



FINANCE

MARCH 2016

ACCOUNTING • BUDGET • SALES TAX

THE TOWN ENDED 2015 IN THE POSITIVE!

The Town spent less than budgeted, and sales tax revenues were higher than projected. The Town continues its tradition of conservative budgeting and strong financial performance.

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:

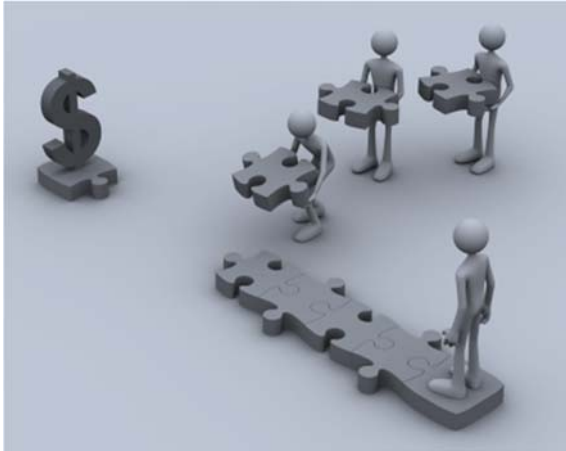
www.CRgov.com

Services/Finance

EXCELLENCE • DEDICATION • SERVICE

FINANCE

ACCOUNTING ACTIVITIES



April Activities

Reconciliation of Capital Assets is nearing completion. This has been a joint effort between the Accounting and Budget teams, who have worked together to improve and streamline the process going forward.

Auditors from Eide Bailly will be here April 25-29 for the annual financial statement audit.

Caitlin Machone completed and submitted the Conservation Trust Fund Report to the State of Colorado Department of Local Affairs.

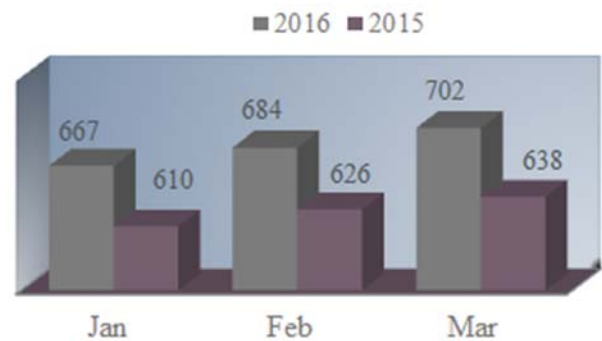
AWARDS & ACKNOWLEDGEMENTS

Sarah Kiefer was given the first quarter Finance Mission Vision award, for which she was nominated by her co-workers.

The recipient of this award is recognized for demonstrating the Finance department Mission and Vision statements on a daily basis.

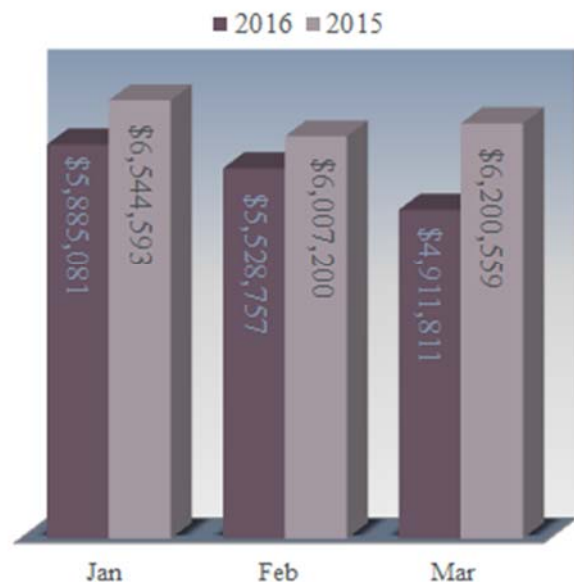
PAYROLL

Total # of Employees Paid



A/P PURCHASING

TOTAL AP CHECKS ISSUED





BUDGET

MARCH 2016

FINANCE

FINANCIAL ANALYST ACTIVITIES

- Began payroll projections for 2017 budgeting
- Fiscal Impact analysis work in progress for proposed Town Project
- Updated funding projections for Public Works to identify capacity for upcoming transportation projects and to identify funding deficiencies
- Submitted additions to CIRSA for Property & Casualty for inclusion
- Presented first quarter financials to the United Fire Dispatch Authority Board
- Worked with Fire Department to refine Crystal Valley Fire Station projections
- Continued work on data development for Open Gov Financial Transparency
- Completed work on the 2015 Year End Financial Review
- Monitored Taxpayer Bill of Rights (TABOR) projections for 2015 through the end of March
- Review of Impact Fee Study draft calculations
- Completed initial gap analysis pertaining to Disaster Recovery for the Finance Department based on recent Disaster Recovery Training
- Public Works cash flow analysis updates for the North Meadows Extension project to verify funding

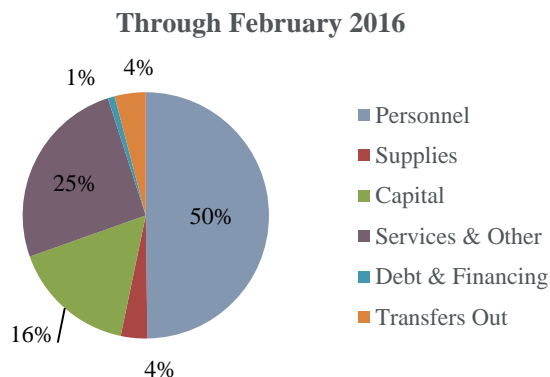
IMPORTANT UPCOMING DATES

April 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

- April 1 - April 15: Continue review of 2017-2019 budget requests with departments
- April 1 - April 22: Analysts enter preliminary items into financial system to determine feasibility of requests
- April 4 - April 8: Revenue forecasting for major revenue sources
- April 5 - 2015 Year-end Financial Report presentation to Town Council
- April 5: Second 2016 Budget Amendment scheduled for Town Council, Second Reading
- April 29: First draft of 2017-2019 budget numbers generated with all requests included for review and feasibility; second round meetings identified as necessary

ACTUAL EXPENDITURES BY CATEGORY



BUDGET DEVELOPMENTS

- Financial Analysts continued work with departments to develop business case requests and began meetings with departments
- Second 2016 Budget Amendment scheduled to be presented to Town Council on March 15th (First Reading), Second Reading planned for April 5th
- Financial Analysts continued updating templates to incorporate additional efficiencies for 2017 budgeting and reporting
- Began updating Fleet vehicle listing and revising Fleet Fund projections for outgoing years



SALES TAX

MARCH 2016

FINANCE

ENFORCEMENT

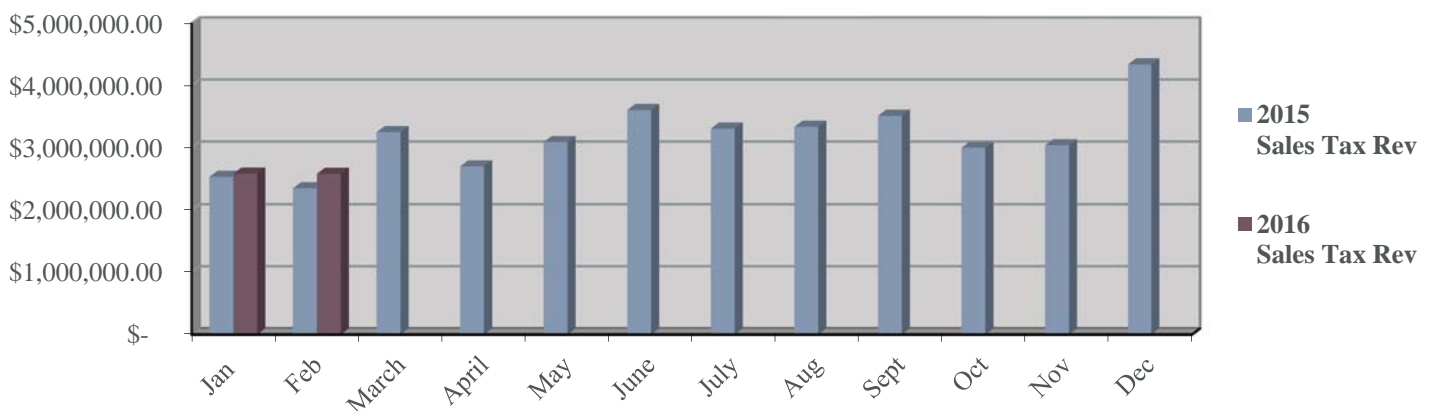
- Sales Tax has collected \$41,339 in delinquency revenue for the month of March
- Delinquency Collection YTD \$104,216
- We currently have 45 audits in process with 4 more about to start in April
- \$5,198 Audit Revenue for March

REPORTING

February	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015	\$ 2,356,187	\$ 24,129	\$ 2,332,058
2016	\$ 2,579,078	\$ 15,075	\$ 2,564,003
Dollar +/-	\$ 222,891	\$ (9,054)	\$ 231,945
Percent Change	9.5%	-37.5%	9.9%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2015 YTD	\$ 4,886,015	\$ 24,129	\$ 4,861,886
2016 YTD	\$ 5,264,636	\$ 60,684	\$ 5,203,952
Dollar +/-	\$ 378,621	\$ 36,555	\$ 342,066
Percent Change	7.7%	151.5%	7.0%

SALES TAX REVENUE



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



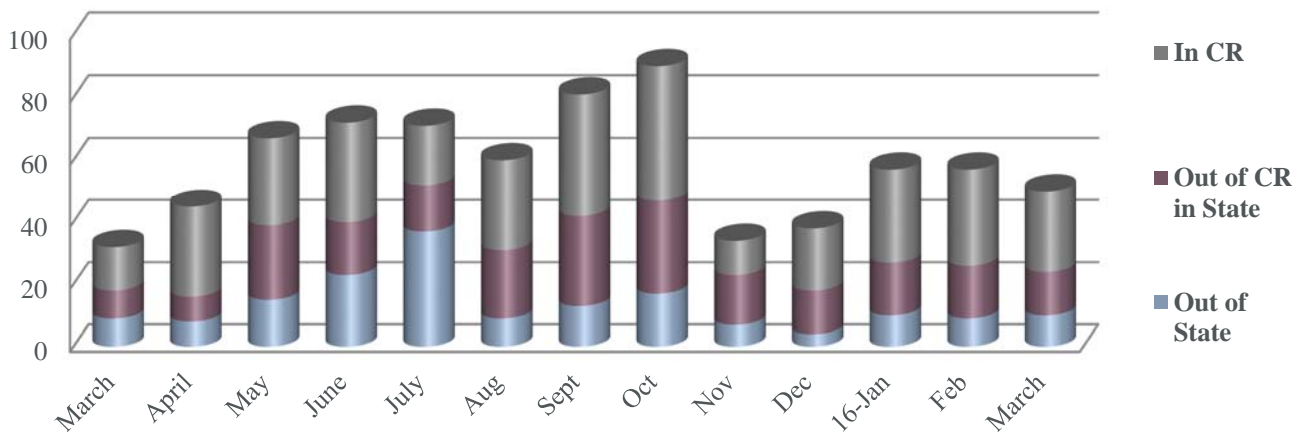
SALES TAX

MARCH 2016

FINANCE

LICENSING	NEW CASTLE ROCK BUSINESSES	
<ul style="list-style-type: none"> We have issued a total of 50 new in/out of state licenses in March Castle Rock currently has a total of 3,672 active in/out of state businesses licensed 1,797 or 49% of all businesses licensed are based in Castle Rock There have been 57 accounts closed in March, partially due to clean up on license renewals <div> <p>For more information on New Castle Rock Businesses</p> <p>Please visit www.crgov.com/411</p> </div>	Twisted Walnut Wall Art/Wood Signs	Ivory Clover Apparel
	Greater Promises Online Cleaning Products	Jenny Young-LMT LLC Massage Therapist
	Rebel Shears Beauty Salon Supplies	Just Screw It Handyman
	The Joint Chiropractic Chiropractic Office	Small Engine Masters LLC Small Engine Repair
	Scott Collins Books	Maher Counseling Psychotherapy
	Conspicuous Solutions LLC SAS Website	Tambra's Tykes LLC Child Care Services
	Flow of Nature LLC Energy and Spiritual Healing	Sparrow & Spoke LLC Home Décor & Outdoor Living
	Parcel LLC Stationery/Home Décor/Accessories	AWD Books Publishing Books Sold on Internet
	Two Trails Woodworking LLC Wood Furniture & Carvings	Le Launderette LLC Residential Laundry Services
	The Rock Dog LTD Home Décor/Pet Item	Elizabeth Sutter Consulting Management
	Stacia Mann Art Custom Art/Prints	

BUSINESS LICENSES ISSUED YEAR TO DATE



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