

## ACCOUNTING • BUDGET • REVENUE

### 2017 BUDGET

THE TOWN OF CASTLE ROCK 2017 PROPOSED BUDGET IS SCHEDULED TO GO TO TOWN COUNCIL FOR SECOND READING ON SEPTEMBER 20, 2016.

### 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

**Christie Guthrie**  
Accounting Manager

**Edward McWilliams**  
Finance Project Analyst

**Kimberly Kraft**  
Accounting Supervisor

**Caitlin Machone**  
Accountant

**Michele Rupprecht**  
Payroll Technician

**Sarah Kiefer**  
Accounting Technician

**Katie Parker**  
Accounting Technician

**Nalene Pecore**  
Accounting Technician

#### Budget & Finance

**Nicole Carner**  
Budget & Finance Manager

**Matt Gohl**  
Senior Financial Analyst

**Matthew Kipp**  
Financial Analyst

**Tom Castillo**  
Financial Analyst

#### Revenue

**Pete Mangers**  
Revenue Manager

**Jamie Authier**  
Sales Tax Auditor

**Greg Doane**  
Sales Tax Auditor

**Jane Chrestensen**  
Sales Tax PIF Specialist

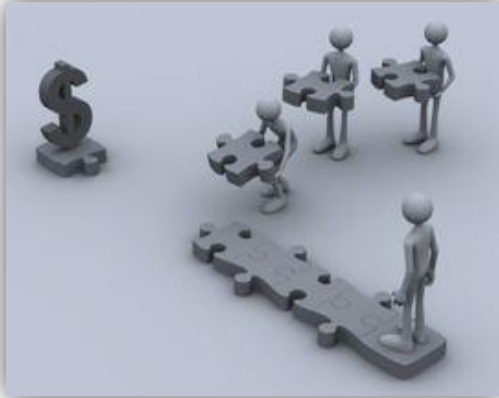
**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:  
**[www.CRgov.com](http://www.CRgov.com)**  
Services/Finance

EXCELLENCE • DEDICATION • SERVICE

## FINANCE

### ACCOUNTING ACTIVITIES



#### Accounting Spotlight (Payroll Technician)

Michele Rupprecht is from Accounting Principals and will filling in the roll of the Payroll Technician. Michele's first day was Friday, September 2<sup>nd</sup>. Michele has worked for the Town of Parker, responsible for their full-cycle payroll and most recently she worked for the Airport Development Group, responsible for full-cycle payroll and all payroll taxes. In addition to payroll, she also has experience in AP, AR, reconciliations, budget/cash flow analysis, and sales and use tax. She has two sons that are both attending the University Of Colorado, one in Boulder and one in Denver. Please join me in welcoming Michele Rupprecht to the Town.

#### Unclaimed Property

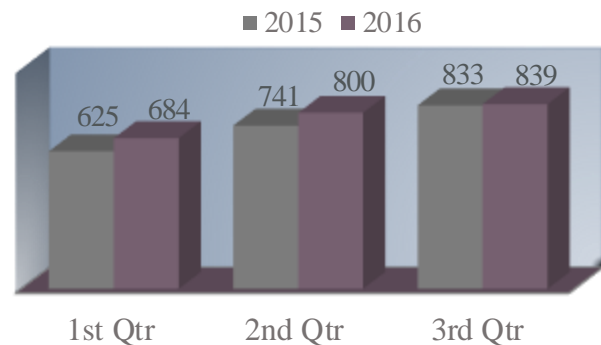
Stale dated checks are listed on the Town's website for Payroll and Accounts Payable checks over 180 days old that are under \$200.00. If the check amount is \$200.00 or more, a certified letter is sent to the last known address with instructions on how to claim the funds.

Please see the Unclaimed Property section under the Transparency / Financial Information page of the Town's website.

<http://www.crgov.com/1972/Financial-Information>

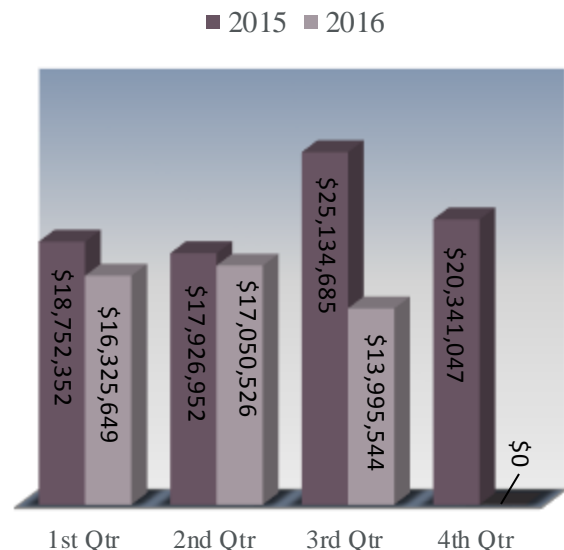
### PAYROLL

#### TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)



### A/P PURCHASING

#### TOTAL AP CHECKS ISSUED (Total by Qtr)



#### TOTAL AP CHECKS CUT

2013	2014	2015	2016 (YTD)
5,400	5,880	5,914	4,143



# BUDGET

AUGUST 2016

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Conservation Trust Fund cash flow projections related to funding for Festival Park project
- Impact Fee Study developer discussions and continued refinement of information
- Public Works cash flow analysis updates for North Meadows Extension to complete payments
- Taxpayer Bill of Rights (TABOR) projection update through July for years 2016-2019
- Monthly Financial Department/Division reports and analysis
- Public Safety overtime detail reports and project code reports
- United Fire Dispatch Authority bookkeeping, financial memo, and financial statement preparation
- Conducted interviews for open Financial Analyst position
- Analysts met with new departments due to shift in responsibilities
- Identified projected personnel and project savings in Transportation to accommodate additional project needs
- Analysis provided for possible increase in retirement contribution in 2017

### IMPORTANT UPCOMING DATES

#### September 2016

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	

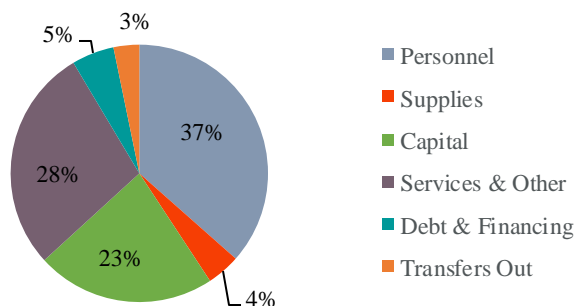
- September 6: First Reading of the Proposed 2016 Budget
- September 12-October 6: Revision to the 2016 Year End Estimates for the Third Quarter Financial Review for Council
- September 20: Second Reading of the Proposed 2017 Budget, including 2017-2019 Balanced Financial Plan and 2017-2021 CIP

### BUDGET DEVELOPMENTS

- Prepared drafts of the 2017 Budget document, 2017-2019 Three Year Balanced Financial Plan and 2017-2021 Five Year Capital Improvement Program for the initial introduction to Council on August 16th
- Prepared information on planned Fleet replacements and additions in response to Council questions in order to provide clarification
- Updated drafts of the 2017 Budget document, 2017-2019 Three Year Balanced Financial Plan and 2017-2021 Five Year Capital Improvement Program to include the 4th Budget Amendment of 2016 for the planned first reading at Council on September 6th
- Adjusted reserve amounts for all funds, Three Year Financial Plan and Fund Summary notes and assumptions incorporated

### ACTUAL EXPENDITURES BY CATEGORY

#### Through July 2016



## FINANCE

### ENFORCEMENT

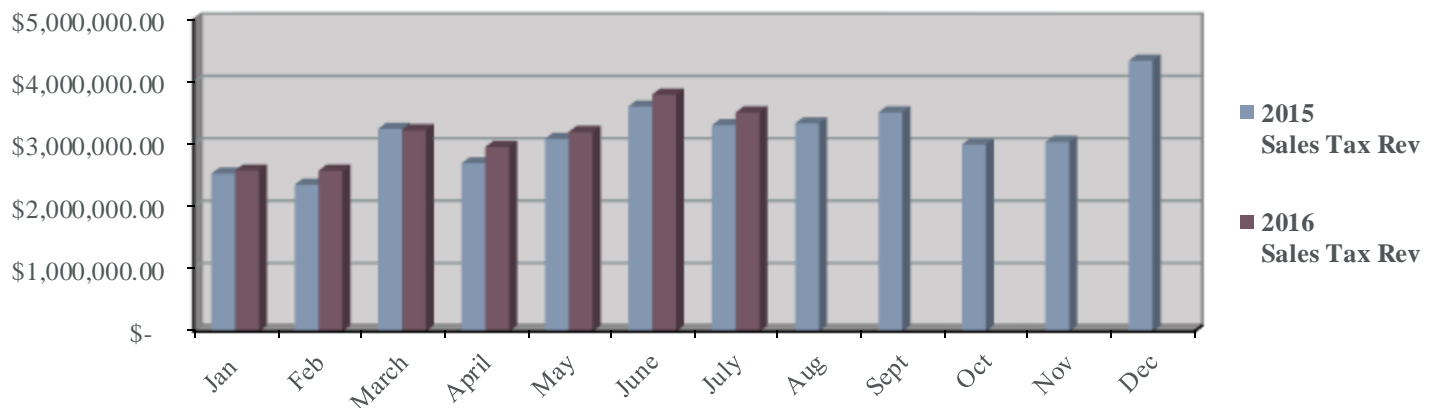
- Sales Tax has collected \$32,849 in delinquency revenue for the month of August
- Delinquency Collection YTD \$481,501
- We currently have 39 audits in process
- We will start two new audits in September
- August Audit Collection - \$16,938

### REPORTING

July	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 3,307,172	\$ 107,204	\$ 3,199,968
2016	\$ 3,513,347	\$ -	\$ 3,513,347
Dollar +/-	\$ 206,175	\$ (107,204)	\$ 313,379
Percent Change	6.2%	-100.0%	9.8%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 20,836,995	\$ 330,549	\$ 20,506,446
2016 YTD	\$ 22,165,486	\$ 160,835	\$ 22,004,651
Dollar +/-	\$ 1,328,491	\$ (169,715)	\$ 1,498,206
Percent Change	6.4%	-51.3%	7.3%

### SALES TAX REVENUE



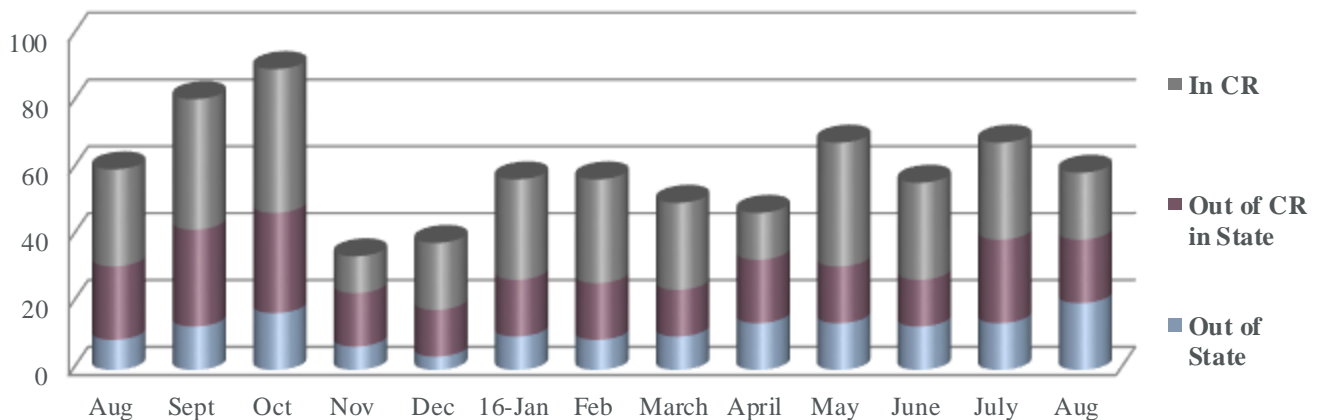
\* Sales Tax is reported a month in arrears, we will report last months' revenue in the current month.

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 59 new business licenses in August, including in Town businesses.</li> <li>Castle Rock currently has a total of 3,818 active businesses licensed</li> <li>1,823 or 48% of all businesses licensed are based in Castle Rock</li> <li>There have been 12 accounts closed in August</li> </ul>	<b>Correct A Dent</b> Hail Repair	<b>TJ Maxx</b> Family Apparel & Domestic Goods
	<b>Lularocksas</b> LuLaRoe Consultant	<b>Darrell Root Jr</b> Handmade Pottery
	<b>DC Off Road</b> Off Road Vehicle Parts & Accessories	<b>LINE-X of Castle Rock</b> Automotive Accessories
	<b>Melissa Hennings</b> Mary Kay Consultant	<b>Sol Granite LLC</b> Sales & Installation of Tile & Countertops
	<b>Task Force: ISO</b> Event Photography	<b>Streetz</b> Mobile Food Truck
	<b>Heygidday</b> Gift Items & Motorcycle Accessories	<b>Trulie Artisans LLC</b> Arts & Crafts
	<b>Planet Cheer</b> Cheer & Tumbling Instruction	<b>Precision Billing Firm</b> Medical Billing Services
	<b>Larkspur Road LLC</b> Furniture	<b>Sam's Club (Opening January 2017)</b> Warehouse Club/Retail Store
	<b>LuLapalooza LLC</b> LuLaRoe Consultant	<b>Camden Ohrt Photography</b> Photography & Art
	<b>Lisa Breed</b> Scentsy Consultant	<b>Petco</b> Retail Pet Supplies & Grooming Services

For more information on  
New Castle Rock Businesses  
Please visit  
[www.crgov.com/411](http://www.crgov.com/411)

## BUSINESS LICENSES ISSUED



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