



FINANCE

MAY 2017

ACCOUNTING • BUDGET • REVENUE

THE 2016 CAFR IS COMPLETE!

THE 2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) IS COMPLETE AND WILL BE PRESENTED TO TOWN COUNCIL ON JUNE 20, 2017. PLEASE VISIT CRGOV.COM TO VIEW THE ENTIRE REPORT.

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

Christie Guthrie
Accounting Manager

Kimberly Kraft
Accounting Supervisor

Katie Baker
Accountant

Michele Rupprecht
Payroll Technician

Yvonne Haas
Accounting Technician

Tova Unckles
Accounting Technician

Open Position
Accounting Technician

Matt Gohl
Budget & Finance
Manager

Matthew Kipp
Financial Analyst

Tom Castillo
Financial Analyst

Edward McWilliams
Finance Project Analyst

Pete Mangers
Revenue Manager

Jamie Authier
Sales Tax Auditor

Greg Doane
Sales Tax Auditor

Open Position
Sales Tax PIF Specialist

Kellie Helm
Senior Customer Service
Representative

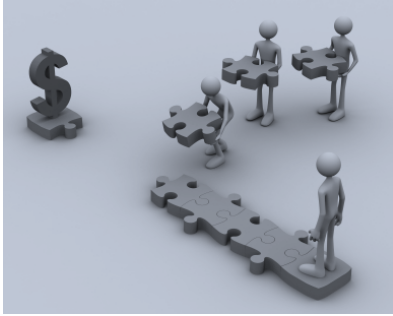
For More Information Please Visit:

www.CRgov.com
Services/Finance

EXCELLENCE • DEDICATION • SERVICE

FINANCE

ACCOUNTING ACTIVITIES



2016 YEAR-END

In May, the Accounting Division completed the 2016 Comprehensive Annual Financial Report (CAFR) and the Auditors from Eide Bailly concluded the 2016 audit fieldwork.

The Audit Committee will be meeting on June 9, 2017 and the CAFR will be presented to Town Council on June 20, 2017.

A big thank you to Christie Guthrie, Edward McWilliams, Katie Baker and Kimberly Kraft for their hard work on producing the 2016 CAFR! Thank you to all of the Finance staff, it takes a team to produce an outstanding document such as this one.

NEWS

Accounting began work on the 2016 CIRSA Workers Comp renewal application.

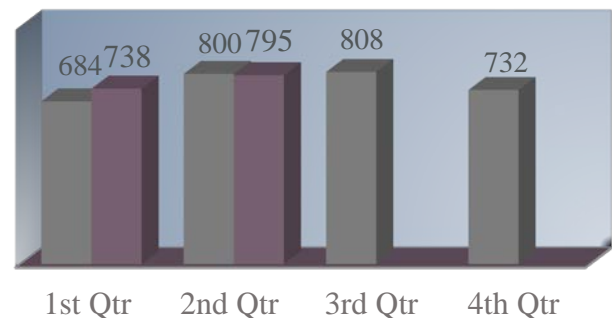
Accounts Payable is working with IREA and Black Hills Energy to coordinate the billing cycle to be consistent Town-wide.

Grant reimbursements were submitted for the High Visibility Enforcement (HVE) Grant and the Law Enforcement Assistance Fund (LEAF) Grant.

PAYROLL

TOTAL # OF EMPLOYEES PAID (AVG PER MONTH)

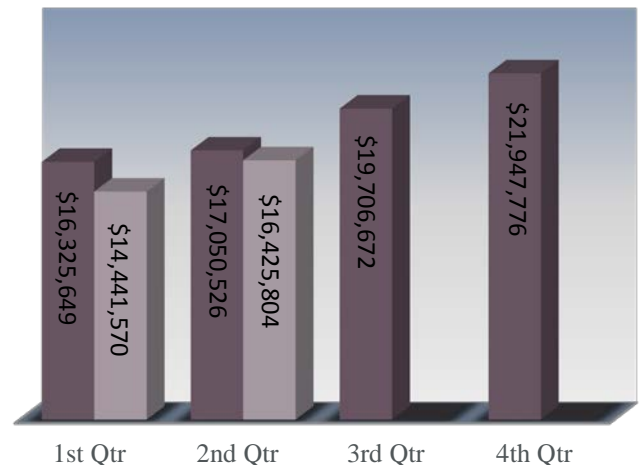
■ 2016 ■ 2017



ACCOUNTS PAYABLE / PURCHASING

TOTAL ACCOUNTS PAYABLE CHECKS ISSUED (TOTAL BY QTR)

■ 2016 ■ 2017



TOTAL AP CHECKS CUT

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 (YTD)</u>
5,880	5,914	6,474	2,538

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
- Tom Castillo worked to prepare the annual CIRSA Property and Casualty renewal
- Worked with the Parks Department related to Special Events Fund planning
- Matt Gohl and Matt Kipp attended the annual Government Finance Officer's Association Conference in Denver
- Worked to develop the First Quarter Financial Review to Council, planned for presentation on June 20th
- Held the first Finance 101 Castle Rock University session

IMPORTANT UPCOMING DATES

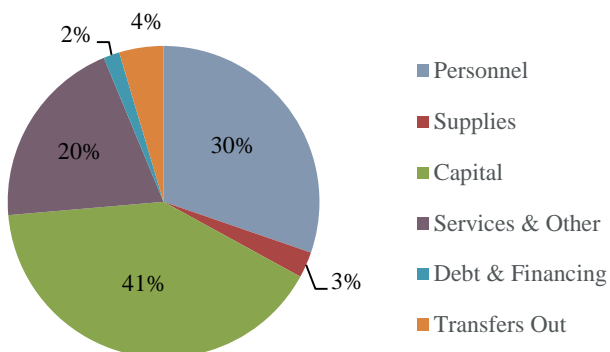
June 2017

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	

- May 16-June 9: Analysts work with departments to develop budget narratives
- June 5-9: Analysts review revenue and expenditure detail for 2018 Proposed Budget
- June 22: Deadline for all number changes related to 2018 Budget, 2018-2020 Three Year Balanced Financial Plan and 2018-2022 Five Year CIP

ACTUAL EXPENDITURES BY CATEGORY

Preliminary Through April 2017



BUDGET DEVELOPMENTS

- Prepared a Second Amendment to the 2017 Budget, planned for first reading to Council on June 6th and second reading on June 20th
- Worked to refine business case requests for the 2018 Budget, 2018-2020 Three Year Balanced Financial Plan and 2018-2022 Five Year CIP
- Worked to refine personnel and services and supplies projections for incorporation in the 2018 Budget and 2018-2020 Three Year Balanced Financial Plan

FINANCE

LICENSING

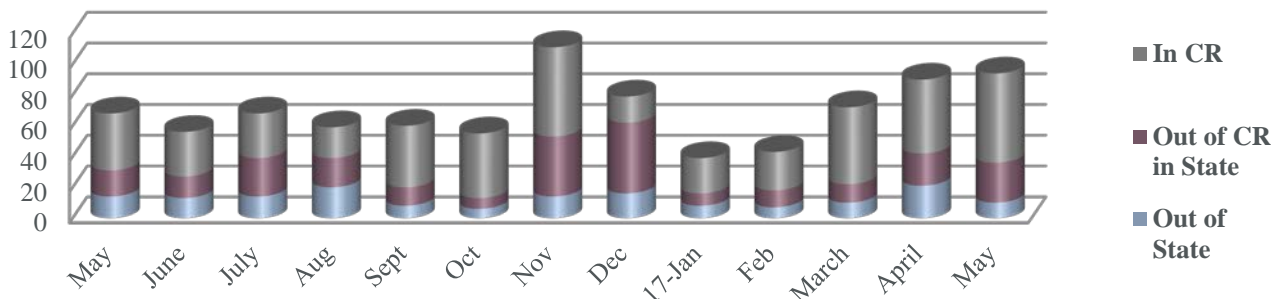
- We have issued a total of 94 new business licenses in May, including in Town businesses.
- Castle Rock currently has a total of 4,064 active businesses licensed.
- 1,968 or 48% of all businesses licensed are based in Castle Rock.
- There have been 15 accounts closed in May.

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

NEW CASTLE ROCK BUSINESSES

Trisha's Art Creations Art	KPM & Associates Accounting Services
Fas-Break Auto Glass Service	Wendy Lamm Paparazzi Jewelry Consultant
Los Alegres Compadres Tortillas	Legacy Financial Solutions Financial Services/Insurance Sales
Castle Rock Home & Garden Furniture, Home Décor, Garden Items	5280 Drone Services LLC Aerial Photography & Video
Busted Nut Diesel & Auto Repair Automotive Repair	Kris Degolyer Air BNB
FTW Excavation/Site Preparation	Hair by Hope Marie LLC Cosmetology Services
Glow & Gather Personal Care Products & Home Goods	The Rock Air B&B Short Term Stay Rental
Jewelry by Marsha Jewelry Sales	Q Clothing & Accessories
Reverie Online Ventures Ecommerce Store	Trulove Promotional Solutions Promotional Items, Apparel & Awards
European Wax Center Body Waxing	Advocation LLC Consulting-Marketing
Buff City Soap LLC Retail Sales of Natural Soap	Limelight Cleaning Home & Office Cleaning
Robbins Nest Learning/Care Ctr In Home Small Daycare	Fade II Black: Window Tint Solutions Window Tint, Vinyl, Graphics
Medical Specialists Company Medical Supplies	Sprint Store Cell Phones & Accessories
Hannah Berndt Banana Bread	Potbelly Sandwich Works LLC Restaurant
Fjallraven Outdoor Clothing & Gear	The Nest Design Company LLC Interior Design Services
Petals LLC Floral & Garden Home Decor	Supercuts Hair Services & Product Sales
Clean Beyond Denver Mobile Disinfection & Health Environments Services	Sheba Sushi Sushi

BUSINESS LICENSES ISSUED



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



REVENUE

MAY 2017

FINANCE

ENFORCEMENT

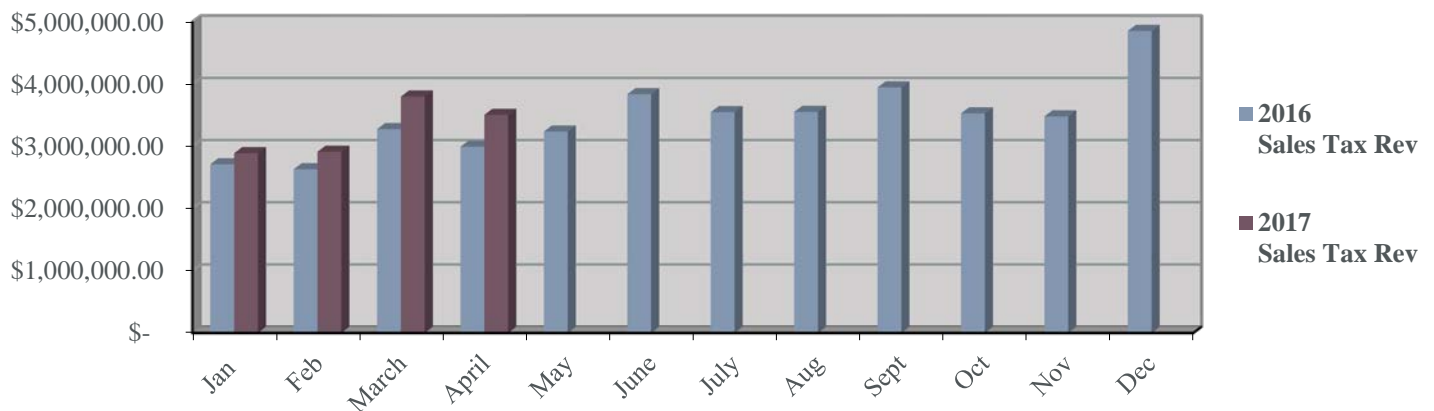
- Revenue Division has collected \$38,467 from delinquent accounts for the month of April
- YTD Delinquency \$205,370
- We currently have 32 audits in process.
- \$179,119 Audit Revenue was collected in April

REPORTING

April	Gross Sales Tax Collections	Sales Tax DDA TIF, Promenade PIF & Audit Revenue	Adjusted Collections
2016	\$ 2,991,981	\$ 203,953	\$ 2,788,028
2017	\$ 3,504,359	\$ 346,022	\$ 3,158,337
Dollar +/-	\$ 512,378	\$ 142,069	\$ 370,309
Percent Change	17.1%	69.7%	13.3%

YTD	Gross Sales Tax Collections	Sales Tax DDA TIF, Promenade PIF & Audit Revenue	Adjusted Collections
2016 YTD	\$ 11,604,324	\$ 610,855	\$ 10,993,469
2017 YTD	\$ 13,230,741	\$ 994,492	\$ 12,236,249
Dollar +/-	\$ 1,626,417	\$ 383,637	\$ 1,242,780
Percent Change	14.0%	62.8%	11.3%

SALES TAX COLLECTIONS



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