

# Finance Department

October 2015

Trish Muller - Finance Director  
Sara Ruby - Administrative Assistant  
Michael Tempel - Finance Business Systems Analyst

## Accounting Division



## Accounting Team tours the Fire HQ



L to R: Christie, Stacy, Katie, Angie, Matt, Edward, Caitlin, Kim, Sarah, and from Fire, Randy Rafferty.

Finance Managers, Christie Guthrie, Nicole Carner, and Pete Managers were recognized for completing the Leadership training titled, Marathon Leadership.

These highly interactive sessions focused on providing skill sets and practical learning for leadership to use over the long run. The series began in March and included the following classes: Marathon Leadership, The Adaptable Leader, Decision Making and Critical Thinking, Leading Change at Every Level, Building High Performance Teams, Conflict Resolution, Leading Across Generations, and Increasing Your Personal Influence.

## ACCOUNTS PAYABLE & CAPITAL ASSETS

### Have you setup your P-Card PIN#?

The new chip-enabled credit card machines went into effect on Oct. 1<sup>st</sup>, so without a PIN your PCard may get declined.

### Do you have any Capital Asset Disposals?

The **Disposal Form** is located on the Finance/Accounting page. Please submit disposals as they occur.

### Is your Capital Project complete?

Additions, Transfers, and Disposals will be entered throughout the year. Please contact accounting when a capital project is complete.

### Contact your "Partner in Accounting" for more information.

Angie Williams, Governmental Funds & Fleet  
Sarah Kiefer, Enterprise Funds

## AVOID THE YEAR END RUSH!

## YEAR END DATES

Dec. 14-17, 2015 – Auditors will be here for 2015 Interim Audit  
Feb. 8, 2016 – AP cutoff for all 2015 Invoices to be entered  
Apr. 25-29, 2016 – Auditors will be here for 2015 Field Audit

## Accounting Activities

	October	Year-to-Date
AP Checks Issued	598	4,958
Total AP Checks	\$ 6,752,107	\$ 68,566,096
Total P-Card	\$ 290,440	\$ 2,544,281

2,165 payroll checks and direct deposits were issued in October. There were 3 pay periods in October.

## PAYROLL

### Have you moved in 2015?

Please update your address on the Depot. The **Employee Change of Address Form** is located on the Finance/Payroll page. W-2's will be mailed to your home by the end of January.

### Have you signed up for Direct Deposit?

Payroll **Direct Deposit Forms** are available on the Depot's Finance/Payroll page. Don't lose another check, sign up now!

**Questions? Email us at [PAYROLL@crgov.com](mailto:PAYROLL@crgov.com)**

## Accounting Team

Christie Guthrie – *Accounting Manager*  
Angie Williams – *Accounting Tech – Purchasing*  
Caitlin Machone – *Accounting Technician*  
Edward McWilliams – *Finance Projects Analyst*  
Katie Parker – *Accounting Technician*  
Kimberly Kraft – *Accountant*  
Sarah Kiefer – *Accounts Payable Specialist*  
Stacy Malmgren – *Payroll Technician*

# Finance Department

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Trish Muller - Finance Director

## Financial Analysis

- Financial Analysts worked with departments to complete third quarter year-end estimate updates and incorporated results into the financial system
- Financial Analysts began work on the Third Quarter Financial Review agenda memo and financial statements
- Financial Analysts attended tax increment finance training at Douglas County

## Budget

- The first reading of the 4<sup>th</sup> Quarter Budget Amendment was presented to Town Council on October 7<sup>th</sup> and the second reading occurred on October 20<sup>th</sup>
- Financial Analysts continued preparation of the proposed 2016 Budget, 5 Year CIP, and 2016-2018 Three Year Balanced Financial Plan drafts presented to Town Council on October 20<sup>th</sup>. The first reading is scheduled for November 3<sup>rd</sup> with a second reading planned to occur on December 1<sup>st</sup>
- The Third Quarter Financial Review is scheduled to be presented to Town Council on December 1<sup>st</sup>
- Staff incorporated changes to the funding structure proposed for Festival Park presented to Town Council on October 20<sup>th</sup> with a follow up scheduled to occur at the November 17<sup>th</sup> Council meeting
- The Proposed 2016 Budget is available at: <http://www.crgov.com/2016budget>

## Projects

- Nicole Carner, Michael Tempel and team conducted the Impact Fee Study consultant interviews and selected a consultant. Contract discussions are currently underway
- Matt Gohl worked on generation of the Third Quarter Financial Review template for the agenda memo and financial statements
- Jamie Authier worked with the Police Department on updates to the Intergovernmental Agreement for the School Marshal Program agenda memo
- Matt Kipp processed 3<sup>rd</sup> quarter fleet vehicle purchase transactions
- Matt Gohl worked on proposed Festival Park funding options
- Jamie Authier gathered and submitted contract additions from Development Services, Legal and DOIT to MSB Government Services for credit card processing
- Matt Kipp assisted Public Works in making CRDC Escrow account payments to the North Meadows Extension project

## Town of Castle Rock Budget/Finance Team

Nicole Carner, Budget & Finance Manager  
Jamie Authier, Financial Analyst  
Matt Gohl, Financial Analyst  
Matthew Kipp, Financial Analyst

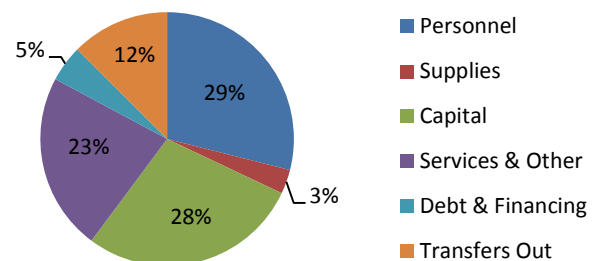


## Grants

Parks and Recreation presented to Town Council on November 3<sup>rd</sup> to request support of a Local Parks and Outdoor Recreation Grant Application to the State Board of the Great Outdoors Colorado Trust Fund (GOCO) for the Festival Park project. The grant request is for \$350,000 to be used toward this project. The grant application is due on November 5<sup>th</sup>, 2015 and award notifications are expected to occur in March 2016.

The Department of Justice notified the Police Department that they will receive over \$7k toward bullet proof vests. Since the Bulletproof Vests Program began, the Town has been awarded over \$51k (includes award above) toward the purchase of bulletproof vests. Vests are replaced every 5 years based on manufacturers recommended replacement schedule

**2015 Actual Expenditures by Category  
Through September**



## Reporting

September	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Net Revenue
2014	\$ 3,215,915	\$ -	\$ 3,215,915
2015	\$ 3,447,946	\$ 47,823	\$ 3,400,123
Dollar +/-	\$ 232,031	\$ 47,823	\$ 184,208
Percent Change	7.2%	100.0%	5.7%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Net Revenue
2014 YTD	\$ 25,514,147	\$ 154,996	\$ 25,359,151
2015 YTD	\$ 27,598,511	\$ 532,883	\$ 27,065,628
Dollar +/-	\$ 2,084,364	\$ 377,887	\$ 1,706,477
Percent Change	8.2%	243.8%	6.7%

## Licensing

- We have licensed 90 businesses in October
- There have been 21 accounts closed in October
- Castle Rock currently has 3,712 active businesses licensed.
- 1,920 or 52% of all businesses licensed are, Castle Rock based licenses

## Enforcement

- Sales Tax has collected \$48,825 in delinquency revenue for the Month of September and \$499,316 YTD
- We currently have 40 audits in process with 4 more about to start in November
- \$13,106 in Audit Revenue for October 2015

## Sales Tax Division



Jane Chrestensen is the Sales Tax Technician for the Town of Castle Rock Finance Department.

She's been with the Town of Castle Rock for ten years, working within the Utilities department for six years before transitioning in to the Sales Tax division.

Jane and her husband both work for the Town of Castle Rock, but live in Parker with their two dogs, Bo and Willow, and hedgehog Gidget. She loves taking weekend adventures with her husband and dogs! You can find her out on the lake kayaking with the dogs, or doing her second passion, taking photos!

### Town of Castle Rock Sales Tax Team

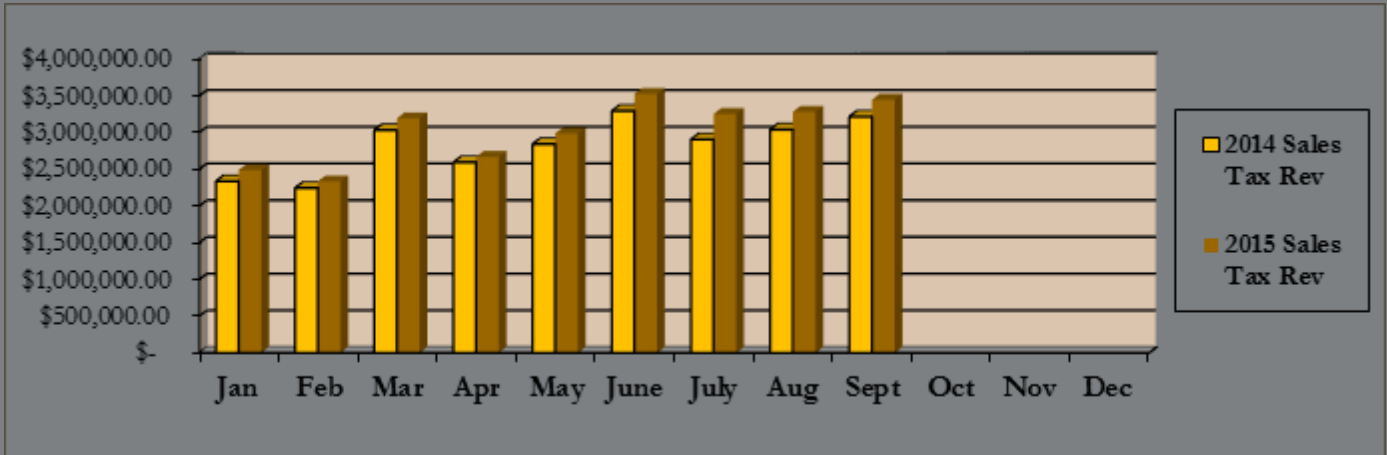
Pete Mangers, Revenue Manager  
 Cory White, Sales Tax Auditor  
 Greg Doane, Sales Tax Auditor  
 Jane Chrestensen, Sales Tax Technician  
 Kellie Helm, Senior Customer Service Representative

# Finance Department

September 2015

Trish Muller – Finance Director

## Sales Tax Revenue



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

## Business Licenses Year-to-Date

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

