

# Dare County Tourism Board Outer Banks Visitors Bureau

## Proposed Budget Fiscal Year 2018 / 2019

### Public Hearing

May 17, 2018

9:15am

Roanoke Island Welcome Center

Manteo, NC

Board Room

Draft



**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Dare County Tourism Board</b>						
<b>Budget 2018-2019</b>						
<b>Total Revenues - Governmental Funds</b>						
<b>(General Fund and Special Revenue)</b>						
		Budget	Amended Budget	Projected	Proposed Budget	% Change
		FY 2017-2018	FY 2017-2018	FY 2017-2018	FY 2018-2019	to FY 17-18 Budget
Occupancy		\$ 4,163,786	\$ 4,314,285	\$ 4,689,858	\$ 4,411,975	2.26%
Meals		\$ 2,158,942	\$ 2,165,342	\$ 2,475,931	\$ 2,326,883	7.46%
		\$ 6,322,728	\$ 6,479,627	\$ 7,165,789	\$ 6,738,858	4.00%*
Interest - GF		\$ 25,000	\$ 25,000	\$ 63,660	\$ 50,000	100.00%
Interest - Travel Guide		\$ 75	\$ 75	\$ 98	\$ 85	13.33%
Interest - Merchandise		\$ 205	\$ 205	\$ 388	\$ 225	9.76%
Interest - Restricted		\$ 17,500	\$ 17,500	\$ 52,723	\$ 50,000	185.71%
Website Advertising		\$ 60,000	\$ 60,000	\$ 82,772	\$ 78,000	30.00%
Travel Guide Income		\$ 82,340	\$ 82,340	\$ 80,065	\$ 82,340	0.00%
Merchandise Income		\$ 34,400	\$ 34,400	\$ 29,559	\$ 30,786	-10.51%
Other		\$ 1,000	\$ 1,000	\$ 2,826	\$ 1,000	0.00%
		\$ 220,520	\$ 220,520	\$ 312,091	\$ 292,436	32.61%
Amounts Rolled Over from PY		\$ 1,182,840	\$ 1,182,840	\$ 1,182,840	\$ 1,119,585	-5.35%
Appropriated Fund Balance		\$ 5,604,875	\$ 5,704,875	\$ 3,522,711	\$ 6,437,616	12.84%
		\$ 6,787,715	\$ 6,887,715	\$ 4,705,551	\$ 7,557,201	9.72%
<b>Total Revenues</b>		<b>\$ 13,330,963</b>	<b>\$ 13,587,862</b>	<b>\$ 12,183,431</b>	<b>\$ 14,588,495</b>	<b>7.36%</b>
* This is a 4.0% increase over 17-18 budget figures. The percent change from projected actual 2017-2018 figures is a decrease of (6.7%).						

**Fiscal Year 2018-2019  
Dare County Tourism Board  
Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Summary</b>						
<b>GENERAL FUND</b>		Amended		Proposed		
	Budget	Budget	Projected	Budget	Percent	
	2017-2018	2017-2018	2017-2018	2018-2019	Change	
<b>REVENUES</b>						
Occupancy/Meals Tax (75%)	4,742,046	4,859,721	5,374,342	5,054,143	4.0%	
Revenues - Website Advertising	60,000	60,000	82,772	78,000	30.0%	
Revenues - Interest and Other	26,280	26,280	66,972	51,310	95.2%	
Appropriated from Fund Balance	139,150	239,150	200,000	151,150	-36.8%	
Transfer from Travel Guide/Travel Guide Income	82,340	82,340	80,065	82,340	0.0%	
Transfer from Merchandise Fund/Merchandise Income	34,400	34,400	29,559	30,786	-10.5%	
<b>Total Revenues</b>	<b>5,084,216</b>	<b>5,301,891</b>	<b>5,833,710</b>	<b>5,447,729</b>	<b>2.8%</b>	
Projected Over Budget By			531,819			
<b>EXPENDITURES:</b>						
Governing	29,739	29,739	27,098	29,824	0.3%	
Promotion	5,616,793	5,829,668	5,300,845	5,899,344 *	1.2%	
Aycock Brown Welcome Center	137,681	142,481	139,871	141,126	-1.0%	
Outer Banks Welcome Center RI, Whalebone & Hatteras	146,749	146,749	139,533	153,920	4.9%	
Travel Guide Expenses	174,700	174,700	167,131	172,000	-1.5%	
Merchandise Expenses	22,244	22,244	22,487	19,950	-10.3%	
Transfer to Event Site Fund	139,150	139,150	100,000	151,150	8.6%	
<b>Total Expenditures</b>	<b>6,267,056</b>	<b>6,484,731</b>	<b>5,896,965</b>	<b>6,567,314</b>	<b>1.3%</b>	
Projected Under Budget By			587,766			
Revenue vs Expenses	-1,182,840	-1,182,840		-1,119,585		
Revenue Income over Budget	587,354	587,354		531,819		
Unspent Funds/Encumbrances	595,486	595,486		587,766 *		
* Includes estimated encumbrances of \$373,675						
Unappropriated Surplus	0	0		0		
Net Revenue vs Expenses	0	0		0		
<b>RESTRICTED FUND</b>						
Interest	17,500	17,500	52,723	50,000	185.7%	
Designated From Fund Balance	5,465,725	5,465,725	4,442,296	6,286,466	15.0%	
Occupancy/Meals Tax (25%)	1,580,682	1,619,906	1,791,447	1,684,715	4.0%	
<b>Total Revenues</b>	<b>7,063,907</b>	<b>7,103,131</b>	<b>6,286,466</b>	<b>8,021,181</b>	<b>12.9%</b>	
<b>Total Expenditures and Commitments</b>	<b>7,063,907</b>	<b>7,103,131</b>	<b>6,286,466</b>	<b>8,021,181</b>	<b>12.9%</b>	
<b>EVENT SITE FUND</b>						
Lease Income	7,600	7,600	9,480	7,050	-7.2%	
Other Income	200	200	0	200	0.0%	
Interest	270	270	204	270	0.0%	
Transfer to Event Site	139,150	139,150	100,000	151,150	8.6%	
Unappropriated Funds	32,850	32,850	0	35,000	6.5%	
	180,070	180,070	109,684	193,670	7.6%	
<b>Expenditures</b>	<b>180,070</b>	<b>180,070</b>	<b>148,166</b>	<b>193,670</b>	<b>7.6%</b>	

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2018-2019**

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	3 YEAR
JULY RECEIPTS		FY 2015-2016	FY 2016-2017	FY 2017-2018	AVERAGE
OCCUPANCY		\$789,686	\$735,128	\$792,811	\$772,541
MEALS		\$325,672	\$329,457	\$362,826	\$339,318
		<u>\$1,115,358</u>	<u>\$1,064,584</u>	<u>\$1,155,636</u>	<u>\$1,111,860</u>
AUGUST RECEIPTS					
OCCUPANCY		\$1,103,031	\$1,327,823	\$1,399,823	\$1,276,892
MEALS		\$411,835	\$422,005	\$430,484	\$421,441
		<u>\$1,514,866</u>	<u>\$1,749,828</u>	<u>\$1,830,307</u>	<u>\$1,698,334</u>
SEPTEMBER RECEIPTS					
OCCUPANCY		\$1,144,734	\$1,074,458	\$1,030,026	\$1,083,073
MEALS		\$385,505	\$385,953	\$381,674	\$384,377
		<u>\$1,530,239</u>	<u>\$1,460,411</u>	<u>\$1,411,700</u>	<u>\$1,467,450</u>
OCTOBER RECEIPTS					
OCCUPANCY		\$446,443	\$455,049	\$483,864	\$461,785
MEALS		\$257,848	\$264,821	\$268,694	\$263,788
		<u>\$704,291</u>	<u>\$719,870</u>	<u>\$752,558</u>	<u>\$725,573</u>
NOVEMBER RECEIPTS					
OCCUPANCY		\$189,702	\$211,453	\$215,123	\$205,426
MEALS		\$157,765	\$148,074	\$195,036	\$166,958
		<u>\$347,467</u>	<u>\$359,527</u>	<u>\$410,159</u>	<u>\$372,384</u>
DECEMBER RECEIPTS					
OCCUPANCY		\$75,491	\$90,830	\$100,288	\$88,870
MEALS		\$106,624	\$115,444	\$117,679	\$113,249
		<u>\$182,115</u>	<u>\$206,274</u>	<u>\$217,967</u>	<u>\$202,119</u>
JANUARY RECEIPTS					
OCCUPANCY		\$34,455	\$37,531	\$46,916	\$39,634
MEALS		\$83,009	\$84,445	\$100,227	\$89,227
		<u>\$117,464</u>	<u>\$121,976</u>	<u>\$147,144</u>	<u>\$128,861</u>
FEBRUARY RECEIPTS					
OCCUPANCY		\$62,373	\$72,316	\$71,363	\$68,684
MEALS		\$64,614	\$62,448	\$63,144	\$63,402
		<u>\$126,987</u>	<u>\$134,764</u>	<u>\$134,506</u>	<u>\$132,086</u>
MARCH RECEIPTS					
OCCUPANCY		\$35,570	\$50,896	\$51,535	\$46,000
MEALS		\$67,372	\$77,059	\$77,018	\$73,816
		<u>\$102,941</u>	<u>\$127,955</u>	<u>\$128,553</u>	<u>\$119,817</u>
APRIL RECEIPTS					
OCCUPANCY		\$79,104	\$64,654	\$64,654 *	\$69,471
MEALS		\$118,448	\$110,775	\$110,775 *	\$113,333
		<u>\$197,552</u>	<u>\$175,429</u>	<u>\$175,429</u>	<u>\$182,803</u>
MAY RECEIPTS					
OCCUPANCY		\$133,866	\$203,106	\$203,106 *	\$180,026
MEALS		\$150,145	\$185,225	\$185,225 *	\$173,532
		<u>\$284,011</u>	<u>\$388,331</u>	<u>\$388,331</u>	<u>\$353,558</u>
JUNE RECEIPTS					
OCCUPANCY		\$297,875	\$319,497	\$230,350 *	\$282,574
MEALS		\$221,909	\$242,661	\$183,150 *	\$215,907
		<u>\$519,783</u>	<u>\$562,157</u>	<u>\$413,499</u>	<u>\$498,481</u>
<b>TOTALS</b>					
OCCUPANCY		<b>\$4,392,330</b>	<b>\$4,642,741</b>	<b>\$4,689,858</b>	<b>\$4,574,976</b>
MEALS		<b>\$2,350,746</b>	<b>\$2,428,366</b>	<b>\$2,475,931</b>	<b>\$2,418,348</b>
		<u><b>\$6,743,076</b></u>	<u><b>\$7,071,107</b></u>	<u><b>\$7,165,789</b></u>	<u><b>\$6,993,324</b></u>

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

**BUDGET & FINANCE PROJECTIONS**  
**OCCUPANCY & MEALS FY 2018-2019**

FISCAL YEAR		BUDGET	PROPOSED	% Increase/ Decrease	\$ Increase/ Decrease	% Increase/ Decrease from	\$ Increase / Decrease from	
		FY 2017-2018	FY 2018-2019	from Actual	from Actual	17-18 Budget	17-18 Budget	
JULY RECEIPTS								
	OCCUPANCY	\$770,000	\$770,000	-2.94%	-\$22,811	0.00%	\$0	
	MEALS	\$321,000	\$330,000	-10.65%	-\$32,826	2.80%	\$9,000	
		\$1,091,000	\$1,100,000	-5.13%	-\$55,636	0.82%	\$9,000	
AUGUST RECEIPTS								
	OCCUPANCY	\$1,279,480	\$1,199,250	-18.52%	-\$200,573	-6.27%	-\$80,230	
	MEALS	\$404,400	\$418,000	-3.28%	-\$12,484	3.36%	\$13,600	
		\$1,683,880	\$1,617,250	-14.56%	-\$213,057	-3.96%	-\$66,630	
SEPTEMBER RECEIPTS								
	OCCUPANCY	\$1,067,700	\$1,067,700	3.52%	\$37,674	0.00%	\$0	
	MEALS	\$367,015	\$375,000	-1.75%	-\$6,674	2.18%	\$7,985	
		\$1,434,715	\$1,442,700	2.13%	\$31,000	0.56%	\$7,985	
OCTOBER RECEIPTS								
	OCCUPANCY	\$415,310	\$451,925	-8.29%	-\$31,938	8.82%	\$36,615	
	MEALS	\$245,640	\$255,465	-5.71%	-\$13,229	4.00%	\$9,825	
		\$660,950	\$707,390	-7.32%	-\$45,168	7.03%	\$46,440	
NOVEMBER RECEIPTS								
	OCCUPANCY	\$182,730	\$195,040	-11.67%	-\$20,083	6.74%	\$12,310	
	MEALS	\$144,690	\$157,480	-24.03%	-\$37,556	8.84%	\$12,790	
		\$327,420	\$352,520	-17.55%	-\$57,639	7.67%	\$25,100	
DECEMBER RECEIPTS								
	OCCUPANCY	\$70,000	\$80,800	-28.65%	-\$19,488	15.43%	\$10,800	
	MEALS	\$97,000	\$105,880	-12.64%	-\$11,799	9.15%	\$8,880	
		\$167,000	\$186,680	-19.39%	-\$31,287	11.78%	\$19,680	
JANUARY RECEIPTS								
	OCCUPANCY	\$32,760	\$34,070	-43.41%	-\$12,846	4.00%	\$1,310	
	MEALS	\$67,600	\$80,804	-25.75%	-\$19,423	19.53%	\$13,204	
		\$100,360	\$114,874	-30.72%	-\$32,269	14.46%	\$14,514	
FEBRUARY RECEIPTS								
	OCCUPANCY	\$57,000	\$64,280	-11.99%	-\$7,083	12.77%	\$7,280	
	MEALS	\$59,800	\$62,195	-1.39%	-\$949	4.01%	\$2,395	
		\$116,800	\$126,475	-6.30%	-\$8,031	8.28%	\$9,675	
MARCH RECEIPTS								
	OCCUPANCY	\$26,000	\$42,540	-27.65%	-\$8,995	63.62%	\$16,540	
	MEALS	\$55,120	\$67,325	-16.71%	-\$9,694	22.14%	\$12,205	
		\$81,120	\$109,865	-20.64%	-\$18,689	35.43%	\$28,745	
APRIL RECEIPTS								
	OCCUPANCY	\$49,400	\$60,900	-7.04%	-\$3,754	23.28%	\$11,500	
	MEALS	\$85,600	\$101,040	-10.11%	-\$9,735	18.04%	\$15,440	
		\$135,000	\$161,940	-9.01%	-\$13,489	19.96%	\$26,940	
MAY RECEIPTS								
	OCCUPANCY	\$124,340	\$176,320	-21.13%	-\$26,786	41.80%	\$51,980	Easter is
	MEALS	\$127,000	\$165,595	-13.39%	-\$19,630	30.39%	\$38,595	April 21
		\$251,340	\$341,915	-16.98%	-\$46,416	36.04%	\$90,575	
JUNE RECEIPTS								
	OCCUPANCY	\$239,565	\$269,150	13.14%	\$38,800	12.35%	\$29,585	
	MEALS	\$190,477	\$208,100	11.04%	\$24,950	9.25%	\$17,623	
		\$430,042	\$477,250	12.23%	\$63,750	10.98%	\$47,208	
TOTALS								
	OCCUPANCY	\$4,314,285	\$4,411,975	-6.69%	-\$277,883	2.26%	\$97,690	
	MEALS	\$2,165,342	\$2,326,883	-6.71%	-\$149,048	7.46%	\$161,541	
		\$6,479,627	\$6,738,858	-6.70%	-\$426,932	4.00%	\$259,231	
		<b>FY16/17 Budget</b>	\$6,079,813.00					
		<b>% change</b>	6.58%					

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Governing</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5000	Director Compensation	17,100	17,100	16,500	17,100	0.0%
5030	Payroll Taxes	1,479	1,479	1,277	1,479	0.0%
5001	Professional Services	1,000	1,000	1,000	1,000	0.0%
5002	Dir. Travel/Mtg./Meals	6,000	6,000	4,613	6,000	0.0%
5003	Directors & Officers Ins.	3,160	3,160	3,096	3,245	2.7%
5004	Miscellaneous Items	1,000	1,000	612	1,000	0.0%
	<b>Total - Governing</b>	<b>29,739</b>	<b>29,739</b>	<b>27,098</b>	<b>29,824</b>	<b>0.3%</b>
Projected under budget by						

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Promotion</b>						
Account Number	Title	Budget 2017-2018	Amended Budget 2017-2018	Projected 2017-2018	Proposed Budget 2018-2019	Percent Change
<b>Personnel</b>						
5010	Salaries (full)	737,000	737,000	737,731	759,000	3.0%
5020	Salaries (part)	98,850	98,850	85,583	81,250	-17.8%
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%
5030	Payroll Taxes	67,400	67,400	66,009	67,685	0.4%
5040	Employee Insurance	135,100	135,100	139,283	139,400	3.2%
5050	Retirement	59,105	59,105	57,887	63,155	6.9%
5055	401(k) Match	7,370	7,370	6,322	7,590	3.0%
5060	Worker's Comp	2,954	2,954	2,219	2,535	-14.2%
5080	Employee Relations	1,750	1,750	978	1,750	0.0%
5090	Training	10,500	10,500	9,490	10,500	0.0%
		<b>1,121,029</b>	<b>1,121,029</b>	<b>1,105,502</b>	<b>1,133,865</b>	<b>1.1%</b>
<b>Marketing/Advertising</b>						
5500	Advertising - Printed & Other	943,305	1,043,305	1,043,305	1,105,484	6.0%
5502	Advertising - Production	100,000	100,000	71,122	100,000	0.0%
5510	Events-Development & Promc	93,100	93,100	93,100	93,100	0.0%
5515	Advertising - Online	1,753,870	1,753,870	1,753,870	1,876,750	7.0%
5525	Community Relations	50,000	40,000	30,695	40,000	0.0%
5560	Brochures/Production/Print	40,000	40,000	30,227	40,000	0.0%
5580	Promotional Aids	9,000	9,000	3,914	5,000	-44.4%
6100	Press/Travel Writer Tours	90,000	90,000	81,408	90,000	0.0%
6101	Group Sales	39,500	39,500	25,550	27,000	-31.6%
		<b>3,118,775</b>	<b>3,208,775</b>	<b>3,133,191</b>	<b>3,377,334</b>	<b>5.3%</b>
<b>Special Projects</b>						
6150	Event Grant	381,750	494,625	190,587	672,175 *	35.9%
6155	Est. Event Developer Grant	333,000	333,000	262,439	45,000 *	-86.5%
6170	Tourism Summit	17,500	17,500	15,750	17,500	0.0%
		<b>732,250</b>	<b>845,125</b>	<b>468,776</b>	<b>734,675</b>	<b>-13.1%</b>
<b>Operations</b>						
5110	Contracted Services	15,200	15,200	15,028	15,200	0.0%
5140	Audit	5,625	5,625	5,625	5,625	0.0%
5170	Other Professional Service	3,625	3,625	4,230	14,400	297.2%
5180	Legal	20,500	20,500	14,578	20,500	0.0%
5185	Research	40,000	50,000	50,000	40,000	-20.0%
5190	Administrative Advertising	1,500	1,500	1,500	1,500	0.0%
5530	Legal Notices	2,000	2,000	1,829	1,500	-25.0%

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<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Promotion</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2017-2018	Budget	2017-2018	Budget	Change
				2017-2018	2018-2019	
6200	Postage/Fulfillment	215,000	215,000	203,236	215,000	0.0%
6300	Travel	43,500	43,500	43,053	43,500	0.0%
6305	Vehicle Maintenance	5,000	5,000	2,893	3,500	-30.0%
6320	Registrations	40,000	40,000	34,750	40,000	0.0%
6340	Travel Show Exhibit	7,500	7,500	4,481	6,000	-20.0%
6420	Dues & Subscriptions	33,000	33,000	32,752	32,000	-3.0%
6440	Insurance	16,670	16,670	15,388	16,595	-0.4%
6460	Telephone	34,200	34,200	21,320	27,000	-21.1%
6500	Equipment	20,950	20,950	20,850	19,650	-6.2%
6510	Expendable Equipment	3,000	3,000	1,454	3,000	0.0%
6530	Tech. Support/Software	15,000	15,000	12,137	30,000	100.0%
6580	Utilities	11,000	11,000	10,051	11,000	0.0%
6600	Cleaning/maint. Supplies	2,000	2,000	1,335	2,000	0.0%
6610	Building Maintenance	20,000	20,000	11,579	25,000	25.0%
6620	Equip. Service Contracts	3,500	3,500	2,916	3,500	0.0%
6640	Equipment Rental	33,000	33,000	32,815	33,000	0.0%
6660	Equipment Repairs	3,000	3,000	1,850	3,000	0.0%
6700	Office Supplies	17,500	17,500	14,974	16,000	-8.6%
6810	Web Site/Internet	32,469	32,469	32,752	25,000	-23.0%
		644,739	654,739	593,376	653,470	-0.2%
	<b>Total - Promotional</b>	<b>5,616,793</b>	<b>5,829,668</b>	<b>5,300,845</b>	<b>5,899,344</b>	<b>1.2%</b>
	Projections under budget by			528,823		
	less encumbrances			-373,675		
				155,148		
	* Encumbrances: #6150 \$333,675					
	#6155 \$40,000					



**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Aycock Brown Welcome Center Kitty Hawk</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5025	Salaries (part)	89,800	92,800	92,707	93,270	0.5%
5030	Payroll Taxes	7,768	7,768	7,819	8,068	3.9%
5040	Employee Insurance	4,300	4,300	4,383	4,300	0.0%
5050	Retirement	0	950	940	0	-100.0%
5060	Worker's Comp	395	395	395	320	-19.0%
5080	Employee Relations	500	500	222	500	0.0%
5090	Training	600	600	600	600	0.0%
5110	Contracted Services	7,920	7,920	7,920	7,920	0.0%
6130	Uniforms	560	560	322	560	0.0%
6200	Postage	350	350	241	350	0.0%
6300	Travel	528	528	381	528	0.0%
6420	Dues & Subscriptions	350	350	344	350	0.0%
6440	Insurance	2,110	2,110	2,110	1,860	-11.8%
6460	Telephone	8,500	8,500	7,790	8,500	0.0%
6500	Equipment	1,500	1,500	1,200	1,500	0.0%
6580	Utilities	6,600	6,600	6,293	6,600	0.0%
6600	Cleaning/maint. Supplies	600	600	435	600	0.0%
6610	Building Maintenance	2,000	2,000	1,986	2,000	0.0%
6660	Equipment Repairs	300	300	300	300	0.0%
6700	Office Supplies	3,000	3,850	3,483	3,000	-22.1%
	<b>Total - ABWC</b>	<b>137,681</b>	<b>142,481</b>	<b>139,871</b>	<b>141,126</b>	<b>-1.0%</b>
	Projected under budget by			2,610		

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Outer Banks Welcome Center Roanoke Island</b>						
			Amended	Proposed		
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part) - RI	58,200	58,200	56,495	59,450	2.15%
5030	Payroll Taxes	5,034	5,034	4,887	5,145	2.21%
5060	Worker's Comp	185	185	185	165	-10.81%
5080	Employee Relations	435	435	400	435	0.00%
5090	Training	600	600	600	600	0.00%
6130	Uniforms	330	330	323	330	0.00%
6440	Insurance	960	960	960	930	-3.13%
6460	Telephone	1,225	1,225	1,327	1,225	0.00%
6500	Equipment	1,000	1,000	500	1,000	0.00%
6580	Utilities	960	960	870	960	0.00%
6600	Cleaning/Maint. Supplies	200	200	150	200	0.00%
6610	Building Maintenance	2,500	2,500	2,000	9,500	280.00%
6660	Equipment Repairs	250	250	250	250	0.00%
6700	Office Supplies	600	600	577	600	0.00%
	<b>Total - Welcome Ctr. R.I.</b>	<b>72,479</b>	<b>72,479</b>	<b>69,524</b>	<b>80,790</b>	<b>11.47%</b>
	Projected under budget by			2,955		

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Outer Banks Welcome Center - Hatteras Information Center</b>						
			Amended		Proposed	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part) - HI	25,300	25,300	24,570	24,300	-3.95%
5030	Payroll Taxes	2,190	2,190	2,125	2,105	-3.88%
5060	Worker's Comp	100	100	100	75	-25.00%
5080	Employee Relations	150	150	75	150	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	1,540	1,540	1,464	1,540	0.00%
6130	Uniforms	100	100	55	100	0.00%
6300	Travel	835	835	761	835	0.00%
6440	Insurance	575	575	575	560	-2.61%
6460	Telephone	2,820	2,820	2,649	2,820	0.00%
6500	Equipment	2,000	2,000	1,635	2,000	0.00%
6600	Cleaning/Maint. Supplies	200	200	35	200	0.00%
6610	Building Maintenance	1,000	1,000	190	500	-50.00%
6700	Office Supplies	775	775	659	775	0.00%
	<b>Total - Welcome Ctr. - Hatteras</b>	<b>37,685</b>	<b>37,685</b>	<b>34,993</b>	<b>36,060</b>	<b>-4.31%</b>
	Projected under budget by			2,692		

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Outer Banks Welcome Center - Whalebone Junction</b>						
			Amended		Proposed	
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
5026	Salaries (part)	28,990	28,990	28,892	29,590	2.07%
5030	Payroll Taxes	2,510	2,510	2,499	2,560	1.99%
5060	Worker's Comp	110	110	110	80	-27.27%
5080	Employee Relations	140	140	50	140	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	660	660	600	660	0.00%
6130	Uniforms	80	80	66	80	0.00%
6440	Insurance	575	575	575	560	-2.61%
6460	Telephone	1,920	1,920	1,671	1,800	-6.25%
6500	Equipment	1,000	1,000	0	1,000	0.00%
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%
6700	Office Supplies	450	450	403	450	0.00%
	<b>Total - Welcome Ctr. Whalebone</b>	<b>36,585</b>	<b>36,585</b>	<b>35,016</b>	<b>37,070</b>	<b>1.33%</b>
	Projected under budget by			1,569		

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Restricted</b>						
			Amended		Proposed	
Account		Budget	Budget	Projected	Budget	Percent
<u>Number</u>	<u>Title</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>Change</u>
	Occupancy/Meals Tax 25%	1,580,682	1,619,906	1,791,447	1,684,715	4.0%
	Interest	17,500	17,500	52,723	50,000	185.7%
	Appropriated Fund Balance	5,465,725	5,465,725	4,442,296	6,286,466	15.0%
	<b>Total - Non Departmental</b>	<b>7,063,907</b>	<b>7,103,131</b>	<b>6,286,466</b>	<b>8,021,181</b>	<b>12.9%</b>

**Fiscal Year 2018-2019  
Dare County Tourism Board  
Proposed Budget**

<b>Outer Banks Visitors Bureau</b>					
<b>Budget 2018-2019</b>					
<b>Restricted Fund</b>					
		Projected			
Account		Amount	Recommended	Proposed	
Number	Title	Allocated	FY 18-19	FY 18-19	Percent
		thru 2/28/18	Projects	Allocation	Change
<b>Revenues</b>					
3210	Interest	52,723	0	50,000	-5.2%
9930	Appropriation from Fund Balance	4,442,296	0	6,286,466	41.5%
9940	Occupancy/Meals Tax 25%	1,791,447	0	1,684,715	-6.0%
	<b>Total Revenues</b>	6,286,466	0	8,021,181	27.6%
<b>Expenditures</b>					
<b>Long Term Projects: 70% = \$1,179,300, plus interest</b>					
4503	Infrastructure NOTE #1	411,170	0	411,170	0.0%
4520	Natural, Historic and Cultural Resources NOTE #2	68,250	117,930	186,180	172.8%
4525	Event Site NOTE #3	2,925,428	1,061,370	3,986,798	36.3%
4504	GOSPL NOTE #4	835,857	50,000	885,857	6.0%
	<b>Total Long Term Projects</b>	4,240,705	1,229,300	5,470,005	29.0%
<b>Short Term Projects: 30% = \$505,415</b>					
<b>FY2013</b>					
4633	Dare County - Interpretive Byway Plan	26,500	0	26,500	0.0%
4637	Nags Head - W. Bypass Multi-Use Phase V	0	0	0	0.0%
		26,500	0	26,500	
<b>FY2017</b>					
4642	Town of Duck - Pedestrian Path Improvements	447,887	0	447,887	-
4643	Town of Kill Deveil Hills - Bay Drive Path	340,125	0	340,125	-
4644	Nags Head - Dowdy's Park, Phase II	226,750	0	226,750	
4645	OB Gun Club - Special Purpose Range	0	0	0	
		1,014,762		1,014,762	
<b>FY2018</b>					
4646	Town of Duck - Pedestrian Path Phase 2	309,351	0	309,351	
4647	Town of SS - E. Dogwood Trail Pedestrian Path	119,357	0	119,357	
4648	SS Civic Association - Sea Oats Park	14,178	0	14,178	
5160	Fireworks	46,000	50,000	96,000	108.7%
5140	25 % of audit	0	1,875	1,875	-
4999	FY2018 Unappropriated	515,613	453,540	969,153	88.0%
		1,004,499	505,415	1,509,914	50.3%
	<b>Total Short Term Projects</b>	2,045,761	505,415	2,551,176	24.7%
	<b>Total Expenditures</b>	6,286,466	1,734,715	8,021,181	27.6%
Reconciliation Back to 3/31/18 Cash Balance					
Funds in the Banks @ 3/31/18				\$ 6,304,069	
Estimated Revenues -June 2017				\$ 259,628	
Budgeted FY 17-18 Revenues				\$ 1,734,715	
Total Proposed Expenditures				8,298,412	
Less Amounts to be Paid Out in 16-17				(277,231)	
Total Proposed Expenditures				\$ 8,021,181	

**Fiscal Year 2018-2019  
Dare County Tourism Board  
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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	Natural, Historic & Cultural Resources was capped by the Board at \$500,000 in FY 2006-2007. Proposed budget allocates 10% of the long-term money to this line item. Includes Encumbrances of \$154,904								
NOTE #3	The Event Site line item is funded by 90% of long-term revenues.								
NOTE #4	GOSPL is being funded by interest								

**Fiscal Year 2018-2019  
Dare County Tourism Board  
Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Travel Guide</b>						
		Original	Amended		Proposed	
Account		Budget	Budget	Projected	Budget	Percent
<u>Number</u>	<u>Title</u>	2017-2018	2017-2018	2017-2018	2018-2019	Change
<b>Revenues</b>						
3209	Advertising	82,340	82,340	80,065	82,340	0.0%
3210	Interest	75	75	98	85	13.3%
	<b>Total Revenues</b>	<b>82,415</b>	<b>82,415</b>	<b>80,163</b>	<b>82,425</b>	<b>0.0%</b>
<b>Expenditures</b>						
5560	Production/Printing/Distribution	148,000	148,000	136,993	142,000	-4.1%
6200	Freight	26,700	26,700	30,138	30,000	12.4%
	<b>Total Expenditures</b>	<b>174,700</b>	<b>174,700</b>	<b>167,131</b>	<b>172,000</b>	<b>-1.5%</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>-92,285</b>	<b>-92,285</b>	<b>-86,968</b>	<b>-89,575</b>	



**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Merchandise Sales</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2017-2018	Budget	2017-2018	Budget	Change
	Revenues:					
3100	Sale of Merchandise	34,400	34,400	29,559	30,786	-10.51%
3210	Interest Income	205	205	388	225	9.76%
	Total Revenues	34,605	34,605	29,947	31,011	-10.39%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	20,640	20,640	20,691	18,472	-10.50%
6800	Bank Fees - Credit Cards	1,204	1,204	1,496	1,078	-10.47%
6700	Office	400	400	300	400	0.00%
	Total Expenditures	22,244	22,244	22,487	19,950	-10.31%
	<b>Revenues Over (Under) Expenditures</b>	12,361	12,361	7,460	11,061	

**Fiscal Year 2018-2019**  
**Dare County Tourism Board**  
**Proposed Budget**

<b>Outer Banks Visitors Bureau</b>						
<b>Budget 2018-2019</b>						
<b>Event Site Fund</b>						
Account		Budget	Amended	Projected	Proposed	Percent
Number	Title	2017-2018	2017-2018	2017-2018	2018-2019	Change
	Revenues:					
3200	Lease Income	7,600	7,600	9,480	7,050	-7.24%
3220	Other Income	200	200	0	200	0.00%
3210	Interest Income	270	270	204	270	0.00%
9910	Transfer from General Fund	139,150	139,150	100,000	151,150	8.62%
9999	Unappropriated Funds	32,850	32,850	0	35,000	6.54%
	<b>Total Revenues</b>	<b>180,070</b>	<b>180,070</b>	<b>109,684</b>	<b>193,670</b>	<b>7.55%</b>
	Projected under budget by					
	Expenditures:					
5160	Event Development & Marketing	60,000	60,000	26,000	50,000	-16.67%
5190	Other Professional Services	0	0	0	10,000	100.00%
6440	Insurance	700	700	400	700	0.00%
6580	Utilities	8,100	8,100	6,458	8,100	0.00%
6610	Repairs & Maintenance	99,800	99,800	107,155	113,400	13.63%
6700	Office Supplies	270	270	100	270	0.00%
9990	Other Expenses	11,200	11,200	8,053	11,200	0.00%
	<b>Total Expenditures</b>	<b>180,070</b>	<b>180,070</b>	<b>148,166</b>	<b>193,670</b>	<b>7.55%</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>-38,482</b>	<b>0</b>	