

ACCOUNTING • BUDGET • REVENUE

PHILIP S. MILLER RESOURCE GRANT PROGRAM

The 2018 Philip S. Miller Resource Grant Program's application deadline has been extended to August 15, 2017. The program is geared toward the support of social and human services and must include the provisions for the necessities of life including water, energy, food or shelter assistance. For more information please visit CRgov.com/Grants.

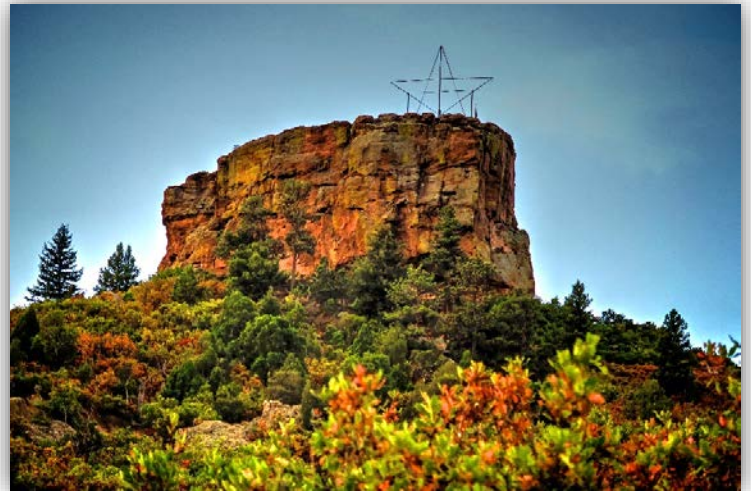
MISSION & VISION STATEMENT

MISSION STATEMENT

Through exceptional customer service and effective partnerships, we deliver accurate and timely financial services

VISION STATEMENT

The Finance Department will provide financial solutions and services in support of the Town's vision and community objectives through:
Proactive Education, Purposeful Planning,
Excellent Communication and
Fiscal Accountability



Trish Muller
Finance Director

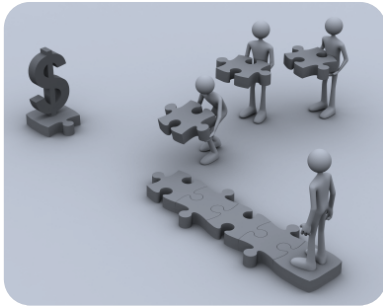
Sara Ruby
Administrative Assistant

Michael Tempel
Business Systems Analyst

Accounting	Budget & Finance	Revenue
Nicole Carner - Assistant Finance Director		
<p>Christie Guthrie Accounting Manager</p> <p>Kimberly Kraft Accounting Supervisor</p> <p>Katie Baker Accountant</p> <p>Michele Rupprecht Payroll Technician</p> <p>Yvonne Haas Accounting Technician</p> <p>Tova Unckles Accounting Technician</p> <p>Christina LeBlanc Accounting Technician</p> <p>Jill Ford Accounting Technician</p> <p>Liz Dockstader Accounting Technician</p>	<p>Matt Gohl Budget & Finance Manager</p> <p>Matthew Kipp Financial Analyst</p> <p>Open Position Financial Analyst</p> <p>Edward McWilliams Finance Project Analyst</p>	<p>Pete Mangers Revenue Manager</p> <p>Jamie Authier Sales Tax Auditor</p> <p>Craig Larson Sales Tax Auditor</p> <p>Heather Mullinax Building Use Tax Auditor</p> <p>Ryan Kadlec Sales Tax PIF Specialist</p> <p>Kellie Helm Senior Customer Service Representative</p>
<p>For More Information Please Visit: www.CRgov.com Services/Finance</p>		

FINANCE

ACCOUNTING ACTIVITIES



The Accounting Division has new team members that we are very excited to welcome to the Town.



Christina LeBlanc begin working for the Town in June 2017 as an *Accounting Technician*. She is responsible for account and bank reconciliations, grant reimbursement reporting, accounts receivable invoicing and petty cash audits.



Jill Ford begin working for the Town in July part time as a *Payroll Technician*. As the Town has continued to grow, so has the number of employees and Jill is learning the Town's payroll processes to allow for additional segregation of duties.

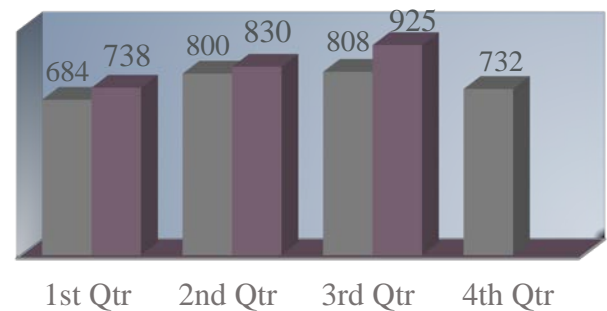


Elizabeth "Liz" Dockstader begin working for the Town in July part time as an *Accounting Technician*. Liz is learning the Accounts Payable/Purchasing processes currently and will also be working with account reconciliations and capital assets.

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

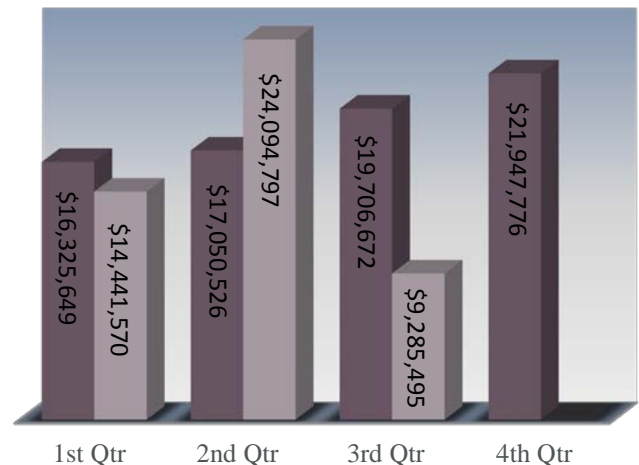
■ 2016 ■ 2017



ACCOUNTS PAYABLE / PURCHASING

TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2016 ■ 2017



TOTAL AP CHECKS CUT

2014	2015	2016	2017 (YTD)
5,880	5,914	6,474	3,763

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Completed Public Works cash flow analysis updates for North Meadows Extension to complete payments
- Refined long term fund projections for the Transportation and Transportation Capital Funds
- Prepared the Second Quarter Financial Review to Council, planned for presentation to Council on August 15th
- Matt Kipp participated in an employee focus group to discuss communication roadblocks and solutions

IMPORTANT UPCOMING DATES

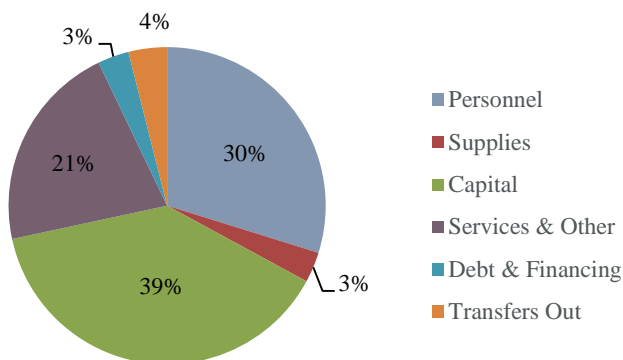
August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- August 15th: Preliminary presentation of the Proposed 2018 Budget, 2018-2020 Three Year Balanced Financial Plan and 2018-2022 Fiver Year CIP
- August 15th: Presentation of the 2017 Mid-Year Financial Report

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through June 2017



BUDGET DEVELOPMENTS

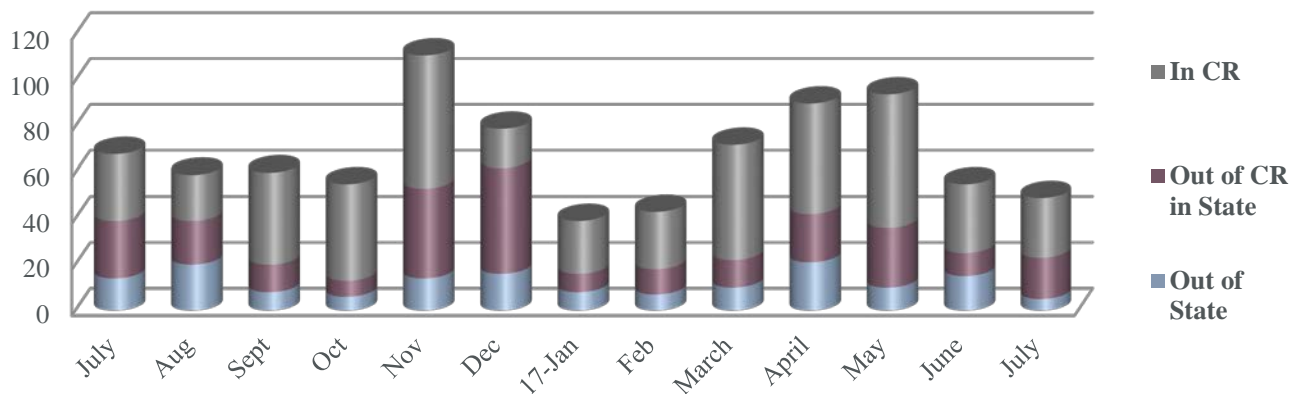
- Worked to finalize numbers for the 2018 Budget, 2018-2020 Three Year Balanced Financial Plan and 2018-2022 Five Year CIP
- Worked to prepare drafts of the proposed 2018 Budget document, including department narratives and Five Year CIP sections, for initial presentation to Council on August 15th. First reading of the budget ordinance is planned for September 5th, with second reading planned for September 19th

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 49 new business licenses in July, including in Town businesses Castle Rock currently has a total of 4,134 active businesses licensed 2,006 or 49% of all businesses licensed are based in Castle Rock There have been 18 accounts closed in July 	2 Teacher's Childcare In-Home Childcare Services	The Pampered Puppy Sales of Dog Related Items
	Lubna Jamal Photography Photography	Energy Allies Residential Energy Efficiency Services
	Ohana Courier Service General Courier Services	Zaika Indian Indian Food Restaurant
	Amber's Organizing Professional Organizing Services	Carole Gase Insurance Billing for Physicians
	Strengthen You Counseling Mental Health Counseling Services	High Five Preschool In-Home Preschool
	White Hawk & Z Painted Wood Signs	Bank of America Financial Institution
	Small & Simple Confections Bakery and Specialty Cakery	Auntie Anne's & Cinnabon Pretzels and Cinnamon Rolls
	Prince Propositions Software Consulting	Industrial Orange Cleaning Post Construction Cleaning
	Sisters Suitcase Clothing, Accessories & Furniture	J & M Firearms Firearm Sales Over the Internet
	Colorado Wassail Company Non-Alcoholic Beverages	Moose Motor CMS Used Golf Carts
	Made In The Shade Blinds & More Sales & Installation of Window Treatments	

**For more information on
New Castle Rock Businesses**
 Please visit
www.crgov.com/411

BUSINESS LICENSES ISSUED



This graph illustrates how many business licenses are issued per month, by area.



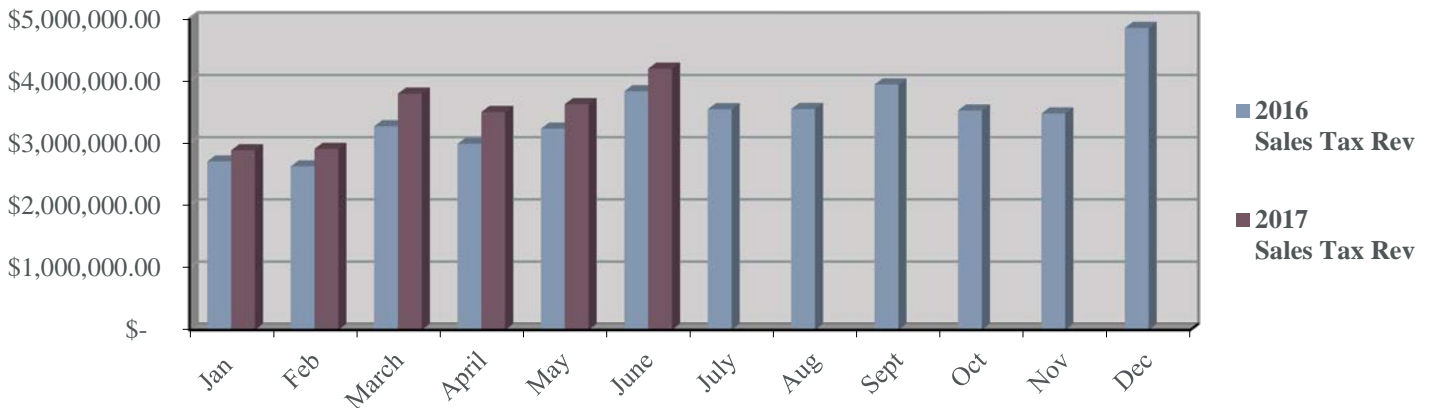
REVENUE

JULY 2017

FINANCE

ENFORCEMENT	REPORTING																																								
<ul style="list-style-type: none"> Revenue Division has collected \$56,525 from delinquent accounts for the month of June YTD Delinquency \$293,102 We currently have 29 audits in process There was zero audit revenue collected in June 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ccc;">June</th> <th style="background-color: #ccc;">Gross Sales Tax Collections</th> <th style="background-color: #ccc;">Revenue Collected on Behalf of Others</th> <th style="background-color: #ccc;">Adjusted Collections</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>\$ 3,836,672</td> <td>\$ 121,396</td> <td>\$ 3,715,276</td> </tr> <tr> <td>2017</td> <td>\$ 4,200,911</td> <td>\$ 182,038</td> <td>\$ 4,018,873</td> </tr> <tr> <td>Dollar +/-</td> <td>\$ 364,239</td> <td>\$ 60,642</td> <td>\$ 303,597</td> </tr> <tr> <td>Percent Change</td> <td>9.5%</td> <td>50.0%</td> <td>8.2%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ccc;">YTD</th> <th style="background-color: #ccc;">Gross Sales Tax Collections</th> <th style="background-color: #ccc;">Revenue Collected on Behalf of Others</th> <th style="background-color: #ccc;">Adjusted Collections</th> </tr> </thead> <tbody> <tr> <td>2016 YTD</td> <td>\$ 18,676,760</td> <td>\$ 876,712</td> <td>\$ 17,800,048</td> </tr> <tr> <td>2017 YTD</td> <td>\$ 21,186,855</td> <td>\$ 1,372,850</td> <td>\$ 19,814,005</td> </tr> <tr> <td>Dollar +/-</td> <td>\$ 2,510,095</td> <td>\$ 496,138</td> <td>\$ 2,013,957</td> </tr> <tr> <td>Percent Change</td> <td>13.4%</td> <td>56.6%</td> <td>11.3%</td> </tr> </tbody> </table>	June	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections	2016	\$ 3,836,672	\$ 121,396	\$ 3,715,276	2017	\$ 4,200,911	\$ 182,038	\$ 4,018,873	Dollar +/-	\$ 364,239	\$ 60,642	\$ 303,597	Percent Change	9.5%	50.0%	8.2%	YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections	2016 YTD	\$ 18,676,760	\$ 876,712	\$ 17,800,048	2017 YTD	\$ 21,186,855	\$ 1,372,850	\$ 19,814,005	Dollar +/-	\$ 2,510,095	\$ 496,138	\$ 2,013,957	Percent Change	13.4%	56.6%	11.3%
June	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections																																						
2016	\$ 3,836,672	\$ 121,396	\$ 3,715,276																																						
2017	\$ 4,200,911	\$ 182,038	\$ 4,018,873																																						
Dollar +/-	\$ 364,239	\$ 60,642	\$ 303,597																																						
Percent Change	9.5%	50.0%	8.2%																																						
YTD	Gross Sales Tax Collections	Revenue Collected on Behalf of Others	Adjusted Collections																																						
2016 YTD	\$ 18,676,760	\$ 876,712	\$ 17,800,048																																						
2017 YTD	\$ 21,186,855	\$ 1,372,850	\$ 19,814,005																																						
Dollar +/-	\$ 2,510,095	\$ 496,138	\$ 2,013,957																																						
Percent Change	13.4%	56.6%	11.3%																																						

SALES TAX COLLECTIONS



* Sales Tax is reported a month in arrears, we will report last months' revenue in the current month.