



# FINANCE

FEBRUARY 2016

## ACCOUNTING • BUDGET • SALES TAX

WELCOME TO OUR NEWLY DESIGNED MONTHLY REPORT  
WE HOPE YOU ENJOY THE NEW LOOK!

### 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

**Jamie Authier**  
Financial Analyst

**Matt Gohl**  
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 Technician

**Kellie Helm**  
Senior Customer Service  
Representative

For More Information Please Visit:

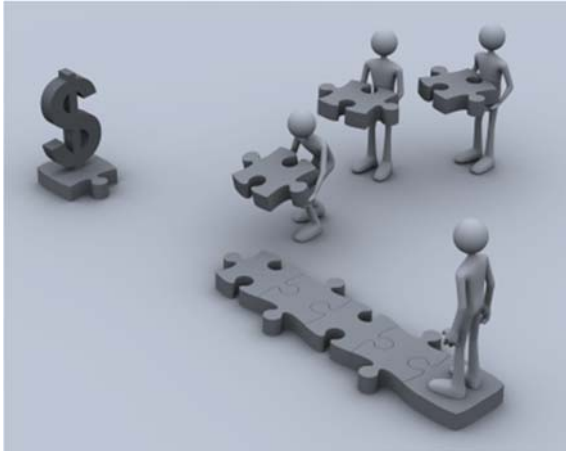
**[www.CRgov.com](http://www.CRgov.com)**

Services/Finance

EXCELLENCE • DEDICATION • SERVICE

## FINANCE

### ACCOUNTING ACTIVITIES



#### *Year-end*

The Accounting Division continues to work on 2015 fiscal year-end entries and reconciliations in preparation for compiling the 2015 Comprehensive Annual Financial Report (CAFR) and the year-end audit, scheduled for the week of April 25, 2016.

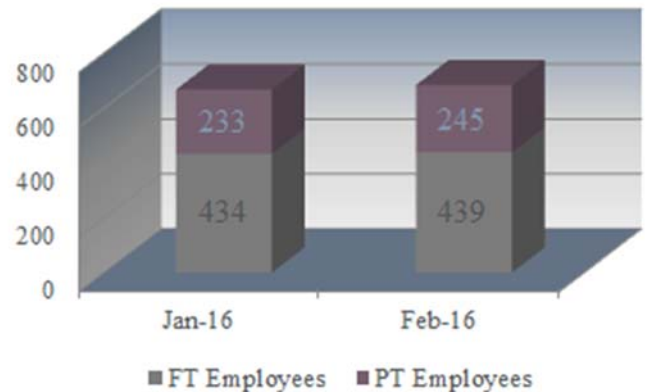
Caitlin Machone completed submission of the 2015 Workers Comp Audit to CIRSA.

### AWARDS & ACKNOWLEDGEMENTS

For the twenty fifth consecutive year, the Town received the Certificate of Achievement for Excellence in Financial Reporting for its 2014 comprehensive annual financial report (CAFR) from the Government Finance Officers Association (GFOA).

### PAYROLL

#### 2016 # of Employees Paid by FT/PT Status



### A/P PURCHASING

#### TOTAL AP CHECKS ISSUED





# BUDGET

FEBRUARY 2016

## FINANCE

### FINANCIAL ANALYST ACTIVITIES

- Continued to monitor 2015 year end activity for all funds
- Public Works cash flow analysis updates for the North Meadows Extension project
- Completed 2015 CIRSA audit of Community Service Workers' and Volunteer Accident Medical Plans (CSWAMP and VAMP)
- Began preparation for 2017 Property & Casualty renewal by cross training other team members
- Gathered and submitted all documents to UFDA CPA for annual audit
- Involvement continues with the Special Events Committee to develop, refine and setup the Special Events Fund
- Continued work on data development for Open Gov Financial Transparency
- Began work on the 2015 Year End Financial Review
- Monitored Tabor amounts for 2015 through the end of February
- Preliminary review of calculations for Impact Fee Study
- Attended the following training opportunities: Excel Level III training, Intermediate Access training, Disaster Recovery Training and Human Resources Survival Kit Training

### IMPORTANT DATES

#### February 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					

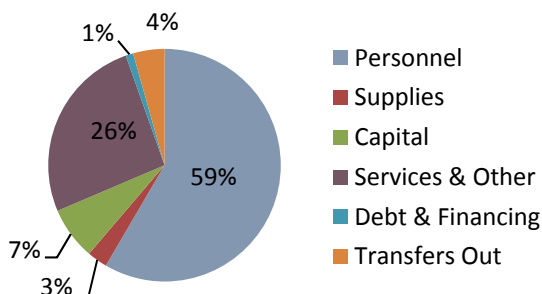
- February 2: First 2016 Budget Amendment approved by Town Council, Second Reading
- February 29: Second 2016 Budget Amendment packet to Town Clerk, First Reading

### BUDGET DEVELOPMENTS

- 2017 Budget Calendar distributed
- Financial Analysts completed inclusions for the second 2016 Budget Amendment scheduled to be presented to Town Council on March 15<sup>th</sup> (First Reading), Second Reading planned for April 19<sup>th</sup>
- Financial Analysts continued rolling over and updating templates to incorporate additional efficiencies for 2017 budgeting and reporting
- Financial Analysts completed first drafts of the following 2017 Budget document pages: Abbreviations & Acronyms, Glossary, History and General Information, and List of Officials
- Financial Analysts began work with departments to develop business case requests

### Actual Expenditures by Category

#### 2016 Through January



EXCELLENCE · DEDICATION · SERVICE



# SALES TAX

FEBRUARY 2016

## FINANCE

### ENFORCEMENT

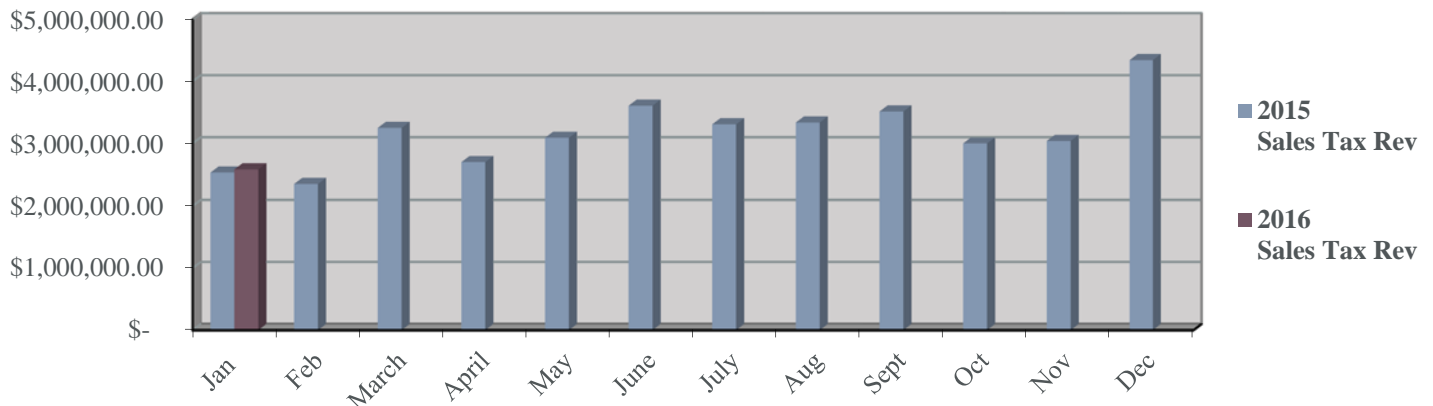
- Sales Tax has collected \$47,802 in delinquency revenue for the month of February
- Delinquency Collection YTD \$62,877
- We currently have 39 audits in process with 3 more about to start in March
- \$15,075 Audit Revenue for February

### REPORTING

January	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
<b>2015</b>	\$ 2,529,828	\$ -	\$ 2,529,828
<b>2016</b>	\$ 2,580,954	\$ -	\$ 2,580,954
<b>Dollar +/-</b>	\$ 51,126	\$ -	\$ 51,126
<b>Percent Change</b>	2.0%	100.0%	2.0%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
<b>2014 YTD</b>	\$ 2,529,828	\$ -	\$ 2,529,828
<b>2015 YTD</b>	\$ 2,580,954	\$ -	\$ 2,580,954
<b>Dollar +/-</b>	\$ 51,126	\$ -	\$ 51,126
<b>Percent Change</b>	2.0%	0.0%	2.0%

### SALES TAX REVENUE



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



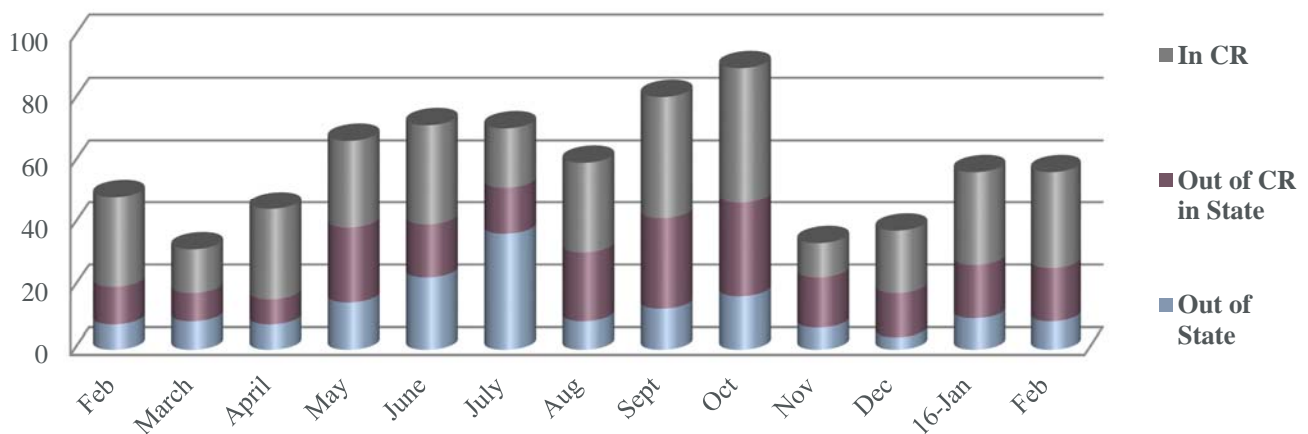
# SALES TAX

FEBRUARY 2016

## FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES			
<ul style="list-style-type: none"> <li>We have licensed 57 businesses in February</li> <li>There have been 29 accounts closed in February</li> <li>Castle Rock currently has 3,685 active businesses licensed</li> <li>1,790 or 49% of all businesses licensed are, Castle Rock based</li> </ul> <div> <p><b>For more information on New Castle Rock Businesses</b></p> <p><b>Please visit</b></p> <p><b><a href="http://www.crgov.com/411">www.crgov.com/411</a></b></p> </div>	Mathnasium of Castle Rock	math tutoring	Sandra Marie Otte-Patterson	Young Living essential oils & products
	Ridgeline Large Animal	veterinary services	Phenomenal Print and Design	screen printing & vinyl
	American Electrician	electrical repairs & service	RPParmament LLC	sales of firearms, knives & accessories
	JCB Concepts	antiques	Wise Move Auto Transport Inc	transport vehicles
	House of Little Strays	home décor	Antiqued	antiques & reclaimed materials
	Twisted Walnut	wall art & wooden signs	Mile High Henna and Bazaar	mobile body art services & artwork
	Live Edge Slabs of Colorado	wood crafted products	SF House to Homed LLC	real estate agent
	International Trade Management LLC	resale of cleaning equipment overseas	Candles By Tiffany	candles and tart melts
	Top Notch Trimmers LLC	sales, svc, repair & renting of trimming equip	Bar Nails and Spa LLC	nail spa
	Tony Pistilli	roofing services	Rachel Scarborough	landscape architect
	Besame Soaps	handmade soaps & bath products	Everything Beautiful!	event & wedding planner
	100% Chiropractic Castle Rock One LLC	chiropractic services & supplements	CWC Consulting Group	engineering & surveying
	CB Ink LLC	graphic design & screen printing		

## BUSINESS LICENSES ISSUED YEAR TO DATE



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

EXCELLENCE · DEDICATION · SERVICE