

January 2016

Trish Muller - Finance Director
Sara Ruby - Administrative Assistant
Michael Tempel - Finance Business Systems Analyst

Accounting Division



Welcome to Accounting
Nalene Pecore



Accounting Activities

	January	Year-to-Date
AP Checks Issued	422	422
Total AP Checks	\$ 5,885,081	\$ 5,885,081
Total P-Card	\$ 401,476	\$ 401,476

1,335 payroll checks and direct deposits were issued in January.

Accounting Team

Christie Guthrie – Accounting Manager
Kimberly Kraft – Accounting Supervisor
Edward McWilliams – Finance Projects Analyst
Caitlin Machone – Accountant
Sarah Kiefer – Accounting Tech – Purchasing
Nalene Pecore – Accounting Tech – Purchasing
Katie Baker – Accounting Technician
Stacy Malmgren – Payroll Technician

Employee Highlight

Nalene Pecore begin working for the Town on Feb. 8th. She will be the “Partner in Accounting” for the Governmental Funds and Fleet handling the Accounts Payable, Purchasing, PCards, RFP’s and Capital Assets.

Nalene has governmental experience working for the Douglas County School District for over ten years.

Nalene Pecore is a Colorado native and has lived in Douglas County since 1997. She and her husband, Ron, lived in Larkspur for over 14 years building custom homes and they now reside in Castle Rock with their three dogs.

Nalene has two grown children that live in Colorado and she is a grandmother of two great kids! Her hobbies include fly fishing, gardening, golfing (when she can actually hit the ball) and being a grandma.

We are very excited to welcome Nalene to the Town!

PAYROLL

- W-2's were mailed out in **January 2016**.
- 2016 Initiative to enroll all employees into Direct Deposit.
- Project planning will begin in February to develop and test an interface between the HR system and the Finance system. This will increase efficiency and reduce redundancy in the New Hire process and the Open Enrollment.

IMPORTANT DATES

1099's were mailed out on **January 28, 2016**

Feb. 8, 2016 – AP cutoff for 2015 Invoices

Apr. 25-29, 2016 – Field Audit

Our Auditors are from Eide Bailly.

Finance Department

January 2016

Trish Muller - Finance Director

Financial Analysis

- Financial Analysts continued to monitor year end activity
- Financial Analysts continue preparation of gathering inclusions for the 2016 First Quarter Budget Amendment with identification of purchase orders that will need to continue into 2016
- The Finance Team had a work session to calendar upcoming 2016 deadlines and prepare a proposed 2017 budget development calendar
- The team continues training opportunities including The New Committee of Sponsoring Organizations Governments training a training on audit functions held by Eide Bailey, Granicus software training and online Microsoft Access training

Budget

- Preparation of the first Budget Amendment in 2016 for the addition of the Special Events Fund was presented to Town Council on January 19th on first reading with a second reading scheduled to occur on February 2nd
- Began preparation of the second Budget Amendment in 2016 to be presented to Town Council on March 15th on first reading with a second reading scheduled to occur on April 5th
- Began preparation of the 2015 Year End Financial Review planned for presentation to Town Council on April 5th
- The adopted 2016 Budget is available at: <http://www.crgov.com/2016budget>
- The adopted 2016-2018 Three Year Balanced Financial Plan is available at: <https://co-castlerock2.civicplus.com/DocumentCenter/View/11553>
- The adopted 2016-2020 Five-Year Capital Improvement Program is available at Budget is available at: <https://co-castlerock2.civicplus.com/DocumentCenter/View/11552>

Projects

- Conducted follow up meetings with departments to discuss calculation approaches to be used specific to each department related to Impact Fees
- Began work with departments on the 2015 CIRSA audit of Community Service Workers' and Volunteer Accident Medical Plans (CSWAMP and VAMP)

Town of Castle Rock Budget/Finance Team

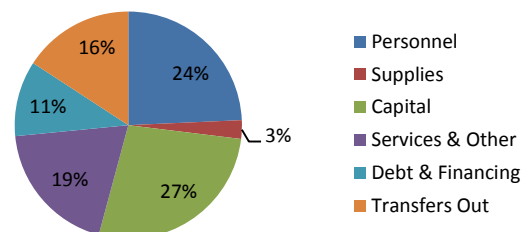
Nicole Carner, Budget & Finance Manager
Jamie Authier, Financial Analyst
Matt Gohl, Financial Analyst
Matthew Kipp, Financial Analyst



Projects, continued

- Began work on the year-end report for the Police Forfeiture Fund
- Began updating templates for 2017 budgeting and reporting
- Worked through cash flow analysis for North Meadows Extension to determine funds available for the widening of the road and for acquisition of right of way
- Incorporation of updates to the fleet vehicle listing to increase updating efficiencies
- Worked with the Police Department on completion of a Speed Mini Grant Proposal Application to the Colorado Department of Transportation
- Submitted the Town of Castle Rock, Downtown Development Authority and United Fire Dispatch Authority's 2016 budgets to the Division of Local Affairs.

**2015 Actual Expenditures by Category
Through Preliminary December**



Finance Department

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Trish Muller - Finance Director

Reporting

(Preliminary)

November	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2014	\$ 4,113,480	\$ -	\$ 4,113,480
2015	\$ 4,341,581	\$ -	\$ 4,341,581
Dollar +/-	\$ 228,101	\$ -	\$ 228,101
Percent Change	5.5%	100.0%	5.5%

YTD	Gross Sales Tax Revenue	Sales Tax Audit Revenue	Adjusted Revenue
2014 YTD	\$ 35,457,107	\$ 170,702	\$ 35,286,405
2015 YTD	\$ 38,297,882	\$ 545,990	\$ 37,751,892
Dollar +/-	\$ 2,840,775	\$ 375,288	\$ 2,465,487
Percent Change	8.0%	219.8%	7.0%

Licensing

- We have licensed 57 businesses in January
- There have been 44 accounts closed in January
- Castle Rock currently has 3,676 active businesses licensed.
- 1,792 or 49% of all businesses licensed are, Castle Rock based licenses

Enforcement

- Sales Tax has collected \$173,986 in delinquency revenue for the Month of January
- We currently have 38 audits in process with 7 more about to start in February 2016
- \$45,609 in Audit Revenue for January 2016

Sales Tax Division



Kellie Helm

Kellie has been with the Town since April 2015 after moving to Colorado from Iowa. She and her husband Wayne have 2 girls, Jennessa (22) and Makayla (19) along with 3 "furry kids", a boxer Tyson and two cats. She is originally from Seattle, Washington but spent most of her childhood and adult life living in the Midwest. Not only are she and Wayne enjoying being empty nesters but they also love exploring their new state! In her free time she loves to cook, garden, read, and watch football.

Town of Castle Rock Sales Tax Team

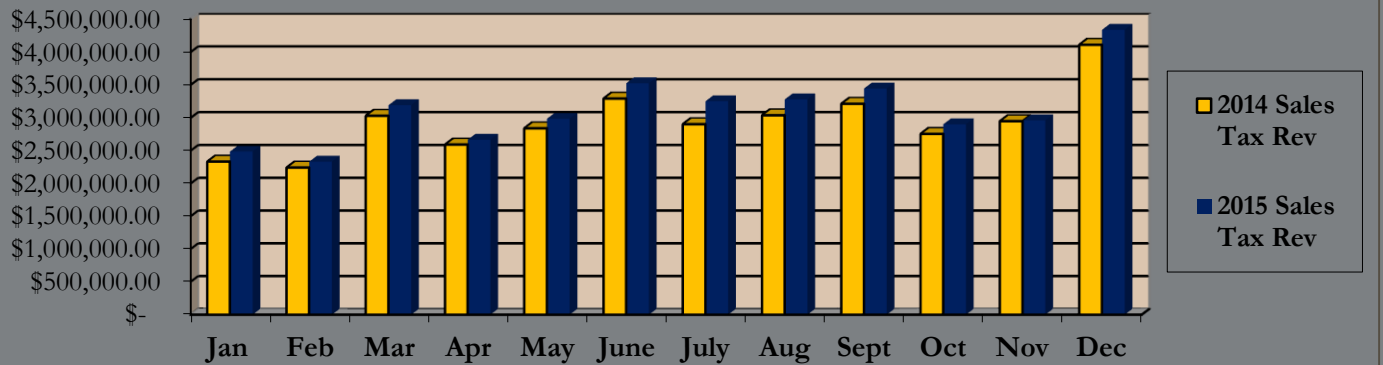
Pete Mangers, Revenue Manager
Cory White, Sales Tax Auditor
Greg Doane, Sales Tax Auditor
Jane Chrestensen, Sales Tax Technician
Kellie Helm, Senior Customer Service Representative

Finance Department

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Sales Tax Revenue



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

Business Licenses Year-to-Date

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

