

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 1. OCCUPANCY TAX - PROMOTION

A. Estimated Resources:		
Occupancy Tax	\$	13,246,084
Other revenues		202,500
Investment earnings		142,376
Transfer in		50,000
Appropriated fund balance		2,091,626
		<u>15,732,586</u>
TOTAL ESTIMATED RESOURCES	\$	<u>15,732,586</u>
B. Appropriations:		
Occupancy Tax - Promotion	\$	4,237,570
Occupancy Tax - Tourism related		2,322,680
Whalehead Museums		1,308,847
Transfers out		7,863,489
		<u>15,732,586</u>
TOTAL APPROPRIATIONS	\$	<u>15,732,586</u>

The information above is presented in summary form. Complete detailed information is available in the County budget.

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.

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- A. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- B. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- C. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- D. He may make interfund loans for a period of not more than sixty days (60).
- E. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 3. CONTRACTUAL OBLIGATIONS

The County Manager or the Assistant County Manager are hereby authorized to execute contractual documents under the following conditions:

- A. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- B. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- C. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.

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- D. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- E. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 4. MEMORANDA

- A. Officers:
Donald I. McRee, Jr. is the Budget Officer
Leeann Walton is the Clerk to the Board
Samantha Evans is the Deputy Clerk to the Board
Rebecca Gay is the Assistant to the County Manger
Sandra L. Hill is the Finance Director
Caron Crouse is the Assistant Finance Director/Deputy Finance Director
Bridget Brinkley, Deputy Finance Director
Tracy L. Sample is the Tax Collector
Michelle Rose is the Deputy Tax Collector

- B. Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

- C. Official Depositories:
The official depositories of the County of Currituck are:
Bank of America, North Carolina
Truist, North Carolina
North Carolina Cash Management Trust, Charlotte, North Carolina
Towne Bank of Currituck, North Carolina
Wells Fargo, North Carolina

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- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.

- E. Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).

- F. Returned Check or Electronic Funds Transfer Fees:
The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

- G. Policy on Appropriations:
The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 5. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 27th day of June 2022.

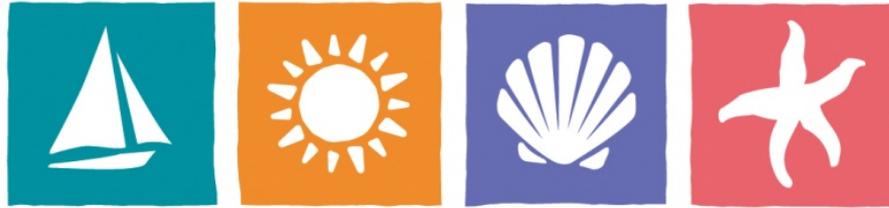
Signature on File

Michael H. Payment, Chairman
Board of Commissioners

ATTEST:

Signature on File

Leeann Walton
Clerk to the Board



CURRITUCK

NORTH CAROLINA

County of Currituck
2022 - 23 Tourism Development Authority Operating Budget
Presented May 16, 2022

Occupancy Tax

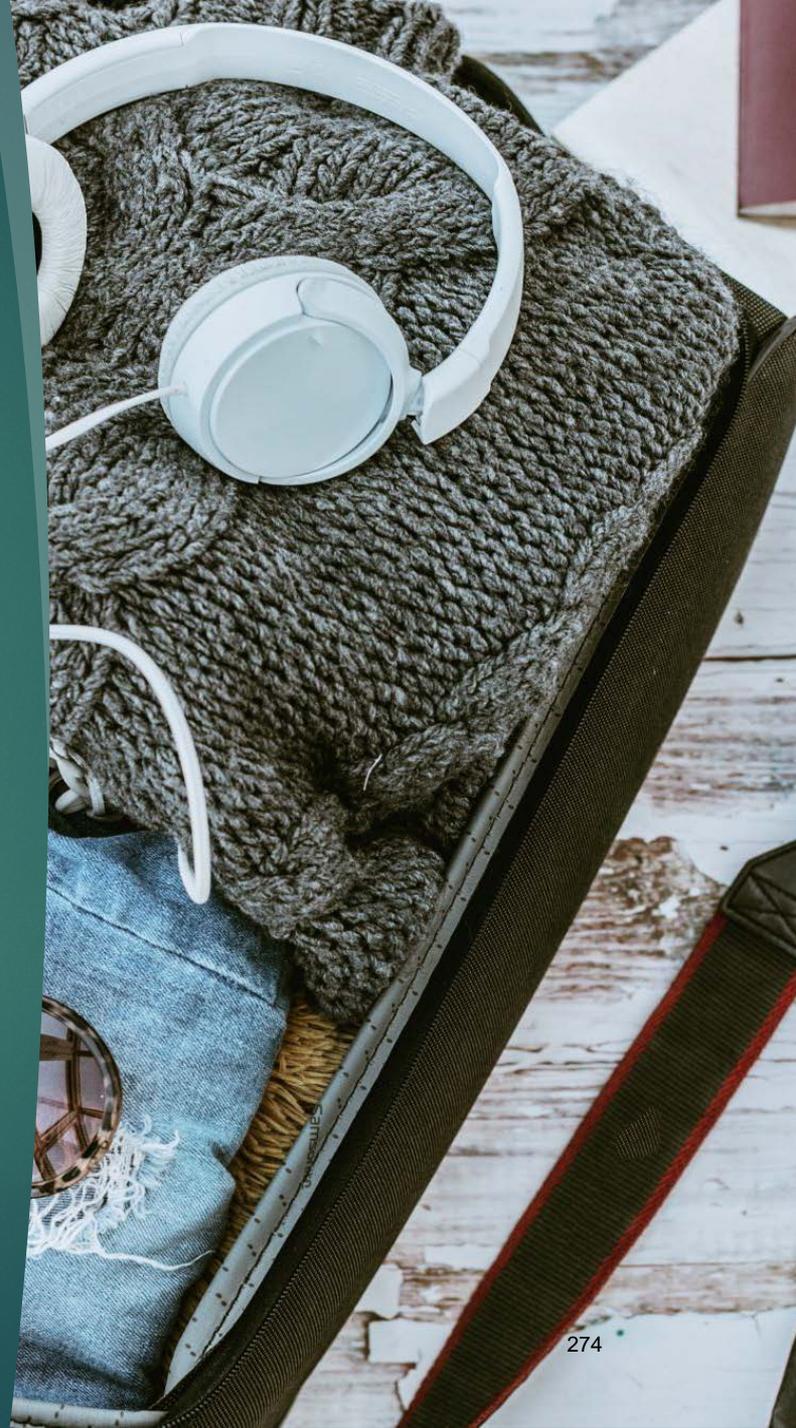
- ▣ Original 3% - tourism related expenditures
- ▣ Additional 1% - $\frac{2}{3}$ to promote travel and tourism and $\frac{1}{3}$ for tourism related expenditures.
- ▣ Additional 2% - $\frac{2}{3}$ to promote travel and tourism and $\frac{1}{3}$ for tourism related expenditures.

Occupancy Tax

		Promote Travel and Tourism	Tourism Related Expenditures
Original 3%	\$5,587,792	- -	\$5,587,792
1% addition	1,862,597	1,241,731	620,866
2% addition	3,725,195	2,483,464	1,241,731
	\$11,175,584	\$3,725,195	\$7,450,389

Occupancy Tax

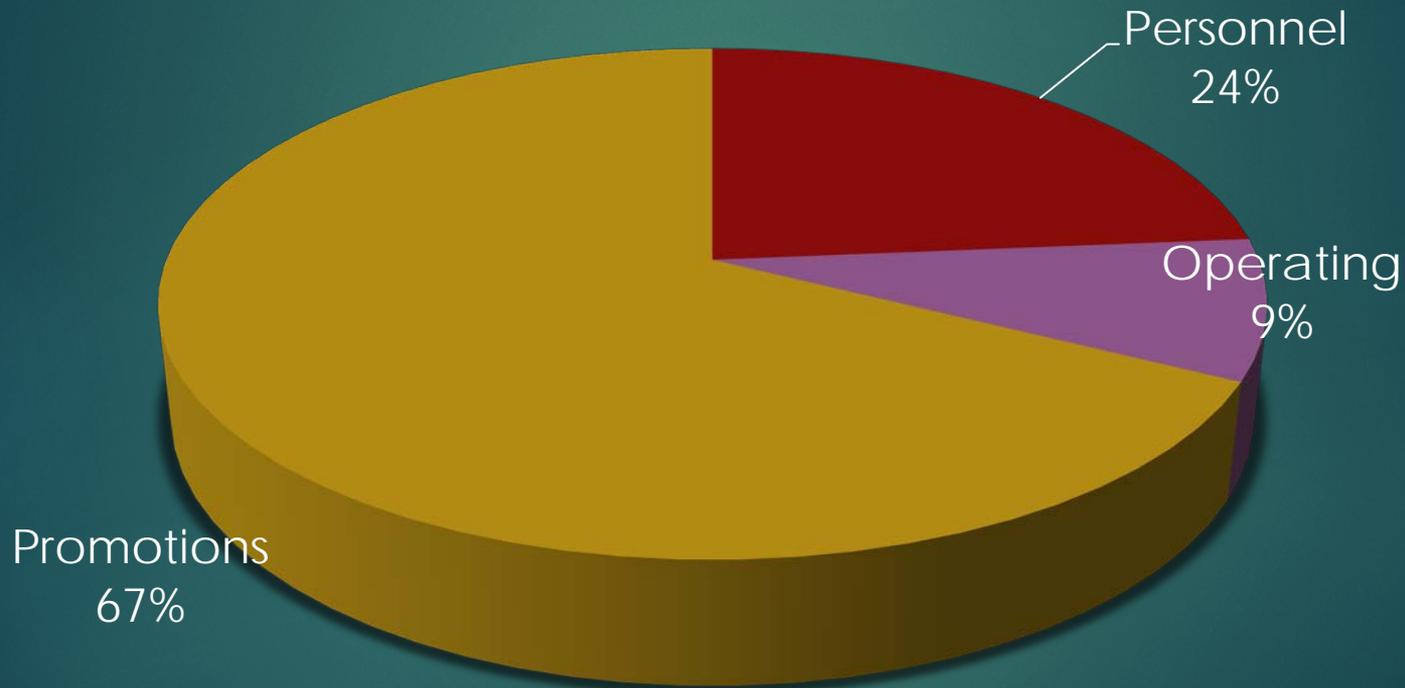
Promote Travel and Tourism



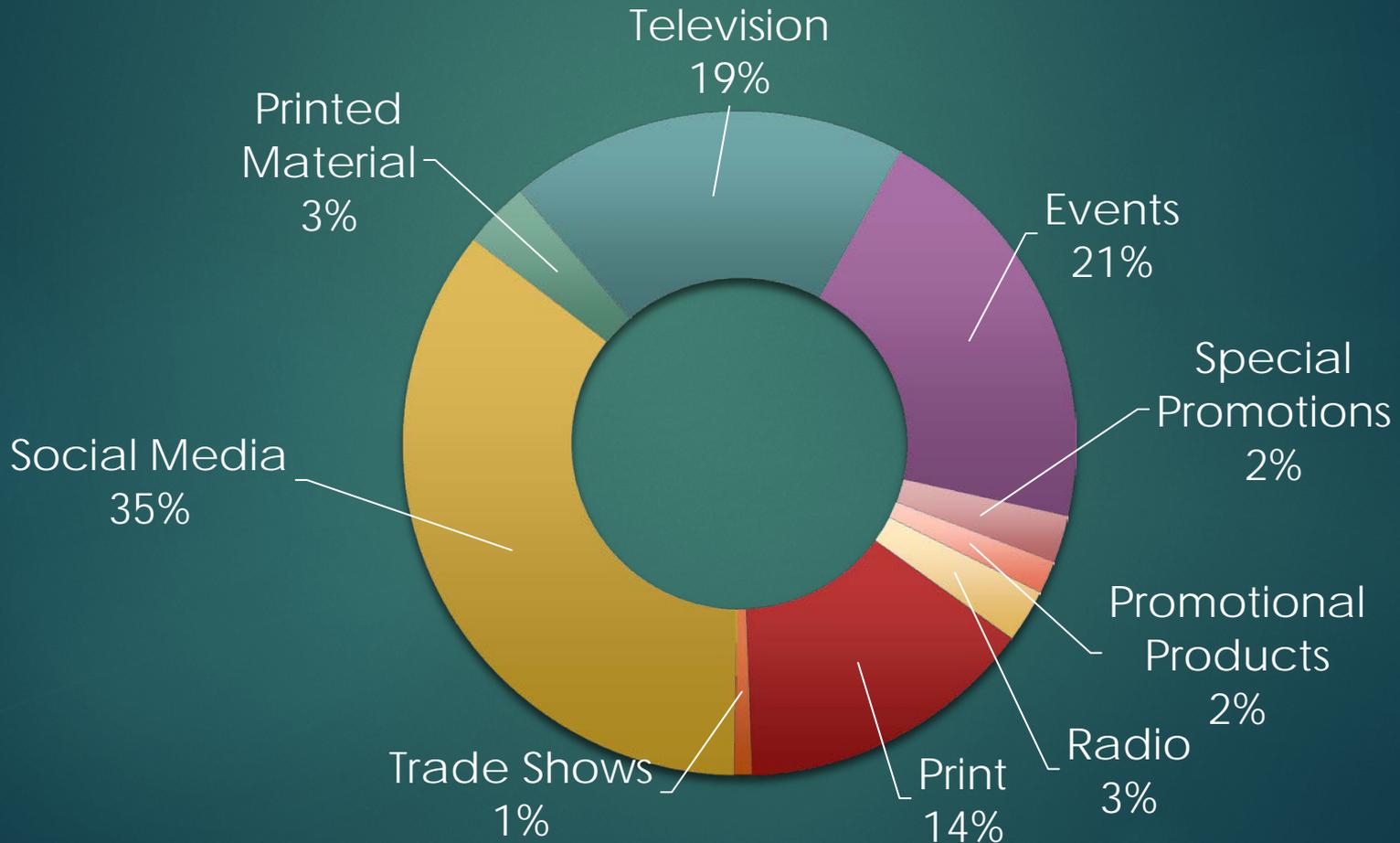
Occupancy Tax

- ▶ Promote Travel and Tourism - to advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in these activities.

Occupancy Tax Promote Travel and Tourism



Occupancy Tax Promote Travel and Tourism



Occupancy
Tax

Tourism Related
Expenditures

Occupancy Tax

- ▣ Tourism related expenditures – expenditures that, in the judgment of the Currituck County Board of Commissioners, are designed to increase the use of lodging facilities, meeting facilities, recreational facilities, and convention facilities in a county by attracting tourists or business travelers to the county. The term includes tourism related capital expenditures and beach nourishment.

Historic Corolla Park

Revenues		
	Tours	50,000
	Events	30,000
	Weddings	29,000
	Sales	10,000
	Donations	5,000
	Occupancy Tax	962,862
		\$1,086,862
Expenditures		
	Personnel	663,061
	Operating	383,801
	Capital Outlay	40,000
		\$1,086,862

Tourism Related Expenditures

Emergency Medical Services & Fire	1,650,125
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Sheriff's Office	1,298,103
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Historic Corolla Park Capital	900,000
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Lifeguard Services	1,000,000
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Beach Walkovers	900,000
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Community Park – Gibbs Woods	425,000
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Airport 10% Matching Funds	618,000
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Annual Balanced Budget



- ▶ May 16, 2022 – Presentation.
- ▶ June 6, 2022 – Public hearing and possible adoption.
- ▶ July 1, 2022 – Effective date of adopted annual budget.

Locations to View Budget Document

- ▶ County Manager's Office

- ▶ County's website at:

www.currituckgovernment.com

COUNTY OF CURRITUCK
BUDGET PREPARATION FOR THE TOURISM DEVELOPMENT AUTHORITY
Annual Budget for FY 2023

	FY 2021	FY 2022			FY 2023		
	Actual	Original Budget	Revised Budget	Projected Actual	Original Request	FY 2023 Manager Proposed	Board Adopted
Revenues							
Occupancy Tax	\$ 16,650,164	\$ 12,500,000	\$ 14,708,447	\$ 16,206,145	\$ 10,844,621	\$ 11,175,584	\$ -
Penalties & Interest	1,312	-	-	13,319	-	-	-
Investment Earnings	39,323	171,294	171,294	120,000	142,376	142,376	-
Miscellaneous Grants	-	-	-	1,140	-	-	-
Tour Operator Permits	-	8,250	8,250	8,250	-	-	-
Whalehead Tours	57,193	80,000	80,000	69,909	50,000	50,000	-
Events - Whalehead	20,813	65,000	65,000	65,000	30,000	30,000	-
Events - Promotion	15,125	15,000	15,000	32,650	-	-	-
Rent - Whalehead Weddings	23,554	20,000	20,000	40,044	29,000	29,000	-
Vending Sales	-	-	-	-	-	-	-
Co-Op Advertising	-	-	-	-	23,500	23,500	-
Tourism Retail Sales	9,300	10,000	10,000	13,615	10,000	10,000	-
Retail - Whalehead	13,185	12,000	12,000	14,457	10,000	10,000	-
Miscellaneous	7,104	-	-	-	-	-	-
Donations - Whalehead	125,806	6,500	6,500	6,500	5,000	5,000	-
Insurance Recovery	260	-	-	-	-	-	-
	16,963,139	12,888,044	15,096,491	16,591,029	11,144,497	11,475,460	-
Expenses							
Tourism Promotion							
Personnel							
Salaries	389,091	434,171	434,171	434,171	434,936	519,035	-
Salaries - Part Time	-	-	-	-	-	196,967	-
Temporary Services	144,759	196,967	196,967	180,500	196,967	-	-
FICA Expense	40,273	48,283	48,283	44,936	48,341	54,774	-
Insurance Expense	69,966	97,029	95,029	88,484	121,428	118,730	-
Retirement Expense	62,944	73,983	73,983	73,983	79,333	93,635	-
Retiree Health Insur	11,632	11,898	11,898	11,632	24,796	23,746	-
	718,665	862,331	860,331	833,706	905,801	1,006,887	-
Operations							
Telephone & Postage	5,817	28,660	28,660	23,139	24,160	25,160	-
Data Transmission	8,838	8,715	9,135	8,711	8,715	8,715	-
Utilities - Visitors Center	24,078	36,000	36,000	22,000	36,000	36,000	-
Travel	1,586	30,700	30,700	17,331	28,600	28,600	-
Training & Education	3,399	9,635	9,635	9,098	8,655	8,655	-
Fees Paid To Officials	200	2,800	2,800	2,400	2,800	2,800	-
Repairs & Maintenance	1,995	5,000	5,000	3,500	5,000	5,000	-
Vehicle Maintenance	739	3,700	3,700	1,400	3,700	3,700	-

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	FY 2021	FY 2022			FY 2023		
	Actual	Original Budget	Revised Budget	Projected Actual	Original Request	FY 2023 Manager Proposed	Board Adopted
Rent	-	-	-	-	-	-	-
Equipment Lease	5,181	6,085	6,085	6,100	6,084	6,084	-
Advertising	-	1,000	1,000	1,000	1,000	1,000	-
Promotional Efforts	3,154,375	3,353,000	3,296,442	3,505,500	2,853,000	2,853,000	-
Economic Development Promo	-	-	-	-	-	-	-
Promotion Grants	-	100,000	100,000	32,360	100,000	100,000	-
Fuel	657	3,500	3,500	3,500	3,500	3,500	-
Supplies	25,319	43,000	43,000	40,500	43,000	43,000	-
Tourism Advisory Bd Expenses	-	3,000	3,000	1,025	3,000	3,000	-
Retail Merchandise	6,265	10,000	10,000	10,000	10,000	10,000	-
Uniforms	2,159	3,000	3,000	3,000	3,000	3,000	-
Unemployment Compensation	-	-	-	-	-	-	-
Workers Compensation	6,800	6,064	6,064	7,010	6,367	6,367	-
Contracted Services	25,896	45,885	45,885	45,851	45,885	45,885	-
Credit Card Processing Fees	445	4,000	4,000	4,000	4,000	4,000	-
(Overage) Shortage	161	-	-	185	-	-	-
Dues & Subscription	18,052	18,634	18,634	18,300	18,629	18,629	-
Software License Fee	2,818	4,979	6,979	5,987	4,978	4,978	-
Insurance & Bonds	7,058	9,000	9,000	8,608	9,000	9,000	-
Capital Outlay	46,229	50,000	112,100	50,000	-	-	-
	3,348,067	3,786,357	3,794,319	3,830,505	3,229,073	3,230,073	-
Total Tourism Promotion	4,066,732	4,648,688	4,654,650	4,664,211	4,134,874	4,236,960	-
Tourism Related Expenditures							
Personnel							
Salaries	166,271	183,551	183,551	161,849	186,665	208,478	-
FICA Expense	12,691	14,041	14,041	12,381	14,280	15,949	-
Health Insurance Expense	44,549	53,905	53,905	49,163	61,990	59,365	-
Retirement Expense	26,480	31,277	31,277	25,734	34,048	37,608	-
	249,991	282,774	282,774	249,127	296,983	321,400	-
Operations							
Telephone & Postage	465	460	460	450	468	468	-
Utilities	8,096	9,500	9,500	12,000	12,500	12,500	-
Training & Education	-	-	-	-	-	-	-
Repairs & Maintenance	2,468	15,000	14,700	8,500	15,000	15,000	-
Signs	9,837	12,500	12,500	12,500	12,500	12,500	-

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	FY 2021	FY 2022			FY 2023		
	Actual	Original Budget	Revised Budget	Projected Actual	Original Request	FY 2023 Manager Proposed	Board Adopted
Outer Banks Access Ramps	8,938	25,500	25,500	25,500	35,000	35,000	-
Vehicle Maintenance	6,175	4,000	4,000	3,105	5,000	5,000	-
Equipment Maintenance	-	-	-	-	7,500	7,500	-
Rent	-	-	-	-	-	-	-
Playground Incentive	-	-	-	-	-	-	-
Economic Development Incent	-	-	-	-	-	-	-
Fuel	3,762	4,500	4,500	4,200	6,500	6,500	-
Maintenance Supplies	8,875	21,500	21,500	15,000	31,500	31,500	-
Building Supplies	-	5,000	5,000	5,000	-	-	-
Supplies - Carova Park	2,530	2,000	2,000	2,000	2,000	2,000	-
Uniforms	2,302	3,577	3,577	2,898	4,577	4,577	-
Unemployment Compensation	-	-	-	-	-	-	-
Workers Compensation	1,096	977	977	1,130	1,026	1,026	-
Contract Services	203,120	250,744	253,124	195,345	400,744	400,744	-
Beach Services	925,879	905,900	971,747	971,746	1,000,000	1,000,000	-
Contract Serv:Historic Preserv	-	-	29,781	6,831	100,000	100,000	-
Public Transportation	-	-	-	-	-	-	-
Corolla Wild Horse Fund	74,984	-	80,950	69,200	69,200	69,200	-
Carova Beach Service Dist	-	-	-	-	-	-	-
Historic Jburg Colored School	10,645	17,032	17,032	24,456	25,900	25,900	-
Beach Renourishment	5,860	-	20,000	20,000	20,000	20,000	-
Credit Card Fees	-	-	-	-	-	20,000	-
Cont Services - Carova Park	-	-	-	8,250	8,250	8,250	-
Insurance & Bonds	-	-	-	-	-	-	-
Software License Fee	2,160	-	-	-	-	2,200	-
Professional Services	-	-	-	125,000	125,000	125,000	-
	1,277,192	1,278,190	1,476,848	1,513,111	1,882,665	1,904,865	-
Capital Outlay	85,091	50,000	465,420	447,143	50,000	50,000	-
	85,091	50,000	465,420	447,143	50,000	50,000	-
Total General Tourism Related	1,612,274	1,610,964	2,225,042	2,209,381	2,229,648	2,276,265	-
Whalehead in Historic Corolla Park							
Museum Corolla							
Personnel							
Salaries	188,460	294,506	323,199	205,609	297,262	298,682	-
Temporary Services	56,051	190,000	180,920	119,000	190,000	190,000	-
FICA Expense	17,950	37,065	39,260	22,940	37,275	37,385	-

COUNTY OF CURRITUCK
BUDGET PREPARATION FOR THE TOURISM DEVELOPMENT AUTHORITY
Annual Budget for FY 2023

	FY 2021	FY 2022			FY 2023		
	Actual	Original Budget	Revised Budget	Projected Actual	Original Request	Manager Proposed	Board Adopted
Health Insurance Expense	37,174	75,467	74,766	46,856	86,786	83,111	-
Retirement Expense	30,013	50,183	55,416	35,036	54,221	53,883	-
	<u>329,648</u>	<u>647,221</u>	<u>673,561</u>	<u>429,441</u>	<u>665,544</u>	<u>663,061</u>	-
Operations							
Telephone & Postage	4,381	9,040	9,040	4,400	4,930	4,930	-
Data Transmission	1,511	9,556	9,556	3,461	2,800	5,000	-
Utilities	30,495	76,360	76,360	32,000	38,000	38,000	-
Travel	-	3,880	3,880	1,020	1,720	3,720	-
Training & Education	1,375	2,125	2,125	1,400	850	1,850	-
Repairs & Maintenance	10,394	25,450	25,450	8,753	10,000	10,000	-
Repairs & Maint For Pub Wrks	-	-	-	-	20,000	20,000	-
Vehicle Maintenance	532	1,500	1,500	250	1,500	1,500	-
Equipment Lease	-	-	-	-	-	-	-
Promotional Efforts	32,550	63,425	63,425	40,000	43,425	43,425	-
Fuel	112	1,300	1,300	500	1,300	1,300	-
Supplies	8,487	18,000	18,000	11,910	13,000	13,000	-
Supplies For Public Works	-	5,000	5,000	37	-	-	-
Maintenance Supplies	20,447	15,000	25,000	20,000	30,000	30,000	-
Concessions	3,614	19,400	19,400	13,166	19,400	19,400	-
Uniforms	1,178	3,000	3,000	2,000	2,000	2,000	-
Workers Compensation	4,453	3,971	3,971	4,591	4,170	4,170	-
Contracted Services	78,378	121,229	135,479	93,070	116,133	116,133	-
OBC Funded - Other than capital	-	-	-	-	-	-	-
Whalehead Operations	-	-	-	-	-	-	-
Contracts For Public Works	-	25,000	25,000	84	25,000	25,000	-
Credit Card Fees	2,717	5,000	5,000	3,813	5,000	5,000	-
Dues & Subscription	1,215	2,350	2,350	1,918	2,463	2,463	-
Insurance	30,266	36,910	45,990	36,871	36,910	36,910	-
Professional Services	-	-	-	-	-	-	-
Administration	-	300,000	240,330	95,423	-	-	-
	<u>232,105</u>	<u>747,496</u>	<u>721,156</u>	<u>374,667</u>	<u>378,601</u>	<u>383,801</u>	-
Capital Assets							
Capital Outlay	9,425	10,002	10,002	-	-	-	-
Capital Facility Projects	41,293	900,000	900,000	990	40,000	40,000	-
	<u>50,718</u>	<u>910,002</u>	<u>910,002</u>	<u>990</u>	<u>40,000</u>	<u>40,000</u>	-
Wildlife Center							
Salaries	12,856	-	-	-	-	-	-

COUNTY OF CURRITUCK
BUDGET PREPARATION FOR THE TOURISM DEVELOPMENT AUTHORITY
Annual Budget for FY 2023

	FY 2021	FY 2022			FY 2023		
	Actual	Original Budget	Revised Budget	Projected Actual	Original Request	FY 2023 Manager Proposed	Board Adopted
Temporary Services	-	-	-	-	-	-	-
FICA Expense	983	-	-	-	-	-	-
Health Insurance Expense	2,049	-	-	-	-	-	-
Retirement Expense	2,059	-	-	-	-	-	-
Telephone & Postage	493	-	-	-	-	-	-
Data Transmission	104	-	-	-	-	-	-
Training & Education	2,599	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Promotional Efforts	-	-	-	-	-	-	-
Supplies For Public Works	-	-	-	-	-	-	-
Utilities	2,599	-	-	-	-	-	-
Contracts For Public Works	-	-	-	-	-	-	-
	23,742	-	-	-	-	-	-
Capital Outlay	50,718	-	-	-	-	-	-
Total Whalehead Museums	686,931	2,304,719	2,304,719	805,098	1,084,145	1,086,862	-
Total Tourism Related Expenses	2,299,205	3,915,683	4,529,761	3,014,479	3,313,793	3,363,127	-
Other Financing Sources (Uses)							
T F - Operating Fund	50,000	50,000	50,000	50,000	50,000	50,000	-
T T - Operating Fund	(3,633,078)	(4,433,436)	(4,433,436)	(4,017,531)	(3,596,986)	(3,481,936)	-
T T Carova Beach Service Fund	(36,781)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-
T T Co Government Facilities Fund	(92,750)	(1,175,000)	(3,020,850)	(1,525,000)	(425,000)	(425,000)	-
T T Multi-Year Fund	(250,000)	(250,000)	(250,000)	(250,000)	-	-	-
Fund Balance Appropriated	-	1,514,763	1,772,206	3,152,892	11,563	11,563	-
	(3,962,609)	(4,323,673)	(5,912,080)	(2,619,639)	(3,990,423)	(3,875,373)	-

COUNTY OF CURRITUCK
BUDGET PREPARATION FOR THE TOURISM DEVELOPMENT AUTHORITY
Annual Budget for FY 2023

	FY 2021 Actual	FY 2022 Original Budget Revised Budget Projected Actual			FY 2023 Original Request Manager Proposed Board Adopted		
Revenues Over (Under) Expenses, Other Financing Sources and Uses, and Appropriated Fund Balances	6,634,593	-	-	6,292,700	(294,593)	-	-
Fund balances:							
Beginning of year, July 1							
Tourism promotion	9,086,578	9,086,578	9,086,578	9,086,578	13,491,468	13,491,468	13,491,468
Tourism related expenditures	6,945,492	6,945,492	6,945,492	6,945,492	8,833,302	8,833,302	8,833,302
	<u>16,032,070</u>	<u>16,032,070</u>	<u>16,032,070</u>	<u>16,032,070</u>	<u>22,324,770</u>	<u>22,324,770</u>	<u>22,324,770</u>
End of year, June 30							
Tourism promotion	13,872,562	13,872,562	13,872,562	13,491,468	13,491,468	13,491,468	13,491,468
Tourism related expenditures	8,842,914	8,842,914	8,842,914	8,833,302	6,481,915	6,481,915	6,481,915
	<u>22,715,476</u>	<u>22,715,476</u>	<u>22,715,476</u>	<u>22,324,770</u>	<u>19,973,383</u>	<u>19,973,383</u>	<u>19,973,383</u>

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 1. OCCUPANCY TAX - PROMOTION

A. Estimated Resources:	
Occupancy Tax	\$ 11,175,584
Other revenues	157,500
Investment earnings	142,376
Transfer in	50,000
Appropriated fund balance	11,563
	<u>11,537,023</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 11,537,023</u>
B. Appropriations:	
Occupancy Tax - Promotion	\$ 4,236,960
Occupancy Tax - Tourism related	3,363,127
Transfers out	3,936,936
	<u>11,537,023</u>
TOTAL APPROPRIATIONS	<u>\$ 11,537,023</u>

The information above is presented in summary form. Complete detailed information is available in the County budget.

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

- A. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- B. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- C. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- D. He may make interfund loans for a period of not more than sixty days (60).
- E. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 3. CONTRACTUAL OBLIGATIONS

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- A. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- B. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- C. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

- D. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- E. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 4. MEMORANDA

- A. Officers:
 - Donald I. McRee, Jr. is the Budget Officer
 - Leeann Walton is the Clerk to the Board
 - Samantha Evans is the Deputy Clerk to the Board
 - Sandra L. Hill is the Finance Director
 - Caron Crouse is the Assistant Finance Director/Deputy Finance Director
 - Bridget Brinkley, Deputy Finance Director
 - Tracy L. Sample is the Tax Collector
 - Michelle Rose is the Deputy Tax Collector

- B. Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

- C. Official Depositories:
 - The official depositories of the County of Currituck are:
 - Bank of America, North Carolina
 - Truist, North Carolina
 - North Carolina Cash Management Trust, Charlotte, North Carolina
 - Towne Bank of Currituck, North Carolina
 - Wells Fargo, North Carolina

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.

- E. Daily deposits are required by all departments when the amount of money held on had sums to Five Hundred dollars (\$500).

- F. Returned Check or Electronic Funds Transfer Fees:
The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

- G. Policy on Appropriations:
The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 5. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this ___th day of June 2022.

Signature on File

Michael H. Payment, Chairman
Board of Commissioners

ATTEST:

Signature on File

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2023

Leeann Walton
Clerk to the Board