

Dare County Tourism Board Outer Banks Visitors Bureau

Adopted Budget Fiscal Year 2016 / 2017

Adopted by DCTB
June 16, 2016
Roanoke Island Welcome Center
Manteo, NC
Board Room

Questions:
Please email or call Diane Bognich
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 16, 2016.

Section 1: It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Occupancy Tax Distribution	2,990,951
Prepared Food Tax Distribution.....	1,552,459
Appropriation from Fund Balance	1,315,049
Travel Guide Income	130,000
Merchandise Sales Income	44,451
Website Revenue.....	60,000
Interest & Other Revenue	<u>13,230</u>
	6,106,140

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, 2016 and ending June 30, 2017:

Governing Body	29,705
Promotion.....	5,392,954
Aycock Brown Welcome Center	158,096
Roanoke Island/Whalebone/Hatteras Welcome Centers.....	147,379
Travel Guide Expenses	187,500
Merchandise Expenses.....	29,706
Transfer to Event Site Fund	<u>160,800</u>
	6,106,140

Section 3: It is estimated that the following revenues will be available in the **Special Revenue Fund** for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Occupancy Tax Distribution	996,984
Prepared Food Tax Distribution.....	517,486
Appropriation from Fund Balance	4,649,639
Interest.....	<u>10,000</u>
	6,174,109

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, 2016 and ending June 30, 2017:

Expenditures.....	6,174,109
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Section 5: It is estimated that the following revenues will be available in the **Event Site Fund** (an enterprise fund) for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Lease Income	5,100
Interest & Other Revenue	370
Transfer from General Fund	160,800
Unappropriated Funds	<u>10,000</u>
	176,270

Section 6: The following amounts are hereby appropriated in the **Event Site Fund** for the associated operational costs, beginning July 1, 2016 and ending June 30, 2017:

Expenditures	176,270
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Section 7: It is estimated that the following revenues will be available in the **Capital Project Fund** (an enterprise fund) for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Interest & Other Revenue	250
Unappropriated Funds	<u>506,604</u>
	506,854

Section 8: The following amounts are hereby appropriated in the **Capital Project Fund** for the associated operational costs, beginning July 1, 2016 and ending June 30, 2017:

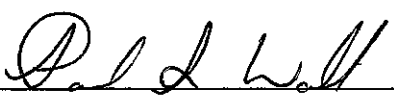
Expenditures	506,854
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Section 9: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- 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 10: 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 11: 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 16 June, 2016.



Pamela S. Walters, Chairman

ATTEST:



Nancy Caviness, Secretary

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Dare County Tourism Board						
Budget 2016-2017						
Total Revenues - Governmental Funds						
(General Fund and Special Revenue)						
			Amended			% Change
	Budget	Budget	Projected	Budget		to FY 15-16
	FY 2015-2016	FY 2015-2016	FY 2015-2016	FY 2016-2017		Budget
Occupancy	\$ 3,781,790	\$ 3,814,325	\$ 4,311,455	\$ 3,987,935		4.55%
Meals	\$ 1,955,198	\$ 1,955,198	\$ 2,300,837	\$ 2,069,945		5.87%
	\$ 5,736,988	\$ 5,769,523	\$ 6,612,292	\$ 6,057,880		5.00% *
Interest - GF	\$ 10,000	\$ 10,000	\$ 13,300	\$ 12,000		20.00%
Interest - Travel Guide	\$ 45	\$ 45	\$ 126	\$ 75		66.67%
Interest - Merchandise	\$ 155	\$ 155	\$ 217	\$ 155		0.00%
Interest - Restricted	\$ 6,000	\$ 6,000	\$ 11,600	\$ 10,000		66.67%
Website Advertising	\$ 20,000	\$ 20,000	\$ 23,360	\$ 60,000		200.00%
Travel Guide Income	\$ 158,600	\$ 158,600	\$ 137,300	\$ 130,000		-18.03%
Merchandise Income	\$ 44,451	\$ 44,451	\$ 37,007	\$ 44,451		0.00%
Other	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,000		0.00%
	\$ 240,251	\$ 240,251	\$ 224,410	\$ 257,681		7.25%
Amounts Rolled Over from PY	\$ 1,095,378	\$ 1,095,379	\$ 1,095,379	\$ 1,154,249		5.37%
Appropriated Fund Balance	\$ 4,258,025	\$ 4,358,024	\$ 2,082,570	\$ 4,810,439		10.38%
	\$ 5,353,403	\$ 5,453,403	\$ 3,177,949	\$ 5,964,688		9.38%
Total Revenues	\$ 11,330,642	\$ 11,463,177	\$ 10,014,651	\$ 12,280,249		7.13%
* This is a 5.0% increase over 15-16 budget figures. The percent change from projected actual 2015-2016 figures is a decrease of (8.7%).						

**Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau					
Budget 2016-2017					
Summary					
GENERAL FUND		Amended			
	Budget	Budget	Projected	Budget	Percent
	2015-2016	2015-2016	2015-2016	2016-2017	Change
REVENUES					
Occupancy/Meals Tax (75%)	4,302,741	4,327,142	4,959,219	4,543,410	5.0%
Revenues - Website Advertising	20,000	20,000	23,360	60,000	200.0%
Revenues - Interest and Other	11,200	11,200	15,143	13,230	18.1%
Appropriated from Fund Balance	146,520	246,520	246,520	160,800	-34.8%
Transfer from Travel Guide/Travel Guide Income	158,600	158,600	137,300	130,000	-18.0%
Transfer from Merchandise Fund/Merchandise Income	44,451	44,451	37,007	44,451	0.0%
Total Revenues	4,683,512	4,807,913	5,418,549	4,951,891	3.0%
Projected Over Budget By			610,636		
EXPENDITURES:					
Governing	29,516	29,516	28,298	29,705	0.6%
Promotion	5,075,759	5,194,309	4,668,519	5,392,954 *	3.8%
Aycock Brown Welcome Center	165,370	165,370	156,468	158,096	-4.4%
Outer Banks Welcome Center RI, Whalebone & Hatteras	148,419	148,419	142,783	147,379	-0.7%
Travel Guide Expenses	183,600	189,450	189,412	187,500	-1.0%
Merchandise Expenses	29,706	29,706	27,677	29,706	0.0%
Transfer to Event Site Fund	146,520	146,520	146,520	160,800	9.7%
Total Expenditures	5,778,890	5,903,290	5,359,677	6,106,140	3.4%
Projected Under Budget By			543,613		
Revenue vs Expenses	-1,095,378	-1,095,378		-1,154,249	
Revenue Income over Budget	539,855	539,855		610,636	
Unspent Funds/Encumbrances	555,523	555,523		543,613 *	
* Includes estimated encumbrances of \$196,400					
Unappropriated Surplus	0	0		0	
Net Revenue vs Expenses	0	0		0	
RESTRICTED FUND					
Interest	6,000	6,000	11,600	10,000	66.7%
Designated From Fund Balance	4,111,506	4,111,506	2,984,966	4,649,639	13.1%
Occupancy/Meals Tax (25%)	1,434,247	1,442,381	1,653,073	1,514,470	5.0%
Total Revenues	5,551,753	5,559,887	4,649,639	6,174,109	11.0%
Total Expenditures and Commitments	5,551,753	5,559,887	4,649,639	6,174,109	11.0%
EVENT SITE FUND					
Lease Income	3,700	3,700	9,050	5,100	37.8%
Event Income	20,000	20,000	0	0	-100.0%
Other Income	200	200	500	200	0.0%
Interest	45	45	260	170	277.8%
Transfer to Event Site	146,520	146,520	146,520	160,800	9.7%
Unappropriated Funds	10,000	10,000	0	10,000	0.0%
	180,465	180,465	156,330	176,270	-2.3%
Expenditures	180,465	180,465	156,150	176,270	-2.3%
CAPITAL PROJECT FUND					
Transfer from Restricted Fund	0	448,500	448,500	0	-100.0%
Interest	20	400	941	250	-37.5%
Unappropriated Funds	841,203	841,203	365,617	506,604	-39.8%
	841,223	1,290,103	815,058	506,854	-60.7%
Expenditures	841,223	1,290,103	815,058	506,854	-60.7%

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2016-2017

FISCAL YEAR		ACTUAL	ACTUAL	ACTUAL	3 YEAR
		FY 2013-2014	FY 2014-2015	FY 2015-2016	AVERAGE FY 2013-2016
JULY RECEIPTS	OCCUPANCY	\$739,298	\$777,029	\$789,686	\$768,671
	MEALS	\$304,710	\$308,197	\$325,672	\$312,860
		\$1,044,008	\$1,085,226	\$1,115,358	\$1,081,531
AUGUST RECEIPTS	OCCUPANCY	\$1,105,824	\$1,082,927	\$1,103,031	\$1,097,261
	MEALS	\$367,949	\$380,239	\$411,835	\$386,674
		\$1,473,773	\$1,463,166	\$1,514,866	\$1,483,935
SEPTEMBER RECEIPTS	OCCUPANCY	\$997,367	\$1,071,469	\$1,144,734	\$1,071,190
	MEALS	\$362,849	\$381,819	\$385,505	\$376,724
		\$1,360,216	\$1,453,288	\$1,530,239	\$1,447,914
OCTOBER RECEIPTS	OCCUPANCY	\$378,337	\$385,290	\$446,443	\$403,357
	MEALS	\$225,822	\$231,721	\$257,848	\$238,464
		\$604,160	\$617,011	\$704,291	\$641,821
NOVEMBER RECEIPTS	OCCUPANCY	\$154,928	\$172,112	\$189,702	\$172,247
	MEALS	\$139,645	\$156,283	\$157,765	\$151,231
		\$294,574	\$328,395	\$347,467	\$323,479
DECEMBER RECEIPTS	OCCUPANCY	\$51,889	\$68,031	\$75,491	\$65,137
	MEALS	\$86,241	\$93,336	\$106,624	\$95,400
		\$138,130	\$161,367	\$182,115	\$160,537
JANUARY RECEIPTS	OCCUPANCY	\$51,954	\$29,589	\$34,455	\$38,666
	MEALS	\$63,468	\$75,438	\$83,009	\$73,972
		\$115,422	\$105,027	\$117,464	\$112,638
FEBRUARY RECEIPTS	OCCUPANCY	\$54,220	\$59,097	\$62,373	\$58,563
	MEALS	\$59,051	\$68,334	\$64,614	\$64,000
		\$113,271	\$127,431	\$126,987	\$122,563
MARCH RECEIPTS	OCCUPANCY	\$34,617	\$32,532	\$35,570	\$34,240
	MEALS	\$58,448	\$58,019	\$67,372	\$61,279
		\$93,065	\$90,551	\$102,941	\$95,519
APRIL RECEIPTS	OCCUPANCY	\$36,299	\$53,354	\$79,104	\$56,253
	MEALS	\$88,604	\$96,333	\$118,448	\$101,128
		\$124,903	\$149,687	\$197,552	\$157,381
MAY RECEIPTS	OCCUPANCY	\$138,091	\$126,759	\$133,866	\$132,905
	MEALS	\$143,835	\$146,603	\$150,145	\$146,861
		\$281,926	\$273,362	\$284,011	\$279,766
JUNE RECEIPTS	OCCUPANCY	\$274,348	\$295,389	\$217,000 *	\$262,246
	MEALS	\$217,389	\$226,014	\$172,000 *	\$205,134
		\$491,737	\$521,403	\$388,999	\$467,380
TOTALS	OCCUPANCY	\$4,017,173	\$4,153,578	\$4,311,455	\$4,160,736
	MEALS	\$2,118,011	\$2,222,336	\$2,300,837	\$2,213,728
		\$6,135,184	\$6,375,914	\$6,612,292	\$6,374,463

*based on budgeted figures

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

BUDGET & FINANCE PROJECTIONS
OCCUPANCY & MEALS FY 2016-2017

FISCAL YEAR		BUDGET FY 2015-2016	BUDGET FY 2016-2017	% Increase/ Decrease from Actual	\$ Increase/ Decrease from Actual	% Increase/ Decrease from 15-16 Budget	\$ Increase / Decrease from 15-16 Budget
JULY RECEIPTS							
	OCCUPANCY	\$733,335	\$770,000	-2.53%	-\$19,686	5.00%	\$36,665
	MEALS	\$296,560	\$311,390	-4.63%	-\$14,282	5.00%	\$14,830
		\$997,360	\$1,081,390	-3.13%	-\$33,968	5.16%	\$51,495
AUGUST RECEIPTS							
	OCCUPANCY	\$1,063,450	\$1,063,625	-3.64%	-\$39,407	0.02%	\$175
	MEALS	\$363,680	\$381,865	-7.88%	-\$29,970	5.00%	\$18,185
		\$1,427,130	\$1,445,489	-4.74%	-\$69,377	1.29%	\$18,359
SEPTEMBER RECEIPTS							
	OCCUPANCY	\$965,600	\$1,033,880	-10.35%	-\$110,854	7.07%	\$68,280
	MEALS	\$334,100	\$352,900	-8.54%	-\$32,605	5.63%	\$18,800
		\$1,299,699	\$1,386,779	-9.87%	-\$143,460	6.70%	\$87,080
OCTOBER RECEIPTS							
	OCCUPANCY	\$361,000	\$394,050	-13.60%	-\$52,393	9.16%	\$33,050
	MEALS	\$216,100	\$230,905	-11.63%	-\$26,943	6.85%	\$14,805
		\$577,100	\$624,955	-12.86%	-\$79,336	8.29%	\$47,855
NOVEMBER RECEIPTS							
	OCCUPANCY	\$153,600	\$161,280	-16.51%	-\$28,422	5.00%	\$7,680
	MEALS	\$132,500	\$139,125	-11.93%	-\$18,640	5.00%	\$6,625
		\$286,100	\$300,405	-14.33%	-\$47,062	5.00%	\$14,305
DECEMBER RECEIPTS							
	OCCUPANCY	\$56,784	\$61,700	-20.27%	-\$13,791	8.66%	\$4,916
	MEALS	\$83,550	\$90,780	-16.98%	-\$15,845	8.65%	\$7,230
		\$140,334	\$152,480	-18.37%	-\$29,635	8.65%	\$12,146
JANUARY RECEIPTS							
	OCCUPANCY	\$30,000	\$31,500	-9.99%	-\$2,955	5.00%	\$1,500
	MEALS	\$60,944	\$65,000	-23.87%	-\$18,009	6.66%	\$4,056
		\$90,944	\$96,500	-19.96%	-\$20,964	6.11%	\$5,556
FEBRUARY RECEIPTS							
	OCCUPANCY	\$46,415	\$50,000	-20.94%	-\$12,373	7.72%	\$3,585
	MEALS	\$51,859	\$57,500	-10.41%	-\$7,114	10.88%	\$5,642
		\$98,274	\$107,500	-15.29%	-\$19,487	9.39%	\$9,227
MARCH RECEIPTS							
	OCCUPANCY	\$24,400	\$25,000	-32.49%	-\$10,570	2.46%	\$600
	MEALS	\$51,106	\$53,000	-24.77%	-\$14,372	3.71%	\$1,894
		\$75,506	\$78,000	-27.54%	-\$24,942	3.30%	\$2,494
APRIL RECEIPTS							
	OCCUPANCY	\$51,740	\$47,000	-60.17%	-\$32,104	-9.16%	-\$4,740
	MEALS	\$82,200	\$82,200	-37.63%	-\$36,248	0.00%	\$0
		\$133,940	\$129,200	-45.66%	-\$68,352	-3.54%	-\$4,740
MAY RECEIPTS							
	OCCUPANCY	\$111,000	\$119,550	-11.29%	-\$14,316	7.70%	\$8,550 Easter is
	MEALS	\$110,600	\$122,130	-19.11%	-\$28,015	10.42%	\$11,530 April 16
		\$221,600	\$241,680	-15.49%	-\$42,331	9.06%	\$20,080
JUNE RECEIPTS							
	OCCUPANCY	\$217,000	\$230,350	4.52%	\$13,350	6.15%	\$13,350
	MEALS	\$172,000	\$183,150	4.93%	\$11,150	6.48%	\$11,150
		\$389,000	\$413,500	4.70%	\$24,501	6.30%	\$24,500
TOTALS							
	OCCUPANCY	\$3,814,325	\$3,987,935	-7.79%	-\$323,521	4.55%	\$173,610
	MEALS	\$1,955,198	\$2,069,945	-10.39%	-\$230,892	5.87%	\$114,747
		\$5,769,522	\$6,057,880	-8.70%	-\$554,412	5.00%	\$288,357
		FY14/15 Budget	\$5,516,337.00				
		% change	4.59%				

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Governing						
Account			Amended			
Number	Title	Budget 2015-2016	Budget 2015-2016	Projected 2015-2016	Budget 2016-2017	Percent Change
5000	Director Compensation	17,100	17,100	16,500	17,100	0.0%
5030	Payroll Taxes	1,479	1,479	1,447	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	5,517	6,000	0.0%
5003	Directors & Officers Ins.	2,937	2,937	2,937	3,126	6.4%
5004	Miscellaneous Items	1,000	1,000	897	1,000	0.0%
	Total - Governing	29,516	29,516	28,298	29,705	0.6%
	Projected under budget by			1,218		

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Promotion						
Account		Budget	Amended	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
Personnel						
5010	Salaries (full)	673,500	673,500	663,568	691,500	2.7%
5020	Salaries (part)	87,000	87,000	86,254	118,200	35.9%
5025	Overtime Pay	1,000	1,000	0	1,000	0.0%
5030	Payroll Taxes	61,075	61,075	58,414	65,281	6.9%
5040	Employee Insurance	150,350	150,350	147,130	151,000	0.4%
5050	Retirement	48,943	48,943	47,987	56,894	16.2%
5060	Worker's Comp	2,816	2,816	2,238	2,810	-0.2%
5080	Employee Relations	1,750	1,750	1,131	1,750	0.0%
5090	Training	10,700	10,700	10,415	10,500	-1.9%
		1,037,134	1,037,134	1,017,137	1,098,935	6.0%
Marketing/Advertising						
5500	Advertising - Printed & Other	833,685	833,685	828,350	900,704	8.0%
5502	Advertising - Production	60,000	60,000	60,000	60,000	0.0%
5510	Events-Development & Prom	93,100	93,100	93,100	93,100	0.0%
5520	Advertising - Internet	1,355,545	1,445,545	1,445,545	1,139,839	-21.1%
5521	Advertising - Agency Fees	162,595	162,595	162,595	141,028	-13.3%
5522	Email, Distribution & Social	0	0	0	357,250	100.0%
5525	Public Relations	43,500	37,500	34,716	68,500	82.7%
5560	Brochures/Production/Print	55,000	51,900	36,202	51,000	-1.7%
5580	Promotional Aids	7,500	10,500	10,510	9,000	-14.3%
6100	Press/Travel Writer Tours	54,500	55,500	55,263	85,000	53.2%
6101	Group Sales	28,000	27,000	24,202	56,000	107.4%
		2,693,425	2,777,325	2,750,483	2,961,421	6.6%
Special Projects						
6110	Community Appreciation	15,000	15,000	0	30,000	100.0%
6150	Event Grant	248,405	272,805	131,630	311,900 *	14.3%
6155	Est. Event Developer Grant	409,750	409,750	153,500	324,750 *	-20.7%
6170	Tourism Summit	15,000	15,000	15,000	17,500	16.7%
		688,155	712,555	300,130	684,150	-4.0%
Operations						
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	2,800	2,800	2,800	3,625	29.5%
5180	Legal	15,400	15,400	15,295	20,400	32.5%
5185	Research	78,200	78,200	39,564	40,000	-48.8%

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Promotion						
Account		Budget	Amended	Projected	Budget	Percent
Number	Title	2015-2016	Budget 2015-2016	2015-2016	2016-2017	Change
5190	Administrative Advertising	1,000	1,000	1,000	1,000	0.0%
5530	Legal Notices	500	500	500	2,000	300.0%
6200	Postage/Fulfillment	227,600	224,850	215,936	227,600	1.2%
6300	Travel	41,000	44,000	43,370	43,300	-1.6%
6305	Vehicle Maintenance	5,000	5,000	4,920	5,000	0.0%
6320	Registrations	37,500	37,500	37,244	37,500	0.0%
6340	Travel Show Exhibit	5,500	5,500	5,060	8,000	45.5%
6420	Dues & Subscriptions	33,868	33,868	31,510	34,810	2.8%
6440	Insurance	15,907	15,907	13,645	15,840	-0.4%
6460	Telephone	25,600	25,600	24,849	26,600	3.9%
6500	Equipment	17,848	27,848	28,475	22,789	-18.2%
6510	Expendable Equipment	1,548	1,548	1,203	2,420	56.3%
6530	Tech. Support/Software	18,500	8,500	5,084	14,815	74.3%
6580	Utilities	11,000	11,000	9,814	11,000	0.0%
6600	Cleaning/maint. Supplies	2,000	2,000	1,027	2,000	0.0%
6610	Building Maintenance	10,000	10,000	9,778	15,000	50.0%
6620	Equip. Service Contracts	3,500	3,000	2,151	3,500	16.7%
6640	Equipment Rental	34,325	34,325	31,529	33,325	-2.9%
6660	Equipment Repairs	500	1,000	797	3,000	200.0%
6700	Office Supplies	17,500	17,500	15,092	17,500	0.0%
6810	Web Site/Internet	29,624	39,624	39,473	36,599	-7.6%
		657,045	667,295	600,769	648,448	-2.8%
	Total - Promotional	5,075,759	5,194,309	4,668,519	5,392,954	3.8%
	Projections under budget by			525,790		
	* Encumbrances: #6150 \$141,900					
	#6155 \$108,750					
	#6110 \$18,000					
	#5500 \$5,335					

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Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Aycock Brown Welcome Center Kitty Hawk						
Account		Budget	Amended	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
5015	Salaries (full)	37,300	37,300	37,050	38,410	3.0%
5025	Salaries (part)	69,150	69,150	68,032	70,600	2.1%
5030	Payroll Taxes	9,089	9,089	8,890	9,310	2.4%
5040	Employee Insurance	4,550	4,550	3,702	4,795	5.4%
5050	Retirement	2,508	2,508	2,501	2,808	12.0%
5060	Worker's Comp	390	390	390	400	2.6%
5080	Employee Relations	500	500	452	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	332	560	0.0%
6200	Postage	350	350	241	350	0.0%
6300	Travel	528	528	443	528	0.0%
6420	Dues & Subscriptions	300	300	277	300	0.0%
6440	Insurance	2,075	2,075	2,075	2,065	-0.5%
6460	Telephone	4,050	5,325	4,573	4,950	-7.0%
6500	Equipment	7,500	7,250	3,760	1,500	-79.3%
6580	Utilities	6,600	6,600	5,376	6,600	0.0%
6600	Cleaning/maint. Supplies	600	600	426	600	0.0%
6610	Building Maintenance	7,500	6,225	5,928	2,000	-67.9%
6660	Equipment Repairs	300	300	300	300	0.0%
6700	Office Supplies	3,000	3,250	3,200	3,000	-7.7%
	Total - ABWC	165,370	165,370	156,468	158,096	-4.4%
	Projected under budget by			8,902		

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Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Outer Banks Welcome Center Roanoke Island						
			Amended			
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
5026	Salaries (part) - RI	56,500	56,500	56,138	57,800	2.30%
5030	Payroll Taxes	4,887	4,887	4,856	5,000	2.31%
5060	Worker's Comp	185	185	185	220	18.92%
5080	Employee Relations	435	435	400	435	0.00%
5090	Training	600	600	600	600	0.00%
6130	Uniforms	400	400	381	400	0.00%
6440	Insurance	945	945	945	940	-0.53%
6460	Telephone	1,060	1,060	944	1,060	0.00%
6500	Equipment	5,000	5,000	4,653	1,000	-80.00%
6580	Utilities	960	960	763	960	0.00%
6600	Cleaning/Maint. Supplies	200	200	150	200	0.00%
6610	Building Maintenance	2,500	2,500	2,000	2,500	0.00%
6660	Equipment Repairs	250	250	250	250	0.00%
6700	Office Supplies	800	800	621	800	0.00%
	Total - Welcome Ctr. R.I.	74,722	74,722	72,886	72,165	-3.42%
	Projected under budget by			1,836		

**Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau						
Budget 2016-2017						
Outer Banks Welcome Center - Hatteras Information Center						
			Amended			
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
5026	Salaries (part) - HI	27,900	27,900	26,186	28,675	2.78%
5030	Payroll Taxes	2,413	2,413	2,265	2,480	2.78%
5060	Worker's Comp	105	105	105	105	0.00%
5080	Employee Relations	150	150	120	150	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	1,540	1,540	1,483	1,540	0.00%
6130	Uniforms	100	100	93	100	0.00%
6300	Travel	886	886	700	886	0.00%
6440	Insurance	570	570	570	560	-1.75%
6460	Telephone	3,000	3,000	2,624	2,820	-6.00%
6500	Equipment	1,000	1,000	600	1,000	0.00%
6600	Cleaning/Maint. Supplies	200	200	127	200	0.00%
6610	Building Maintenance	200	200	110	200	0.00%
6700	Office Supplies	600	600	508	600	0.00%
	Total - Welcome Ctr. - Hatteras	38,764	38,764	35,591	39,416	1.68%
	Projected under budget by			3,173		

Fiscal Year 2016-2017
Dare County Tourism Board
Adotped Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Outer Banks Welcome Center - Whalebone Junction						
			Amended			
Account		Budget	Budget	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
5026	Salaries (part)	27,900	27,900	27,789	28,300	1.43%
5030	Payroll Taxes	2,413	2,413	2,404	2,448	1.45%
5060	Worker's Comp	90	90	90	90	0.00%
5080	Employee Relations	140	140	140	140	0.00%
5090	Training	100	100	100	100	0.00%
5110	Contracted Services	660	660	600	660	0.00%
6130	Uniforms	80	80	63	80	0.00%
6440	Insurance	570	570	570	560	-1.75%
6460	Telephone	1,680	1,880	1,757	1,920	2.13%
6500	Equipment	1,000	550	322	1,000	81.82%
6600	Cleaning/Maint. Supplies	50	50	50	50	0.00%
6700	Office Supplies	250	500	421	450	-10.00%
	Total - Welcome Ctr. Whalebone	34,933	34,933	34,306	35,798	2.48%
	Projected under budget by			627		

**Fiscal Year 2016-2017
Dare County Tourism Board
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Outer Banks Visitors Bureau						
Budget 2016-2017						
Restricted						
		Amended				
<u>Account</u>		<u>Budget</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Percent</u>
<u>Number</u>	<u>Title</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Change</u>
	Occupancy/Meals Tax 25%	1,434,247	1,442,381	1,653,073	1,514,470	5.0%
	Interest	6,000	6,000	11,600	10,000	66.7%
	Appropriated Fund Balance	4,111,506	4,111,506	2,984,966	4,649,639	13.1%
	Total - Non Departmental	5,551,753	5,559,887	4,649,639	6,174,109	11.0%

**Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau					
Budget 2016-2017					
Restricted Fund					
		Projected			
		Amount	Recommended		
Account		Allocated	FY 16-17	FY 16-17	Percent
Number	Title	thru 5/31/16	Projects	Allocation	Change
Revenues					
3210	Interest	11,600	0	10,000	-13.8%
9930	Appropriation from Fund Balance	2,984,966	0	4,649,639	55.8%
9940	Occupancy/Meals Tax 25%	1,653,073	0	1,514,470	-8.4%
Total Revenues		4,649,639	0	6,174,109	32.8%
Expenditures					
Long Term Projects: 70% = \$1,060,129, plus interest					
4503	Infrastructure NOTE #1	402,127	0	402,127	0.0%
4520	Natural, Historic and Cultural Resources NOTE #2	65,253	106,013	171,266	162.5%
4525	Event Site NOTE #3	1,868,222	954,116	2,822,338	51.1%
4530	Dredging OI & HI NOTE #5	1,000,000		1,000,000	0.0%
4504	GOSPL NOTE #4	110,046	10,000	120,046	9.1%
Total Long Term Projects		3,445,648	1,070,129	4,515,777	31.1%
Short Term Projects: 30% = \$454,341					
FY2012					
4629	Dare County - RI Wellness Trail	0	0	0	0.0%
4630	Dare County - Scenic Byway Signs	25,000	0	25,000	0.0%
4631	Nags Head - Whalebone Park	0	0	0	0.0%
		25,000	0	25,000	
FY2013					
4632	Dare County - Rodanthe Beach Access	0	0	0	0.0%
4633	Dare County - Interpretive Byway Plan	26,500	0	26,500	0.0%
4634	Duck - Soundside Boardwalk	0	0	0	0.0%
4637	Nags Head - W. Bypass Multi-Use Phase V	0	0	0	0.0%
		26,500	0	26,500	
FY2015					
Kill Devil Hills - E. Bypass Sidewalk		80,250	80,250	80,250	-
Kitty Hawk - Lillian Street Improvements		0	0	0	-
Nags Head - W. Bypass Multi-Use Phase VII		0	0	0	-
		80,250	80,250	80,250	
FY2016					
HI Ocean Center		0	50,000	50,000	-
Nags Head - Dowdy's Park		0	250,000	250,000	-
5160	Fireworks	40,288	40,000	80,288	99.3%
5140	25 % of audit	0	1,875	1,875	-
4999	FY2016 Unappropriated	1,031,953	112,466	1,144,419	10.9%
		1,072,241	454,341	1,526,582	42.4%
Total Short Term Projects		1,203,991	534,591	1,658,332	37.7%
Total Expenditures		4,649,639	1,604,720	6,174,109	32.8%
Reconciliation Back to 5/31/16 Cash Balance					
Funds in the Banks @ 5/31/16				\$ 4,799,276	
Estimated Revenues -June 2016				\$ 97,250	
Budgeted FY 16-17 Revenues				\$ 1,524,470	
Total Proposed Expenditures				6,420,996	
Less Amounts to be Paid Out in 15-16				(246,887)	
Total Proposed Expenditures				\$ 6,174,109	

**Fiscal Year 2016-2017
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.								
NOTE #3	The Event Site line item is funded by 90% of long-term revenues.								
NOTE #4	GOSPL is being funded by interest								
NOTE #5	Dredging OI & HI was established in 2015 to help pay for County led dredging. The County has not yet met the criteria for reimbursement of the funds.								

**Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau						
Budget 2016-2017						
Travel Guide						
Account		Original	Amended	Projected	Budget	Percent
<u>Number</u>	<u>Title</u>	2015-2016	2015-2016	2015-2016	2016-2017	Change
Revenues						
3209	Advertising	158,600	158,600	137,300	130,000	-18.0%
3210	Interest	45	45	126	75	66.7%
	Total Revenues	158,645	158,645	137,426	130,075	-18.0%
Expenditures						
5560	Production/Printing/Distribution	157,000	160,100	160,097	160,000	-0.1%
6200	Freight	26,600	29,350	29,315	27,500	-6.3%
	Total Expenditures	183,600	189,450	189,412	187,500	-1.0%
	Revenues Over (Under) Expenditures	-24,955	-30,805	-51,986	-57,425	

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Merchandise Sales						
Account Number	Title	Budget 2015-2016	Amended Budget 2015-2016	Projected 2015-2016	Budget 2016-2017	Percent Change
	Revenues:					
3100	Sale of Merchandise	41,500	41,500	37,007	41,500	0.00%
3210	Interest Income	155	155	217	155	0.00%
2140	Sales Tax	2,801	2,801	0	2,801	0.00%
6200	Shipping	150	150	0	150	0.00%
	Total Revenues	44,606	44,606	37,224	44,606	0.00%
	Projected under budget by					
	Expenditures:					
6710	Merchandise Purchased	24,900	24,900	24,900	24,900	0.00%
6800	Bank Fees - Credit Cards	1,455	1,455	2,377	1,455	0.00%
2140	Sales Tax	2,801	2,801	0	2,801	0.00%
6200	Shipping	150	150	0	150	0.00%
6700	Office	400	400	400	400	0.00%
	Total Expenditures	29,706	29,706	27,677	29,706	0.00%
	Revenues Over (Under) Expenditures	14,900	14,900	9,547	14,900	

Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget

Outer Banks Visitors Bureau						
Budget 2016-2017						
Event Site Fund						
Account		Budget	Amended	Projected	Budget	Percent
Number	Title	2015-2016	2015-2016	2015-2016	2016-2017	Change
	Revenues:					
3200	Lease Income	3,700	3,700	9,050	5,100	37.84%
3250	Event Income	20,000	20,000	0	0	-100.00%
3220	Other Income	200	200	500	200	0.00%
3210	Interest Income	45	45	260	170	277.78%
9910	Transfer from General Fund	146,520	146,520	146,520	160,800	9.75%
9999	Unappropriated Funds	10,000	10,000	0	10,000	0.00%
	Total Revenues	180,465	180,465	156,330	176,270	-2.32%
	Projected under budget by					
	Expenditures:					
5160	Event Development & Marketing	60,000	60,000	40,225	60,000	0.00%
6440	Insurance	700	700	235	700	0.00%
6580	Utilities	8,775	8,775	5,912	8,560	-2.45%
6610	Repairs & Maintenance	60,720	64,720	63,678	95,540	47.62%
6700	Office Supplies	270	270	100	270	0.00%
9990	Other Expenses	50,000	46,000	46,000	11,200	-75.65%
	Total Expenditures	180,465	180,465	156,150	176,270	-2.32%
	Revenues Over (Under) Expenditures	0	0	180	0	

**Fiscal Year 2016-2017
Dare County Tourism Board
Adopted Budget**

Outer Banks Visitors Bureau					
Budget 2016-2017					
Capital Project Fund					
Account		Amended			
Number	Title	Budget	Projected	Budget	Justification
		2015-2016	2015-2016	2016-2017	
	Revenues:				
9950	Transfer from Special Revenue Fund	448,500	448,500	0	Transfer for next phases
3210	Interest	400	941	250	Interest on checking and mm
9999	Unappropriated Funds	841,203	365,617	506,604	Amount of projected cash rolled from py
	Total Revenues	1,290,103	815,058	506,854	
	Expenditures:				
	Phase 1	90,000	59,386	0	
	Phase 2/3	448,500	200,000		
4525	CIP - Engineering, Design, Management	538,500	259,386	248,500	Phase 2/3
	Phase 1	570,622			
4526	CIP - Construction Bid	570,622	555,671	0	Phase 1, closed out
	Phase 1	32,000			
4527	CIP - Amenities	32,000	0	32,000	Phase 1, closed out
9990	Other Expenses	148,981	0	226,354	To Balance Budget
	Total Expenditures	1,290,103	815,058	506,854	
	Revenue over Expenditures	0	0	0	