

## ACCOUNTING • BUDGET • REVENUE

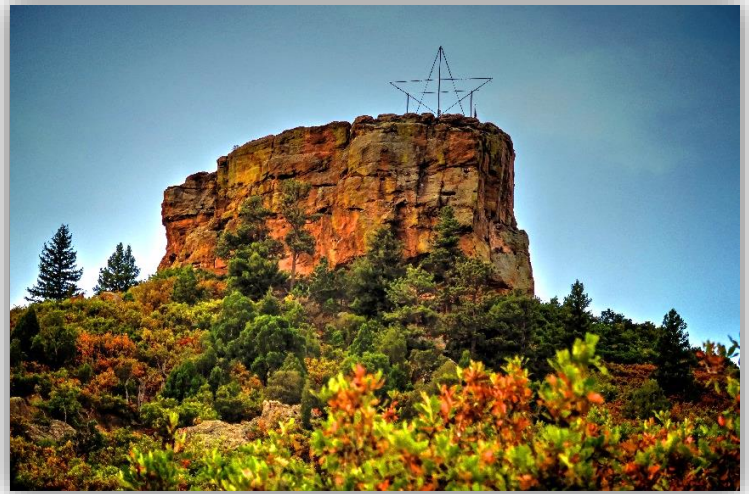
### MISSION & VISION STATEMENT

#### 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

**Anna Maria Menza**  
Administrative Assistant

**Michael Tempel**  
Business Systems Analyst

#### Accounting

#### Budget & Finance

#### Revenue

**Nicole Carner - Assistant Finance Director**

**Christie Guthrie**  
Accounting Manager

**Kimberly Kraft**  
Accounting Supervisor

**Katie Baker**  
Accountant

**Michele Rupprecht**  
Payroll Technician

**Jill Ford**  
Payroll Technician

**Yvonne Haas**  
Accounting Technician

**Sara Mikelson**  
Accounting Technician

**Christina LeBlanc**  
Accounting Technician

**Open Position**  
Accounts Payable Specialist

**Matt Gohl**  
Budget & Finance  
Manager

**Matthew Kipp**  
Financial Analyst

**Alex Thiel**  
Financial Analyst

**Edward McWilliams**  
Finance Project  
Analyst

**Pete Mangers**  
Revenue Manager

**Jamie Authier**  
Sales Tax Auditor

**Craig Larson**  
Sales Tax Auditor

**Heather Mullinax**  
Building Use Tax Auditor

**Ryan Kadlec**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

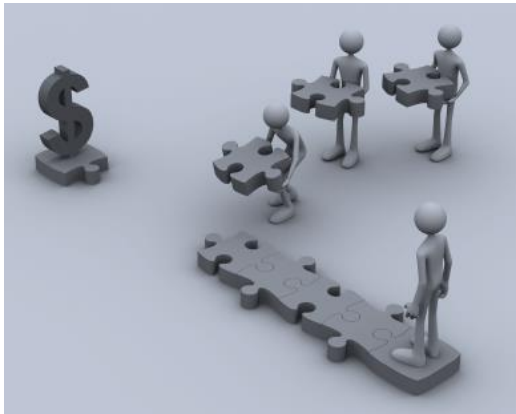
For more information, please visit:

[www.crgov.com](http://www.crgov.com)

Services>Finance

## FINANCE

### ACCOUNTING ACTIVITIES



#### 2017 YEAR-END

In May, the Accounting Division completed the 2017 Comprehensive Annual Financial Report (CAFR) and the Auditors from Eide Bailly concluded the 2017 audit fieldwork.

The Audit Committee will meet on June 4, 2018, and the CAFR will be presented to Town Council on June 19, 2018.

A big thank you to the Accounting team for their hard work on producing the 2017 CAFR! It takes a team to produce an outstanding document such as this one.

#### NEWS

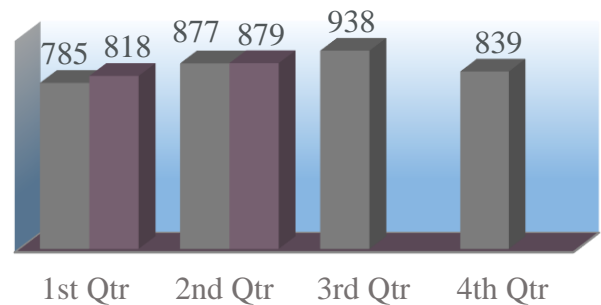
Accounting began work on the 2017 CIRSA Workers Comp renewal application.

Grant reimbursements were submitted for the High Visibility Enforcement (HVE) Grant.

### PAYROLL

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

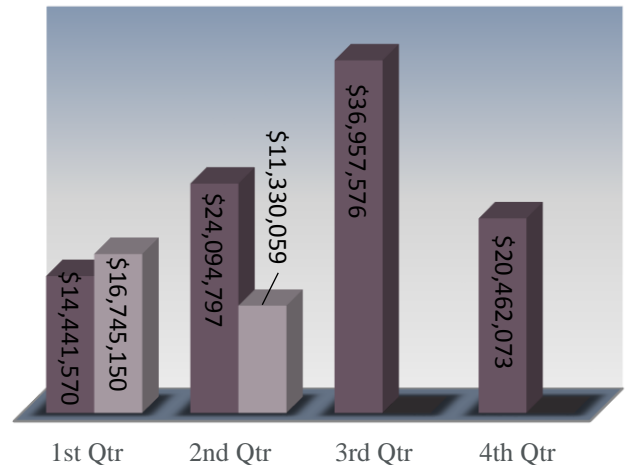
■ 2017 ■ 2018



### ACCOUNTS PAYABLE / PURCHASING

#### TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2017 ■ 2018



#### TOTAL AP CHECKS CUT

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018 (YTD)</u>
5,914	6,474	6,716	2,803



# BUDGET

MAY 2018

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Alex Thiel prepared the annual CIRSA Property and Casualty insurance renewal application.
- Matt Kipp updated long term projections for the Transportation and Transportation Capital Funds.
- Matt Kipp and Alex Thiel worked to refine current year cash flow projections for the Downtown Development Authority TIF Fund.
- Matt Gohl continued to work with the Town-wide performance review team.
- The 2018 First Quarter Financial Review was presented to Council on May 15<sup>th</sup>.
- Alex Thiel submitted the annual renewal for the Bullet Proof Vest Grant.

### IMPORTANT UPCOMING DATES

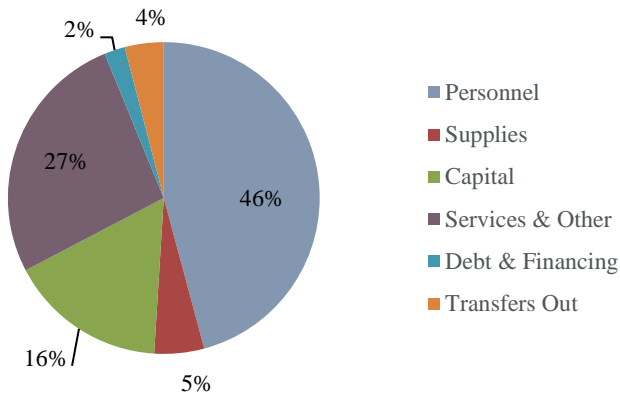
#### June 2018

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

- June 1: Draft of Revenue and Expenditure detail for 2019 generated for review
- June 18-July 3: Analysts work with departments to develop budget narratives
- June 20: Deadline for any and all number changes for the 2019 Budget, 2019-2021 Three Year Balanced Financial Plan and 2019-2023 Five Year CIP

### ACTUAL EXPENDITURES BY CATEGORY

#### Preliminary through April 2018



### BUDGET DEVELOPMENTS

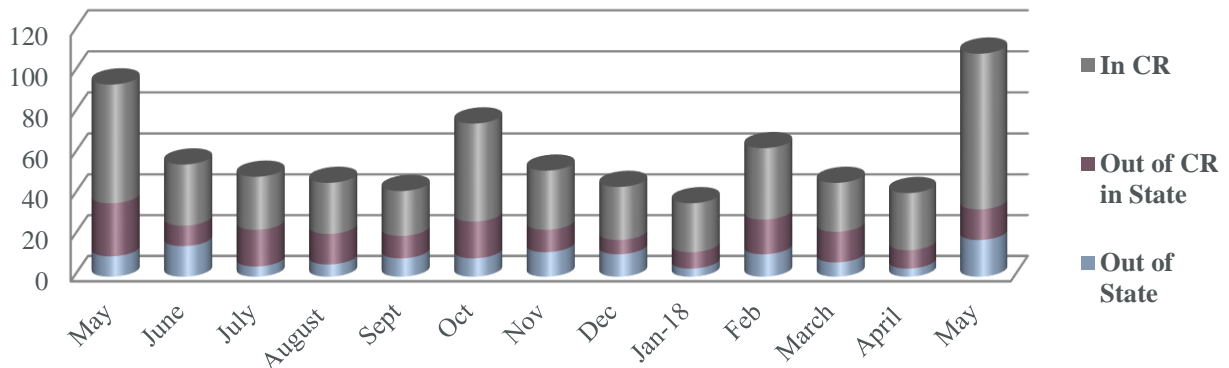
- First round budget meetings with all departments to review budget requests and CIP were completed in May.
- Follow up items from budget meetings continue to be identified and reviewed for inclusion in the 2019 Budget, 2019-2021 Three Year Balanced Financial Plan and 2019-2023 Five Year CIP.
- Analysts continued refinement of all revenue and expenditure projections for inclusion in the 2019-2023 planning period.
- Analysts implemented all items from the first 2018 Budget Amendment.

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 109 new business licenses in May, including in Town businesses.</li> <li>Castle Rock currently has a total of 4,208 active businesses licensed.</li> <li>Two thousand one hundred twenty-one or 50% of all businesses licensed are based in Castle Rock.</li> <li>Twenty-one accounts closed in May.</li> </ul>	<b>Woodworks Fabrication LLC</b> Wooden Pens & Decorations	<b>KikiBoo</b> Handmade Bags, Beaded Gifts & Note Cards
	<b>Solely Action</b> Shoes, Clothes & Accessories	<b>Wild Blue Yonder Brewing Co.</b> Beer, Food & Merchandise
	<b>CW Paint &amp; Stain</b> Interior/Exterior Painting	<b>Elevate Life</b> Landscape Photography
	<b>Studio B Interiors</b> Home Furnishings	<b>Orenda MedSpa LLC</b> Botox, Fillers & Laser Treatments
	<b>Kate Spade</b> Women's Clothing & Accessories	<b>Pedal Driven Kayak Rental</b> Kayak Rentals
	<b>The Pensman Sentiment</b> Laser Engraved Items	<b>Clare Burley Photography</b> Framed & Canvas Photography
	<b>Gemini Studios</b> Film Production Company	<b>Oasis Engraving LLC</b> Personalized Awards & Gifts
	<b>Char's Gems and Crafts</b> Jewelry & Silk Flower Arrangements	<b>Diesel Dogs</b> Mobile Food Vendor
	<b>Purgatory Cellars Winery</b> Wine & Food	<b>Tiny Bubbles</b> Liquor Store
	<b>Closet Joy</b> Closet Organizers & Accessories	<b>Mish Mash Mama</b> Mobile Food Vendor
	<b>Cornwell Tools</b> Mobile Tool Sales	<b>Romo's Street Tacos</b> Mobile Food Vendor
	<b>Castle Rock Kettle Corn</b> Mobile Food Vendor	<b>Castle Rock Kritter Sitters LLC</b> Pet Care Services
	<b>Pro Image Sports</b> Licensed Sports Apparel & Merchandise	<b>The Secret Well</b> Boutique Items
	<b>Turnbull Firearms Training LLC</b> Firearms Training & Education Classes	<b>Mountain High d-sign &amp; Consulting</b> Custom Signage
<b>Coho Services LLC</b> Accounting	<b>DKT &amp; Associates LLC</b> Real Estate Appraisals	
<b>Clarity Mental Health LLC</b> Psychiatric Medication Management	<b>Aspen &amp; Vine Studio</b> Wedding Photography & Portrait 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.



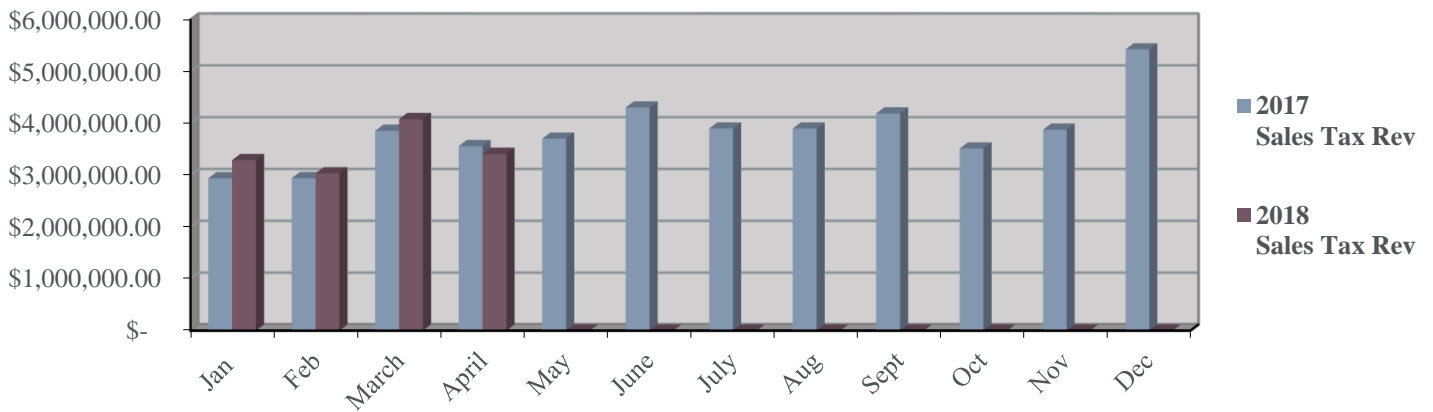
# REVENUE

MAY 2018

## FINANCE

ENFORCEMENT	REPORTING			
<ul style="list-style-type: none"> <li>Revenue Division collected \$65,538 from delinquent accounts for the month of April.</li> <li>Year-to-date delinquent account collections amount to \$211,808.</li> <li>Division staff has 42 audits in process.</li> <li>There was no audit revenue collected for the month of April.</li> </ul>	April	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Adjusted Collections
	<b>2017</b>	\$ 3,559,192	\$ 303,808	\$ 3,255,385
	<b>2018</b>	\$ 3,411,128	\$ 115,356	\$ 3,295,772
	<b>Dollar +/-</b>	\$ (148,064)	\$ (188,451)	\$ 40,387
	<b>Percent Change</b>	-4.2%	-62.0%	1.2%
	YTD	Gross Sales Tax Collections	Town Audit Revenue and Amounts Collected on Behalf of Others	Adjusted Collections
	<b>2017 YTD</b>	\$ 13,296,746	\$ 812,769	\$ 12,483,977
	<b>2018 YTD</b>	\$ 13,818,543	\$ 459,074	\$ 13,359,469
	<b>Dollar +/-</b>	\$ 521,797	\$ (353,695)	\$ 875,492
	<b>Percent Change</b>	3.9%	-43.5%	7.0%

## SALES TAX COLLECTIONS



\* Sales Tax is reported a month in arrears. We will report last month's revenue in the current month.