          | 9,041          |
| 6500  | Equipment                 | 1,500          | 1,500          | 0              | 1,500          | 0.0%          | 1,500          | 2,000          | 2,000          |
| 6580  | Utilities                 | 6,600          | 6,600          | 5,720          | 6,600          | 0.0%          | 6,732          | 6,867          | 7,004          |
| 6600  | Cleaning/maint. Supplies  | 600            | 600            | 263            | 600            | 0.0%          | 600            | 600            | 600            |
| 6610  | Building Maintenance      | 7,250          | 7,250          | 1,493          | 2,000          | -72.4%        | 2000           | 7250           | 2000           |
| 6660  | Equipment Repairs         | 300            | 300            | 264            | 300            | 0.0%          | 300            | 315            | 330            |
| 6700  | Office Supplies           | 3,000          | 3,000          | 2,319          | 3,000          | 0.0%          | 3,000          | 3000           | 3,000          |
|   | <b>Total - ABWC</b>       | <b>144,482</b> | <b>144,482</b> | <b>103,894</b> | <b>124,505</b> | <b>-13.8%</b> | <b>127,201</b> | <b>135,742</b> | <b>133,354</b> |
|   | Projected under budget by |                |                | 40,588         |                |               |                |                |                |

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

| <b>Outer Banks Visitors Bureau</b>               |                                  |               |               |               |               |                |               |               |               |
|--|----------------------------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|
| <b>Budget 2020-2021</b>                          |                                  |               |               |               |               |                |               |               |               |
| <b>Outer Banks Welcome Center Roanoke Island</b> |                                  |               |               |               |               |                |               |               |               |
|  |                                  |               | Amended       |               | Adopted       |                |               |               |               |
| Account  |                                  | Budget        | Budget        | Projected     | Budget        | Percent        | Estimate      | Estimate      | Estimate      |
| Number   | Title                            | 2019-2020     | 2019-2020     | 2019-2020     | 2020-2021     | Change         | FY21-22       | FY22-23       | FY23-24       |
| 5026   | Salaries (part) - RI             | 71,000        | 71,000        | 48,777        | 65,700        | -7.46%         | 67,343        | 69,026        | 70,752        |
| 5030   | Payroll Taxes                    | 6,140         | 6,140         | 4,219         | 5,685         | -7.41%         | 5,825         | 5,971         | 6,120         |
| 5060   | Worker's Comp                    | 115           | 115           | 115           | 120           | 4.35%          | 124           | 127           | 131           |
| 5080   | Employee Relations               | 435           | 435           | 235           | 350           | -19.54%        | 350           | 350           | 350           |
| 5090   | Training                         | 600           | 600           | 450           | 600           | 0.00%          | 600           | 600           | 600           |
| 6130   | Uniforms                         | 330           | 330           | 270           | 300           | -9.09%         | 240           | 240           | 240           |
| 6440   | Insurance                        | 1,140         | 1,140         | 1,140         | 2,880         | 152.63%        | 3,024         | 3,175         | 3,334         |
| 6460   | Telephone                        | 1,225         | 1,225         | 1,125         | 1,225         | 0.00%          | 1,250         | 1,274         | 1,300         |
| 6500   | Equipment                        | 1,000         | 1,000         | 1,000         | 1,000         | 0.00%          | 1,000         | 1,000         | 1,000         |
| 6580   | Utilities                        | 960           | 960           | 656           | 960           | 0.00%          | 979           | 999           | 1,019         |
| 6600   | Cleaning/Maint. Supplies         | 200           | 200           | 90            | 200           | 0.00%          | 200           | 200           | 200           |
| 6610   | Building Maintenance             | 8,050         | 8,050         | 1,200         | 2,960         | -63.23%        | 2,960         | 7,960         | 3,100         |
| 6660   | Equipment Repairs                | 250           | 250           | 120           | 250           | 0.00%          | 250           | 250           | 250           |
| 6700   | Office Supplies                  | 600           | 600           | 597           | 600           | 0.00%          | 600           | 600           | 600           |
|  | <b>Total - Welcome Ctr. R.I.</b> | <b>92,045</b> | <b>92,045</b> | <b>59,994</b> | <b>82,830</b> | <b>-10.01%</b> | <b>84,744</b> | <b>91,773</b> | <b>88,996</b> |
|  | Projected under budget by        |               |               | 32,051        |               |                |               |               |               |

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

| <b>Outer Banks Visitors Bureau</b>                              |  |               |               |               |               |              |               |               |               |
|---|--|---------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|
| <b>Budget 2020-2021</b>   |  |               |               |               |               |              |               |               |               |
| <b>Outer Banks Welcome Center - Hatteras Information Center</b> |  |               |               |               |               |              |               |               |               |
|   |  |               | Amended       |               | Adopted       |              |               |               |               |
| Account   |  | Budget        | Budget        | Projected     | Budget        | Percent      | Estimate      | Estimate      | Estimate      |
| Number  | Title                                  | 2019-2020     | 2019-2020     | 2019-2020     | 2020-2021     | Change       | FY21-22       | FY22-23       | FY23-24       |
| 5026  | Salaries (part) - HI                   | 30,100        | 30,100        | 20,562        | 30,125        | 0.08%        | 30,878        | 31,650        | 32,441        |
| 5030  | Payroll Taxes                          | 2,605         | 2,605         | 2,381         | 2,605         | 0.00%        | 2,671         | 2,738         | 2,806         |
| 5060  | Worker's Comp                          | 60            | 60            | 60            | 65            | 8.33%        | 67            | 69            | 71            |
| 5080  | Employee Relations                     | 150           | 150           | 85            | 140           | -6.67%       | 140           | 140           | 140           |
| 5090  | Training                               | 100           | 100           | 100           | 100           | 0.00%        | 100           | 100           | 100           |
| 5110  | Contracted Services                    | 1,540         | 1,540         | 1,324         | 1,540         | 0.00%        | 660           | 660           | 660           |
| 6130  | Uniforms                               | 100           | 100           | 70            | 100           | 0.00%        | 80            | 80            | 80            |
| 6300  | Travel                                 | 895           | 895           | 644           | 888           | -0.78%       | 849           | 864           | 880           |
| 6440  | Insurance                              | 456           | 456           | 456           | 480           | 5.26%        | 504           | 529           | 556           |
| 6460  | Telephone                              | 2,820         | 3,045         | 3,027         | 2,880         | -5.42%       | 2,938         | 2,996         | 3,056         |
| 6500  | Equipment                              | 1,000         | 1,000         | 0             | 1,000         | 0.00%        | 1,000         | 1,000         | 1,000         |
| 6600  | Cleaning/Maint. Supplies               | 200           | 200           | 74            | 200           | 0.00%        | 50            | 50            | 50            |
| 6610  | Building Maintenance                   | 500           | 275           | 0             | 500           | 81.82%       | 500           | 500           | 500           |
| 6700  | Office Supplies                        | 775           | 775           | 767           | 775           | 0.00%        | 450           | 450           | 450           |
|   | <b>Total - Welcome Ctr. - Hatteras</b> | <b>41,301</b> | <b>41,301</b> | <b>29,550</b> | <b>41,398</b> | <b>0.23%</b> | <b>40,887</b> | <b>41,827</b> | <b>42,790</b> |
|   | Projected under budget by              |               |               | 11,751        |               |              |               |               |               |

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

| <b>Outer Banks Visitors Bureau</b>                     |                                       |               |               |               |               |               |               |               |               |
|--|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Budget 2020-2021</b>                                |                                       |               |               |               |               |               |               |               |               |
| <b>Outer Banks Welcome Center - Whalebone Junction</b> |                                       |               |               |               |               |               |               |               |               |
|  |                                       |               | Amended       |               | Adopted       |               |               |               |               |
| Account  |                                       | Budget        | Budget        | Projected     | Budget        | Percent       | Estimate      | Estimate      | Estimate      |
| Number   | Title                                 | 2019-2020     | 2019-2020     | 2019-2020     | 2020-2021     | Change        | FY21-22       | FY22-23       | FY23-24       |
| 5026   | Salaries (part)                       | 35,700        | 35,700        | 26,072        | 35,700        | 0.00%         | 36,593        | 37,507        | 38,445        |
| 5030   | Payroll Taxes                         | 3,090         | 3,090         | 2,255         | 3,090         | 0.00%         | 3,165         | 3,244         | 3,325         |
| 5060   | Worker's Comp                         | 75            | 75            | 75            | 75            | 0.00%         | 77            | 80            | 82            |
| 5080   | Employee Relations                    | 140           | 140           | 92            | 140           | 0.00%         | 140           | 140           | 140           |
| 5090   | Training                              | 100           | 100           | 100           | 100           | 0.00%         | 100           | 100           | 100           |
| 5110   | Contracted Services                   | 660           | 660           | 550           | 660           | 0.00%         | 660           | 660           | 660           |
| 6130   | Uniforms                              | 80            | 80            | 59            | 80            | 0.00%         | 80            | 80            | 80            |
| 6440   | Insurance                             | 685           | 685           | 685           | 480           | -29.93%       | 504           | 529           | 556           |
| 6460   | Telephone                             | 1,800         | 1,800         | 1,798         | 1,920         | 6.67%         | 1,958         | 1,998         | 2,038         |
| 6500   | Equipment                             | 1,000         | 1,000         | 969           | 1,000         | 0.00%         | 1,000         | 1,000         | 1,000         |
| 6600   | Cleaning/Maint. Supplies              | 50            | 50            | 50            | 50            | 0.00%         | 50            | 50            | 50            |
| 6700   | Office Supplies                       | 450           | 450           | 442           | 450           | 0.00%         | 450           | 450           | 450           |
|  | <b>Total - Welcome Ctr. Whalebone</b> | <b>43,830</b> | <b>43,830</b> | <b>33,147</b> | <b>43,745</b> | <b>-0.19%</b> | <b>44,777</b> | <b>45,838</b> | <b>46,926</b> |
|  | Projected under budget by             |               |               | 10,683        |               |               |               |               |               |



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

| <b>Outer Banks Visitors Bureau</b> |                                 |                  |                  |                  |                  |               |
|------------------------------------|---------------------------------|------------------|------------------|------------------|------------------|---------------|
| <b>Budget 2020-2021</b>            |                                 |                  |                  |                  |                  |               |
| <b>Restricted</b>                  |                                 |                  |                  |                  |                  |               |
|                                    |                                 |                  | Amended          |                  | Adopted          |               |
| Account                            |                                 | Budget           | Budget           | Projected        | Budget           | Percent       |
| Number                             | Title                           | 2019-2020        | 2019-2020        | 2019-2020        | 2020-2021        | Change        |
|                                    | Occupancy/Meals Tax 25%         | 1,735,270        | 1,735,270        | 1,740,471        | 1,519,455        | -12.4%        |
|                                    | Interest                        | 65,000           | 65,000           | 51,823           | 23,000           | -64.6%        |
|                                    | Other Income                    | 0                | 0                | 0                | 0                | -100.0%       |
|                                    | Appropriated Fund Balance       | 4,843,690        | 4,843,690        | 1,057,802        | 2,850,096        | -41.2%        |
|                                    | <b>Total - Non Departmental</b> | <b>6,643,960</b> | <b>6,643,960</b> | <b>2,850,096</b> | <b>4,392,551</b> | <b>-33.9%</b> |
|                                    |                                 |                  |                  |                  |                  |               |
|                                    |                                 |                  |                  |                  |                  |               |

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

| <b>Outer Banks Visitors Bureau</b>                         |  |                  |                  |                     |              |
|--|--|------------------|------------------|---------------------|--------------|
| <b>Budget 2020-2021</b>                                    |  |                  |                  |                     |              |
| <b>Restricted Fund</b>                                     |  |                  |                  |                     |              |
|  |  | Projected        |                  |                     |              |
|  |  | Amount           | Recommended      | Adopted             |              |
| Account  |  | Allocated        | FY 19-20         | FY 20-21            | Percent      |
| Number   | Title  | thru 5/31/20     | Projects         | Allocation          | Change       |
| <b>Revenues</b>  |  |                  |                  |                     |              |
| 3210   | Interest                                       | 51,823           | 0                | 23,000              | -55.6%       |
| 9930   | Appropriation from Fund Balance                | 1,057,802        | 0                | 2,850,096           | 169.4%       |
|  | Other income                                   | 0                | 0                | 0                   | -100.0%      |
| 9940   | Occupancy/Meals Tax 25%                        | 1,740,471        | 0                | 1,519,455           | -12.7%       |
|  | <b>Total Revenues</b>                          | <b>2,850,096</b> | <b>0</b>         | <b>4,392,551</b>    | <b>54.1%</b> |
| <b>Expenditures</b>  |  |                  |                  |                     |              |
| <b>Long Term Projects: 70% = \$1,063,619</b>               |  |                  |                  |                     |              |
| 4503   | Infrastructure NOTE #1                         | 461,170          | 0                | 461,170             | 0.0%         |
| 4525   | Event Site NOTE #2                             | 212,099          | 1,063,619        | 1,275,718           | 501.5%       |
| 4585   | Long-term Unappropriated NOTE #3               | 500,000          | 0                | 500,000             | 0.0%         |
|  | <b>Total Long Term Projects</b>                | <b>1,173,269</b> | <b>1,063,619</b> | <b>2,236,888</b>    | <b>90.7%</b> |
| <b>Short Term Projects: 30% = \$455,837, plus interest</b> |  |                  |                  |                     |              |
| <b>FY2013</b>  |  |                  |                  |                     |              |
| 4633   | Dare County - Interpretive Byway Plan          | 26,500           | 0                | 26,500              | 0.0%         |
|  |  | 26,500           | 0                | 26,500              |              |
| <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   | 487,932          | 0                | 487,932             |              |
|  |  | 535,524          |                  | 535,524             |              |
| <b>FY2020</b>  |  |                  |                  |                     |              |
|  | TIG - Chicamacomico Cisterns                   | 48,000           |                  | 48,000              |              |
|  | TIG - Dare Co Arts Council - Courtyard         | 90,950           |                  | 90,950              |              |
|  | TIG - Frisco Native American - Handicap Access | 25,750           |                  | 25,750              |              |
|  | TIG - Duck - Pedestrian Paths, Phase 4         | 147,806          |                  | 147,806             |              |
|  | TIG - KDH - Baum Street, Phase II              | 55,618           |                  | 55,618              |              |
|  | TIG - Manteo - Manteo Town Common              | 221,885          |                  | 221,885             |              |
|  | TIG - SS - S. Dogwood Trail                    | 260,993          |                  | 260,993             |              |
|  | Traffic Control Hwy 158 & Hwy 12               |                  | 25,000           | 25,000              |              |
| 5160   | Fireworks                                      | 50,000           | 42,500           | 92,500              | 85.0%        |
| 5140   | 25 % of audit                                  | 0                | 2,625            | 2,625               | -            |
| 4999   | FY2019 S-T Unappropriated NOTE #4              | 213,800          | 408,712          | 622,512             | 191.2%       |
|  |  | 1,114,802        | 478,837          | 1,593,639           | 43.0%        |
|  | <b>Total Short Term Projects</b>               | <b>1,676,826</b> | <b>478,837</b>   | <b>2,155,663</b>    | <b>28.6%</b> |
|  | <b>Total Expenditures</b>                      | <b>2,850,096</b> | <b>1,542,456</b> | <b>4,392,551</b>    | <b>54.1%</b> |
| <b>Reconciliation Back to 4/30/20 Cash Balance</b>         |  |                  |                  |                     |              |
|  | Funds in the Banks @ 4/30/20                   |                  |                  | \$ 3,144,678        |              |
|  | Estimated Revenues - June 2019                 |                  |                  | 32,536              |              |
|  | Budgeted FY 20-21 Revenues                     |                  |                  | 1,542,455           |              |
|  | Total Proposed Expenditures                    |                  |                  | \$ 4,719,669        |              |
|  | Less Amounts to be Paid Out in 19-20           |                  |                  | (327,118)           |              |
|  | <b>Total Proposed Expenditures</b>             |                  |                  | <b>\$ 4,392,551</b> |              |

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

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

| <b>Outer Banks Visitors Bureau</b> |   |                  |                  |                  |                  |                |                |                |                |
|------------------------------------|---|------------------|------------------|------------------|------------------|----------------|----------------|----------------|----------------|
| <b>Budget 2020-2021</b>            |   |                  |                  |                  |                  |                |                |                |                |
| <b>Travel Guide</b>                |   |                  |                  |                  |                  |                |                |                |                |
| Account                            |   | Original         | Amended          | Projected        | Adopted          | Percent        | Estimate       | Estimate       | Estimate       |
| <u>Number</u>                      | <u>Title</u>                              | <u>2019-2020</u> | <u>2019-2020</u> | <u>2019-2020</u> | <u>2020-2021</u> | <u>Change</u>  | <u>FY21-22</u> | <u>FY22-23</u> | <u>FY23-24</u> |
| <b>Revenues</b>                    |   |                  |                  |                  |                  |                |                |                |                |
| 3209                               | Advertising                               | 84,100           | 84,100           | 79,360           | 0                | -100.0%        | 0              | 0              | 0              |
| 3210                               | Interest                                  | 100              | 100              | 158              | 0                | -100.0%        | 0              | 0              | 0              |
|                                    | <b>Total Revenues</b>                     | <b>84,200</b>    | <b>84,200</b>    | <b>79,518</b>    | <b>0</b>         | <b>-100.0%</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>Expenditures</b>                |   |                  |                  |                  |                  |                |                |                |                |
| 5560                               | Production/Printing/Distribution          | 150,000          | 150,000          | 150,308          | 0                | -100.0%        | 0              | 0              | 0              |
| 6200                               | Freight                                   | 25,000           | 25,000           | 13,682           | 0                | -100.0%        | 0              | 0              | 0              |
|                                    | <b>Total Expenditures</b>                 | <b>175,000</b>   | <b>175,000</b>   | <b>163,990</b>   | <b>0</b>         | <b>-100.0%</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       |
|                                    | <b>Revenues Over (Under) Expenditures</b> | <b>-90,800</b>   | <b>-90,800</b>   | <b>-84,472</b>   | <b>0</b>         |                | <b>0</b>       | <b>0</b>       | <b>0</b>       |

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

| <b>Outer Banks Visitors Bureau</b> |   |           |                     |           |                     |          |
|------------------------------------|---|-----------|---------------------|-----------|---------------------|----------|
| <b>Budget 2020-2021</b>            |   |           |                     |           |                     |          |
| <b>Merchandise Sales</b>           |   |           |                     |           |                     |          |
| Account                            |   | Budget    | Amended             | Projected | Adopted             | Percent  |
| Number                             | Title                                     | 2019-2020 | Budget<br>2019-2020 | 2019-2020 | Budget<br>2020-2021 | Change   |
|                                    | Revenues:                                 |           |                     |           |                     |          |
| 3100                               | Sale of Merchandise                       | 30,786    | 30,786              | 16,290    | 0                   | -100.00% |
| 3210                               | Interest Income                           | 325       | 325                 | 514       | 0                   | -100.00% |
|                                    | Total Revenues                            | 31,111    | 31,111              | 16,804    | 0                   | -100.00% |
|                                    | Projected under budget by                 |           |                     |           |                     |          |
|                                    | Expenditures:                             |           |                     |           |                     |          |
| 6710                               | Merchandise Purchased                     | 18,572    | 18,572              | 10,588    | 0                   | -100.00% |
| 6800                               | Bank Fees - Credit Cards                  | 1,288     | 1,288               | 1,226     | 0                   | -100.00% |
| 6700                               | Office                                    | 400       | 400                 | 0         | 0                   | -100.00% |
|                                    | Total Expenditures                        | 20,260    | 20,260              | 11,814    | 0                   | -100.00% |
|                                    | <b>Revenues Over (Under) Expenditures</b> | 10,851    | 10,851              | 4,990     | 0                   |          |

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

| <b>Outer Banks Visitors Bureau</b> |   |                |                     |                |                     |               |                |                |                |
|------------------------------------|---|----------------|---------------------|----------------|---------------------|---------------|----------------|----------------|----------------|
| <b>Budget 2020-2021</b>            |   |                |                     |                |                     |               |                |                |                |
| <b>Event Site Fund</b>             |   |                |                     |                |                     |               |                |                |                |
| Account                            |   | Budget         | Amended             | Projected      | Adopted             | Percent       | Estimate       | Estimate       | Estimate       |
| Number                             | Title                                     | 2019-2020      | Budget<br>2019-2020 | 2019-2020      | Budget<br>2020-2021 | Change        | FY21-22        | FY22-23        | FY23-24        |
|                                    | Revenues:                                 |                |                     |                |                     |               |                |                |                |
| 3200                               | Event Rental Income                       | 13,800         | 13,800              | 8,930          | 12,500              | -9.42%        | 14,500         | 15,600         | 17,400         |
| 3250                               | Lease income                              | 44,000         | 44,000              | 46,728         | 45,600              | 3.64%         | 46,000         | 46,000         | 46,000         |
| 3220                               | Other Income                              | 200            | 200                 | 2,500          | 200                 | 0.00%         | 200            | 200            | 200            |
| 3210                               | Interest Income                           | 325            | 325                 | 654            | 150                 | -53.85%       | 150            | 75             | 100            |
| 9910                               | Transfer from General Fund                | 227,135        | 227,135             | 227,135        | 271,030             | 19.33%        | 315,170        | 388,625        | 380,798        |
| 9999                               | Unappropriated Funds                      | 20,000         | 20,000              | 0              | 20,000              | 0.00%         |                |                |                |
|                                    | <b>Total Revenues</b>                     | <b>305,460</b> | <b>305,460</b>      | <b>285,947</b> | <b>349,480</b>      | <b>14.41%</b> | <b>376,020</b> | <b>450,500</b> | <b>444,498</b> |
|                                    | Projected under budget by                 |                |                     |                |                     |               |                |                |                |
|                                    | Expenditures:                             |                |                     |                |                     |               |                |                |                |
| 5160                               | Event Development & Marketing             | 60,000         | 55,010              | 36,526         | 50,000              | -9.11%        | 60,000         | 45,000         | 24,000         |
| 5190                               | Other Professional Services               | 40,000         | 38,100              | 37,706         | 40,000              | 4.99%         | 40,000         | 90,000         | 101,700        |
| 6440                               | Insurance                                 | 1,440          | 6,430               | 6,423          | 7,200               | 11.98%        | 7,560          | 7,938          | 8,335          |
| 6580                               | Utilities                                 | 22,610         | 24,510              | 24,418         | 63,975              | 161.02%       | 65,894         | 67,871         | 69,907         |
| 6610                               | Repairs & Maintenance                     | 161,940        | 161,940             | 152,662        | 168,035             | 3.76%         | 181,466        | 217,759        | 217,759        |
| 6700                               | Office Supplies                           | 270            | 270                 | 226            | 270                 | 0.00%         | 300            | 300            | 300            |
| 9990                               | Other Expenses                            | 19,200         | 19,200              | 17,678         | 20,000              | 4.17%         | 20,800         | 21,632         | 22,497         |
|                                    | <b>Total Expenditures</b>                 | <b>305,460</b> | <b>305,460</b>      | <b>275,639</b> | <b>349,480</b>      | <b>14.41%</b> | <b>376,020</b> | <b>450,500</b> | <b>444,498</b> |
|                                    | <b>Revenues Over (Under) Expenditures</b> | <b>0</b>       | <b>0</b>            | <b>10,308</b>  | <b>0</b>            |               | <b>0</b>       | <b>0</b>       | <b>0</b>       |