



# FINANCE

APRIL 2016

## ACCOUNTING • BUDGET • SALES TAX

### PLEASE JOIN US FOR A BUDGET OPEN HOUSE!!!

The Town will be hosting a Budget Open House from 6-8:30 p.m. on May 24<sup>th</sup> at Town Hall and June 13<sup>th</sup> at the Recreation Center. Please stop by with any questions you may have.

### 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

**Stacy Malmgren**  
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

**Jamie Authier**  
Financial Analyst

**Matthew Kipp**  
Financial Analyst

#### Sales Tax

**Pete Mangers**  
Revenue Manager

**Greg Doane**  
Sales Tax Auditor

**Cory White**  
Sales Tax Auditor

**Jane Chrestensen**  
Sales Tax PIF Specialist

**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:

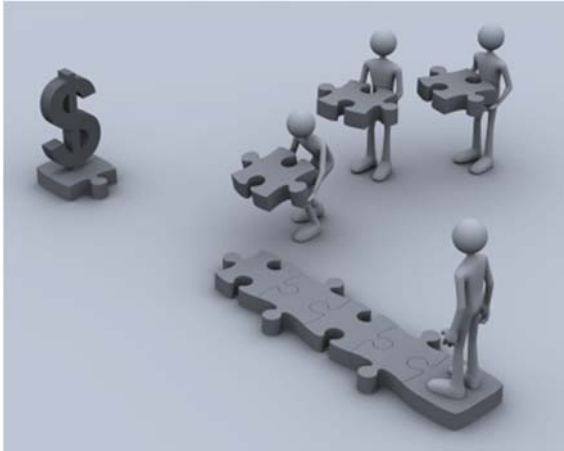
**[www.CRgov.com](http://www.CRgov.com)**

Services/Finance

EXCELLENCE • DEDICATION • SERVICE

## FINANCE

### ACCOUNTING ACTIVITIES



#### Activities

The Accounting Division is continuing their work to compile the 2015 Comprehensive Annual Financial Report which will be presented to Town Council on June 21<sup>st</sup>. Edward McWilliams is doing a great job coordinating this project.

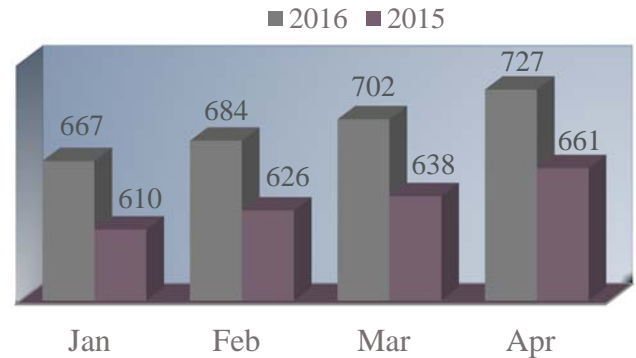
The year-end audit fieldwork is under way by our auditors from Eide Bailly, LLC. The auditors expect to finish up in the office the week of May 6<sup>th</sup>.

### NEWS

The Accounting Division currently has a vacant position for the Payroll Technician. Interviews will be held in the upcoming weeks. In the meantime, any payroll questions can be emailed to [payroll@crgov.com](mailto:payroll@crgov.com). Caitlin Machone with the assistance of Kim Kraft, are filling in until the new Payroll Technician is hired.

### PAYROLL

#### TOTAL # OF EMPLOYEES PAID



### A/P PURCHASING

#### TOTAL AP CHECKS ISSUED



#### TOTAL AP CHECKS CUT

2013	2014	2015	2016 (YTD)
5,400	5,880	5,913	1,971



# BUDGET

APRIL 2016

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Payroll projections development for 2017 budgeting
- Revenue forecasting for the 2017 budget document and Three Year Financial Plan
- Funding projections for Public Works to identify capacity for needed transportation projects
- Submitted additions to insurance carrier, CIRSA for Property & Casualty
- Crystal Valley Fire Station expenditure projections and time lines updated
- Financial information for the Transportation and Utilities proposed bond and COP's refundings was developed
- Data development for Open Gov Financial Transparency
- Cost allocation plan development
- Taxpayer Bill of Rights (TABOR) projections for 2015 through the end of April were updated
- Impact Fee Study discussions
- Public Works cash flow analysis updates for the North Meadows Extension project to verify funding
- Attended the following trainings: Word levels II and III, and Mission, Vision, Values and a GFOA Webinar for Best Practices for Budgeting and Fiscal Policy
- CIRSA Property & Casualty application process is underway for 2017

### IMPORTANT UPCOMING DATES

#### May 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	31				

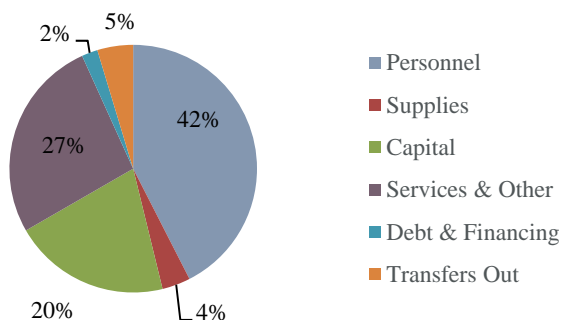
- May 2-13: Second round meetings with departments as necessary for further refinement, identification of pending items, and discussion of CIP items
- May 4: Incorporate Townwide assumption increases (Utilities, gas, phone, etc.) into financial system
- May 13: 5-year CIP sections completed
- May 16-31: Analysts work with departments to develop narratives, complete by May 31, drafts due June 1
- May 17: Fleet data updated in system, CIP drafts complete
- May 19: Update all reserve amounts per policy
- May 25: Next run of Three Year Plan generated to review

### BUDGET DEVELOPMENTS

- Continued refinement of business cases for budget requests and began business case meetings with departments
- Third 2016 Budget Amendment scheduled to be presented to Town Council on May 17<sup>th</sup> (First Reading), Second Reading planned for June 7<sup>th</sup>
- Financial Analysts continued updating templates to incorporate additional efficiencies for 2017 budgeting and reporting
- Completed first drafts of the Townwide Organization Chart and Initiatives section
- Continued updating Fleet vehicle listing and revising Fleet Fund projections for outgoing years
- Prepared first draft of the Three Year Financial Plan

### ACTUAL EXPENDITURES BY CATEGORY

#### THROUGH MARCH 2016





# SALES TAX

APRIL 2016

## FINANCE

### ENFORCEMENT

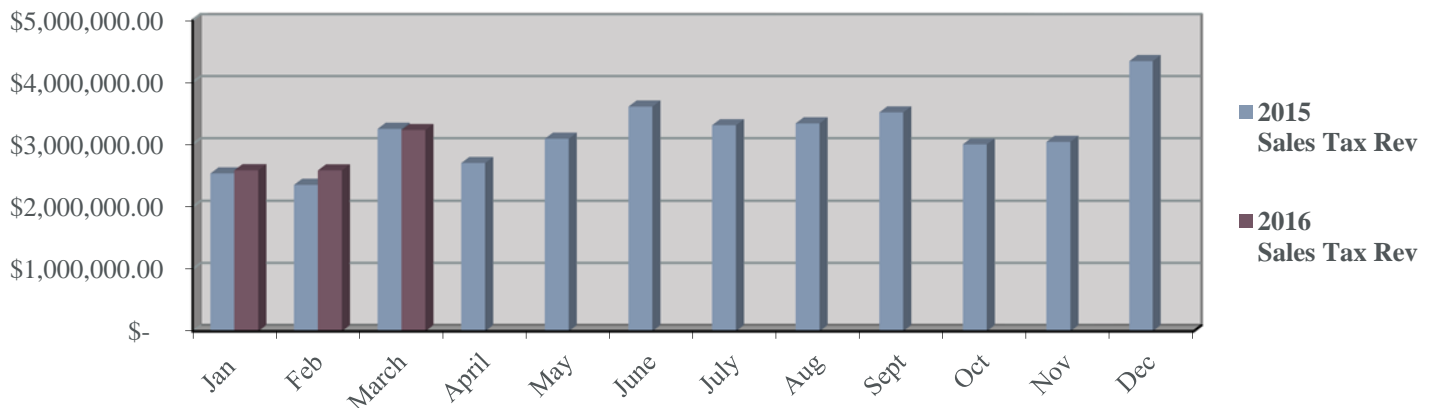
- Sales Tax has collected \$57,769 in delinquency revenue for the month of April
- Delinquency Collection YTD \$320,896
- We currently have 42 audits in process with 3 more about to start in May
- \$88,953 Audit Revenue for April

### REPORTING

March	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 3,249,291	\$ 11,417	\$ 3,237,874
2016	\$ 3,229,848	\$ 5,198	\$ 3,224,650
Dollar +/-	\$ (19,443)	\$ (6,219)	\$ (13,224)
Percent Change	-0.6%	-54.5%	-0.4%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 8,135,306	\$ 35,546	\$ 8,099,760
2016 YTD	\$ 8,537,865	\$ 65,881	\$ 8,471,984
Dollar +/-	\$ 402,559	\$ 30,335	\$ 372,224
Percent Change	4.9%	85.3%	4.6%

### SALES TAX REVENUE



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

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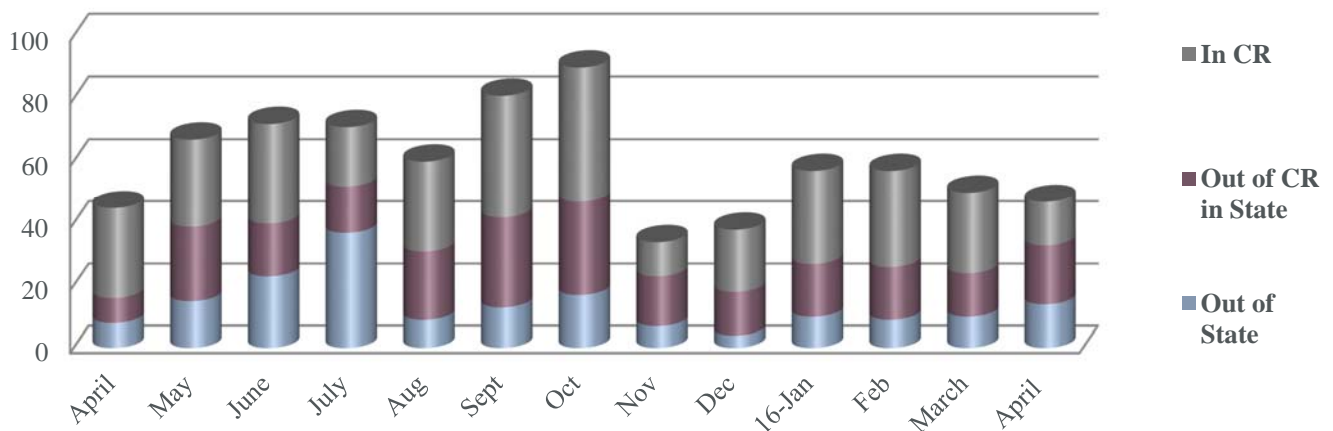
# SALES TAX

APRIL 2016

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> <li>We have issued a total of 47 new in/out of state licenses in April</li> <li>Castle Rock currently has a total of 3,712 active in/out of state businesses licensed</li> <li>1,778 or 48% of all businesses licensed are based in Castle Rock</li> <li>There have been 34 accounts closed in April, partially due to clean up on license renewals</li> </ul> <div> <p><b>For more information on New Castle Rock Businesses</b></p> <p>Please visit <a href="http://www.crgov.com/411">www.crgov.com/411</a></p> </div>	<b>911 Restoration of the Rocky Mountains Inc</b> Water, Fire & Mold Restoration	<b>Strausheim Agency</b> Insurance
	<b>Clean Sweep Floors and More LLC</b> Floor Care and Maintenance	<b>Great Clips</b> Hair Salon
	<b>Amazing Lemons Boutique</b> Clothing	<b>Shirley's Treasures LLC</b> Jewelry, Crafts, Collectibles & Clothing
	<b>Bliss Floral Design Co</b> Florist	<b>Bark and Meow Pet Sitting</b> Pet Sitting Services
	<b>CRI Coatings LLP</b> Painting Services	<b>Divine Vintage</b> Vintage/Antique Furniture & Clothing

## BUSINESS LICENSES ISSUED YEAR TO DATE



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